VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

VILLAGE BOARD

Monday, January 11, 2016 **7:00 P.M.** **McFarland Municipal Center Community Room**

AGENDA

1. CALL TO ORDER.

2. ATTENDANCE ROLL CALL.

3. PUBLIC APPERANCE.
   a. Welcome McFarland Fire Rescue Chief, Christopher Dennis.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
   a. Public Announcements
      (1) Village offices closed January 18th.
   b. Public Communications
      (1) Recognition of Diane Reinstad for retirement after 6 years of service to the Village.
      (2) Property Tax Bills - First Installment due by January 31st.
      (3) Condolences for the passing of Patricia Davey Struck, the spouse of Village Attorney Lawrence Bechler.

5. CONSENT AGENDA.
   a. Motion to approve the Village Board minutes of October 26, 2015, October 29, 2015, and November 9, 2015.
   b. Motion to approve pre-paid checks #65233-65258 in the amount of $47,848.25 (Note: checks 65235-65238 were voided) and current checks #65259-65332 in the amount of $329,753.47.
   c. Motion to appoint Zachary Keller to the Volunteer Committee with the term ending April 30, 2016.

6. BUSINESS.
   a. PERSONNEL COMMITTEE (President Czebotar and Trustee Kolk) Discussion and action on approving organization charts and position descriptions for Senior Outreach Services, Communications & Technology, and Administration and Finance Departments.
   b. Discussion and action on filling vacant EMT position, new Communications Specialist position, and existing Case Manager Position.
   c. Discussion and action on adding Finance Director/Treasurer to list of Board-recognized Department Heads in the Personnel Policy Manual.
   d. Discussion and action on appointing Kelsy Boyd to Finance Director/Treasurer position.
   e. Discussion and action on appointing Lori Andersen to Senior Outreach Services Director position.
   f. Discussion and action on Resolution #01-2016 approving and adopting the form of amended 457 Plan and Trust effective January 1, 2016 with Security Benefit.
   g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. ADJOURNMENT.

NOTES: 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.
2) More specific information about agenda items may be obtained by calling 838-3153.

This agenda was posted, or caused to be posted, by my hand on the 8th day of December, 2016 the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and McFarland State Bank, 5990 Hwy 51.

Tracey Berman, Clerk/Deputy Treasurer

VILLAGE BOARD
January 11, 2016

Administrator Background

Agenda Item #6a – Personnel Committee

The Personnel Committee reviewed the organizational charts and position descriptions of three departments: Senior Outreach Services, Cable, and Administration. Some modifications were made based on the discussion in committee and on further conversations with the Department Heads and staff involved. It is our proposal that the updated org charts and position descriptions best reflect the strategic goals of the Board, offer the most flexibility to deal with future changes, and provide the clearest lines of supervision; we ask for your approval of the new org charts and position descriptions for the three departments.

Senior Outreach Services Department
The Senior Outreach Services Department has been operating since June of 2015 with an Interim Director, and with an LTE Case Manager for the last part of the year. During this time there have been extensive discussions with Dane County and our partner communities regarding future funding and cost sharing. After a thorough review of our options, it is my recommendation to approve the proposed org chart and position descriptions. It is my belief that this will offer the most flexibility to grow our services and programming, respond to possible future funding changes, and provide the maximum amount of services at the most reasonable cost to our residents.

Cable Department
The Village Board, as part of the 2016 budget, approved the creating of a part-time position which would be responsible for creating and maintaining a social media plan at a minimum. It was not expected that the Cable Fund alone could support this position, so funds are to come from the General Fund. The new, broader, "Communications and Technology" department name reflects this change.

Eric Redding has prepared position descriptions and an updated org chart for your review. Based on input from the Com & Tech Committee, Eric developed a 0.5 FTE Communications Specialist position description to meet the needs for someone to manage social media and other forms of public communications for the Village.

Administration Department
This department has the most changes. First, some history: approximately two years ago the Village Board discussed having a Finance Director to replace the part-time Bookkeeper position. My understanding is that at the time it was felt to be a too substantial of an upgrade that may not have been necessary at that time, and thus a Senior Accountant position was created instead. After development and approval of a position description a candidate search began in 2014. The applicant pool was relatively "shallow", but an offer was made and accepted by a candidate after extending the hiring process. That employee was with us for less than a year. During the replacement process at I asked to add "Budget Manager" duties to the position in order to increase the grade of

the position, increase the salary range, and thus hopefully increase the number of qualified candidates applying for the position. This was approved and a recruitment process for a Senior Accountant/Budget Manager began. The number of applicants was still not as numerous as I would have liked, but we were able to offer the position to a candidate who accepted. Unfortunately, that person left after one week. Fortunately, we were able to bring in a highly qualified person who is still with us.

I believe that the reason for our challenges in hiring and keeping a Senior Accountant is not that the salary range is too low. Rather, I believe our expectations for the position is higher than what would normally be expected of a Senior Accountant. The proposed position description for a Finance Director contains only a few changes from the existing Senior Accountant/ Budget Manager position description. In it you will see duties and responsibilities like Prepare, Coordinate, Guide, Develop, Supervise, and Approve. I compare this to sample job descriptions for Senior Accountants that I could locate online, and found duties and responsibilities like Process, Report, Monitor, Follow, and Complete. In short, we have been searching for a Senior Accountant in name and salary only; our position description matching our desires is really a Finance Director.

Both in the private sector and in other area communities, the position of Finance Director is common and vital. In surrounding communities I have spoken with, this position is seen as having an important strategic role in developing and maintaining the operating system of internal controls, communication of financial status, and budget preparation. It operates in a partnership with the Administrator who is responsible for the execution and administration of policy and the budget. Senior Accountants on the other hand operate within a system and are not responsible for developing or maintaining it.

Please note that the new positon includes the Treasurer role; this is for two reasons. First, most municipal Finance Directors in our marketplace are also the Treasurer for the community. The lack of the Treasurer role may also be a reason for our inability to recruit candidates with municipal experience. Second, it allows for the same checks and balances/division of duties we have with the Village Clerk and creates the same management/reporting relationship between both statutorial roles and the Administrator. Currently, Middleton is recruiting a Finance Director; the duties of that position are very similar to our proposal.

After much discussion we are also proposing a new org chart with more defined reporting relationships with a reassessment of position duties. The expectation is that the Clerks will assist both finance and administration – as they currently do – under "other duties as necessary" in the position descriptions, but the new proposal provides clarity as to who reports to who and what duties are to be the primary focus of each Clerk. This also creates two separate departments: Finance and Administration, but again, it is our expectation that both will continue to work together.

Agenda Item #6b – Position Vacancies

Through the 2016 budget process and your approval of the org charts and position descriptions above, position vacancies will be created. In addition, there is a vacant EMT position created through a resignation. Therefore, I ask that you

- Direct staff to fill the vacant EMT position and begin the recruitment process.
- Direct staff to begin the recruitment process for the newly created Communications Specialist position.
- Direct staff to fill the regular Case Manager Position.

The new org chart shows a regular Case Manager position which is currently held by Lauren Kelly as a Limited Term Employee (LTE). In speaking with Lori Andersen, it will be her intention to hire Lauren as a regular employee by removing the LTE designation and I support this decision. She has performed admirably and has already completed our recruitment process.

Agenda Item #6c – Finance Director/Treasurer as a Department Head.

The Personnel Policy Manual and Compensation and Benefit Manual identify Board-recognized Department Heads for benefit purposes. I ask that you recognize the new Finance Director/Treasurer as one for recruitment and retention purposes. In addition, with the proposed restructuring of Finance and Administration departments, this would make the Village Clerk and Finance Director/Treasurer equals. Finally, the Village Board would become for approving the appointment of this position.

Agenda Item #6d – Appointment of Finance Director/Treasurer

If my recommended action is approved in #6c, then the Board will have the authority to fill the position. I strongly recommend the promotion of Kelsy Boyd to the position of Finance Director/Treasurer in a pay range for grade 21, to be negotiated by the Administrator. This reflects the position scoring done on the new position description, and the increased amount was budgeted for 2016.

Agenda Item #6e – Appointment of Senior Outreach Services Director

Because the Senior Outreach Services Director is already listed as a Department Head, I strongly recommend the promotion of Lori Andersen to the regular Senior Services Director position and remove the Interim designation. She has also performed admirably in my opinion.

Agenda Item #6f – Resolutiom 01-2016

Occasionally it becomes necessary to update the agreements with our plan providers for things like our 457B Deferred Compensation Plan in order to keep IRS compliant. There are no substantial changes in the Plan document, and Security Benefit is our current provider. This resolution is by request of Security Benefit and I recommend approval.

Village of McFarland

CONSENT AGENDA

January 11, 2016

VILLAGE OF MCFARLAND

VILLAGE BOARD

Monday, October 26, 2015

1. CALL TO ORDER. Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE ROLL CALL. Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney and Clair Utter.
Staff Present: Interim Senior Outreach Director Lori Anderson, Village Clerk/Deputy Treasurer Tracey Berman, Community Development Director Pauline Boness, Senior Accountant/Budget Manager Kelsy Boyd, Director of Public Works Allan Coville, Library Director Heidi Cox, Deputy Fire/EMS Chief Chris Dennis, Cable Manager Eric Redding, Administrator Eric Rindfleisch, and Police Chief Craig Sherven.
Others Present: None.

3. PUBLIC APPERANCE.
a. Chuck Di Piazza, Village's Emergency Management Director. Emergency Management Director Di Piazza gave an overview regarding training recommendations. The suggestions included training Village Board members as well as Department Heads on Introduction to Incident Command system and National Incident Management system. There are no costs to complete the online trainings. Dane County Emergency Management personnel could find no requirement for Board members to complete these trainings. It was recommended that Board members have trainings even though it is not a requirement.

4 PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
a. Public Announcements
(1) October 26-30 Zone 1 brush collection
(2) November 2-6 Zone 2 brush collection
(3) November 9-13 Zone 3 brush collection
b. Public Communications
(1) A letter was received from the Department of Transportation regarding the future plans of the roadways in the State. The budget reductions regarding the cuts and delays were explained in the communications received.

5. CONSENT AGENDA. **Motion** by President Czebotar, second by Trustee Lytle and carried 7-0 by acclamation to approve consent agenda items.
a. Motion to approve the regular Village Board minutes of August 24, 2015 and September 14, 2015 and special Village Board meeting of August 31, 2015, September 28, 2015, September 29, 2015 and October 12, 2015.
b. Motion to approve pre-paid checks #64808 in the amount of $643.45 and current checks #64786-64807 in the amount of $39,072.97.
c. Motion to approve the recommendation from Police Chief Sherven that the Alcohol Beverage Operator's License applications submitted by Biren Patel (Byrne's McFarland Tavern) and Cajin Pitzner (Loeder Oil) be approved and the licenses be issued.
d. Motion to approve the recommendation from Police Chief Sherven that the Temporary Alcohol Beverage Operator's License application submitted by Roland Budnar (Christ the King Chili Cook-off) be approved and the license be issued. The Board moved to the Business section of the agenda ahead of the Department Budgets.

6. DEPARTMENT BUDGETS.
a. Review, discussion, and possible action on modifications submitted by Trustees affecting the proposed 2016 operating and capital budgets for the following:
1. Revenues

6

2. General Fund (All Departments)
3. Library Fund
4. Cable/Website Fund
5. Capital Projects Fund
6. Parks Capital Fund
7. Solid Waste Fund
8. Debt Service Fund
9. TID #3 Fund
10. TID #4 Fund

Administrator Rindfleisch attempted to include all of the items the board discussed in the budget. The bottom line remains $1,775 under the expenditure restraint payment limit, but over the levy amount by $51,440. Senior Accountant Boyd reviewed the changes the Board suggested putting in the budget. The Village Board will need to reduce by $51,440 to remain under the levy limit. The expenditure restraint amount will be out on October 29th. The building inspector split with Monona was discussed. Community Development Director Boness was unsure as to what to expect for permits in 2016 kept the split as the same levels as 2015. The Youth Center contribution from the Village for facility rental fees was discussed. The consensus of the Board was to leave the rental fee of $15,000 in the budget. The Village Board training and travel increase of $1,000 remained within the budget. The Volunteer Program budget was requested to be retained at $3,000 for 2016 with no reduction as previously suggested. The legal salaries budget was discussed and it was requested to reduce by $3,000. The legal counsel – labor budget was increased by $2,000 and is to be kept in for union negotiations. Merit pay, longevity, and the wage contingency/cost of living increases were discussed. The Board did not reach a consensus. The administrator telephone budget was reduced by $200. The proposed Technologist position was put in the budget for $22,000 and with no consensus reached. There was a proposed $2,000 increase for the hiring budget. **Motion** by Trustee Mooney, second by President Czebotar and carried 6-1 (Trustee Adrian voting nay) by acclamation to approve the employee hiring budget line at $6,000 (a reduction of $1,000). Budgeting for Outcomes was discussed and more information needed to be gathered. The budgeting for outcomes was eliminated and the budget was reduced by $5,000. It was noted the funds could come from undesignated reserves if needed. There was an increase in the facilities salaries for cleaning of the public works building. The amount of $2,987 was put into the utility fund budget and the facilities budget was reduced by $2,987. It was noted to combine the building maintenance and building repairs budgets together if possible. The 'old' library building (Youth Center building) costs was reduced by $2,700. There were no changes to the police department budget. There were no changes to the fire/ems budget. The duties within the outreach department were discussed. No budget changes were made. There were no changes within community development budget. Director Coville may be able to reduce the salt budget depending upon what can be purchased this year. There were no changes to the parks budget. The library increased salaries in the amount of $3,200. Administrator Rindfleisch suggested changing the solid waste fund as proposed. The debt service fund was discussed and Trustee Lytle noted she will meet with staff to ensure the numbers are correct. The carpeting replacement within the capital budget was discussed with no consensus being reached. It was noted to look at a phase in plan to see if it's possible over two years. It was recommended to remove the sandbag equipment for $4,500 and postpone for a year. It was noted the $4,500 could be applied to a tv monitor for the municipal center for directional and informational purposes. The remainder of the budget items will be discussed at the special Village Board meeting on Wednesday.

7. BUSINESS.

a. Action on the application for a "Special Event License" and Temporary Class "B" Fermented Malt Beverage/Temporary "Class B" Wine License from Christ the King

Church for the Annual Chili Cook-off to be held from 5:30 p.m. to 8:00 p.m. on Saturday, November 14, 2015 at Christ the King Church, 5306 Main Street. **Motion** by President Czebotar, second by Trustee Adrian by and carried 7-0 by acclamation to approve the application for a "Special Event License" and Temporary Class "B" Fermented Malt Beverage/Temporary "Class B" Wine License from Christ the King Church for the Annual Chili Cook-off to be held from 5:30 p.m. to 8:00 p.m. on Saturday, November 14, 2015 at Christ the King Church, 5306 Main Street.

b. Action on a recommendation from the Chief Sherven to approve a request to allow minors present where alcohol is served during the Annual Chili Cook-off to be held from 5:30 p.m. to 8:00 p.m. on Saturday, November 14, 2015 at Christ the King Church, 5306 Main Street. **Motion** by President Czebotar, second by Trustee Adrian and carried 7-0 by acclamation to approve the request to allow minors present where alcohol is served during the Annual Chili Cook-off to be held from 5:30 p.m. to 8:00 p.m. on Saturday, November 14, 2015 at Christ the King Church, 5306 Main Street

c. Discussion and possible action regarding additional crossing support at the intersection of Exchange and Farwell in the AM and PM when there is heavy pedestrian-bike-vehicle traffic through that intersection. The Public Safety Committee preliminarily discussed different options, with no recommendations. Options discussed were to use police officers at the crossing, utilizing the crossing guard when the Milwaukee railroad gates are installed, and/or using the School Resource Officer at this intersection. Chief Sherven after further discussion with the crossing guard staff identified the problem is mainly occurring in the afternoon. It appeared to be the middle school and high school aged children to be having the crossing issues with the high volume of traffic. Typically crossing guards are provided for elementary aged children. It was identified that the issue appears to be administrative and can be handled by the Police Department staff at this point. If circumstances change it can be brought back to the Board for discussion.

d. Discussion and possible action to change the Village's contribution towards health insurance premium for part-time employees hired prior to July 1, 2011 based on current year costs rather than 2013 costs. The Village Board reduced the employee portion of the health insurance in 2013, however the calculation is based on the 2013 premiums and should be based on the current year. It is believe to be an oversight on language. The change would benefit the employees for 2016 and based upon current year premiums. The budget impact would be approximately $5,015 for 2016. **Motion** by President Czebotar, second by Trustee Kolk and carried 5-1 (Trustee Utter voting nay) by acclamation to approve using the current year premium language verse the 2013 language.

e. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

8. ADJOURNMENT. **Motion** by Trustee Utter, second by Trustee Brassington and carried 7-0 by acclamation to adjourn the Village Board meeting at 10:11 pm.

Respectfully Submitted by,
Tracey Berman, Clerk

VILLAGE OF MCFARLAND

SPECIAL VILLAGE BOARD
(Budget Meeting – If Necessary)
Thursday, October 29, 2015

1. CALL TO ORDER. Village Board President Brad Czebotar called the special meeting of the McFarland Village Board to order at 6:30 p.m. in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE ROLL CALL. Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk (arrived at 6:34 pm), Mary Pat Lytle, Tom Mooney and Clair Utter.
   Staff Present: Interim Senior Outreach Director Lori Anderson, Village Clerk/Deputy Treasurer Tracey Berman, Community Development Director Pauline Boness, Senior Accountant/Budget Manager Kelsy Boyd, Director of Public Works Allan Coville, Library Director Heidi Cox, Deputy Fire/EMS Chief Chris Dennis, Cable Manager Eric Redding, Administrator Eric Rindfleisch, and Police Chief Craig Sherven.
   Others Present: None.

3. 2016 BUDGETS.
   a. Review, discussion, and possible action on the proposed 2016 budgets for the following:
      1. Revenues
      2. General Fund (All Departments)
      3. Library Fund
      4. Cable/Website Fund
      5. Capital Projects Fund
      6. Parks Capital Fund
      7. Solid Waste Fund
      8. Debt Service Fund
      9. TID #3 Fund
      10. TID #4 Fund

Senior Accountant Boyd summarized that on Monday when the board met they needed to reduce the levy by $51,000. Currently, the levy will still need to be reduced by $8,828 to be under the levy limit. There was some savings due to employees not taking the Village's health insurance. President Czebotar proposed an incentive pay fund implemented in 2016. Department Heads could work with the Personnel Committee and Village Board to develop the details of the plan. **Motion** by President Czebotar, second by Trustee Mooney and carried 5-2 (Trustees Brassington and Utter voting nay) to eliminate $30,000 marked for merit adjustments, do a cost of living wage adjustment for July 1, 2016 and establish an incentive pay fund for $16,000 from longevity. The impact would be to reduce by the budget by $30,000. Personnel Committee is favoring merit pay and there has been a considerable amount of discussion and thought put in to the plan. The proposed full-time crew position for the Public Works Department was discussed. Director Coville presented the support and case for the position. There was suggestion to do an overview of all the positions to look for efficiencies before adding and/or replacing positions. There was discussion regarding the process that should be used. A majority of the board supported the additional Public Works position. The Library Fund was discussed. A full-time adult reference

librarian position was discussed and Director Cox currently does a lot of the duties of an adult reference librarian.
There was discussion add additional money in the budget to appropriately fund a merit (incentive) pay system. **Motion** by Trustee Kolk, second by Trustee Utter and carried 5-2 (Trustees Lytle and Adrian voting nay) by acclamation to apply the increase of $10,000 to the incentive pay fund. **Motion** by President Czebotar, second by Trustee Lytle and carried 6-1 (Trustee Utter voting nay) by acclamation to approve the preliminary budget with the requested changes.

4. ADJOURNMENT. **Motion** by Trustee Lytle, second by Trustee Adrian and carried 7-0 by acclamation to adjourn the Village Board meeting at 7:56 pm.

Respectfully Submitted by,
Tracey Berman, Clerk

VILLAGE OF MCFARLAND

VILLAGE BOARD

Monday, November 9, 2015

1. CALL TO ORDER. Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center. President Czebotar honored Veterans in light of Veterans Day on November 11th.

2. ATTENDANCE ROLL CALL. . Village Board members present: Trustees Jerry Adrian, Stephanie Brassington, Brad Czebotar, Dan Kolk, Mary Pat Lytle, Tom Mooney and Clair Utter.
Staff Present: Interim Senior Outreach Director Lori Anderson, Village Clerk/Deputy Treasurer Tracey Berman, Community Development Director Pauline Boness, Senior Accountant/Budget Manager Kelsy Boyd, Director of Public Works Allan Coville, Library Director Heidi Cox, Interim Fire/EMS Chief Tom Reiter, Cable Manager Eric Redding, Administrator Eric Rindfleisch, and Police Chief Craig Sherven.
Others Present: None.

3. PUBLIC APPERANCE. There were no public appearances.

4 PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
   a. Public Announcements
      (1) November 9-13 Zone 3 brush collection
      (2) November 16-20 Yard Waste collection (village wide)
      (3) November 26-27 Village offices closed
      (4) December 1 first day to circulate nomination papers
      (5) December 1 winter parking regulations into effect
   b. Public Communications
      (1) Incoming Sex Offender notification – November 18th, 6:30 pm - 8:30 pm
      (2) Department of Transportation – PLE Study nearing completion. Meetings to be held regarding the results.
      (3) Department of Administration population estimate.

5. CONSENT AGENDA. **Motion** by President Czebotar, second by Trustee Lytle and carried 7-0 by acclamation to approve consent agenda items.
   a. Motion to approve the special Village Board minutes of October 22, 2015.
   b. Motion to approve pre-paid checks #64823-64825 in the amount of $511.10 and current checks #64826-64926 in the amount of $237,745.05.
   c. Motion to approve the recommendation from Police Chief Sherven that the Alcohol Beverage Operator's License applications submitted by Zackary Butson (Loeder Oil), Lisa Heggestad (Byrnes McFarland Tavern), and Sam Timmons (Green Lantern) are approved and the licenses be issued.
   d. Motion to appoint Shayne Stewart to the Communications and Technology Committee for the remainder of term ending April 30, 2016.

6. BUSINESS.
   a. Discussion and possible action on the 2016-2020 Capital Improvements Plan. There were no proposed changes to the 2016-2020 Capital Improvements Plan.
   b. Consideration and possible action on potential changes to the following 2016 budgets as proposed.
      (1) General Fund
      (2) Library Fund
      (3) Solid Waste Fund

(4) Debt Service Fund
(5) Capital Projects Fund
(6) Parks Capital Projects Fund
(7) Cable/Website Fund
(8) TID #3 Fund
(9) TID #4 Fund

General Fund - The 20 hour per week front office position previously approved and was included in the 2016 budget. There was an additional $8,000 put into the Police Department salaries budget. This includes enough for the investigator position and an additional sergeant increase. No new staff members will be added. Village facilities rental is $20,000 this includes $15,000 for the Youth Center and $5,000 from other facility rentals. There is $3,000 in the 2016 budget for the Volunteer Program. The Library Fund included an Adult Reference library position which was budgeted for in the minimum to the mid-point salary range. Solid Waste Fund there were no changes. Debt Service Fund there were no changes. Capital Projects were briefly discussed noting the potential replacement of a fire engine replacement. It was noted funding options are available to fund in 2017. Park Capital project there were no changes. Cable and website Fund there were no changes. In the TID #3 budget Admin Rindfleisch noted the corrections of the developer loan outlay was added and $10,000 was added in for planning and engineering. This was only a typo no numbers were changed. There were no changes in TID #4.

c. Discussion and action on proposed Ordinance #2015-08 approving the budgets and appropriating funds to the General, Library, Solid Waste, General Debt Service, Capital Projects, Parks Capital Project Funds, Cable/Website Funds, TID #3 Fund, and TID#4 Fund for the 2016 Budget and establishing the 2015 payable in 2016 property tax levy. Administrator Rindfleisch noted a typo of total all revenues is $290,800 and the handout has the corrected ordinance. **Motion** by President Czebotar, second by Trustee Lytle and carried 6-1 (Trustee Utter voting nay) to approve Ordinance #2015-08 approving the budgets and appropriating funds to the General, Library, Solid Waste, General Debt Service, Capital Projects, Parks Capital Project Funds, Cable/Website Funds, TID #3 Fund, and TID#4 Fund for the 2016 Budget and establishing the 2015 payable in 2016 property tax levy as corrected.

d. PERSONNEL COMMITTEE (President Czebotar & Trustee Dan Kolk). Discussion and possible action regarding clarifying and updating the part-time employee calculation for health in lieu. The previous language treated part-time employees all the same for health in lieu for different hours and this will be prorated on the budgeted hours. The prior calculation took the schedule in the personnel manual and referred to the 2013 rate and they were then the rates were reduced three times. The language was very vague and the proposed language is more concise. **Motion** by President Czebotar, second by Trustee Kolk and carried 6-1 (Trustee Utter voting nay) by acclamation to approve the updated language in section 12.08 payment in lieu of health insurance and calculation for part-time employees health in lieu.

e. Discussion and possible action to approve directing staff to begin the recruitment process for a public works crew person (filling due to retirement). Discussion occurred regarding combing the recruiting process of the new position and the replacement position to simplify and not duplicate efforts on recruiting. Director Coville does not anticipate any big changes on either positions and/or duties. The position being retiring needs to be replaced as soon as possible. **Motion** by President Czebotar, second by Trustee Adrian and carried 7-0 by acclamation to approve recruiting for both positions.

f. Discussion and possible action to approve directing staff to begin the recruitment process for a Clerk Assistant III position (filling due to retirement). The position was briefly discussed. **Motion** by President Czebotar, second by Trustee Adrian and carried 7-0 by acclamation to approve recruiting for the Clerk Assistant III position.

g. Discussion and possible action requesting the creation of a 2016 Police Department hiring list and to direct the Police Chief to seek approval from the Police and Fire Commission of the process. The process is to obtain a list to cover any vacancies that

may occur. This has been done in the past. The list is anticipated to be started right away. A status report for next year was requested. **Motion** by Trustee Adrian, second by Trustee Brassington and carried 7-0 by acclamation to approve the request of creating a 2016 Police Department hiring list and to direct the Police Chief to seek approval from the Police and Fire Commission of the process.

h. Discussion and possible action regarding Resolution#20-2015 withdrawal from the Local Government Property Insurance fund effective December 31, 2015 and approve coverage by the Municipal Property Insurance Company in the amount effective January 1, 2016. **Motion** by President Czebotar, second by Trustee Lytle and carried 7-0 by acclamation to approve Resolution#20-2015 withdrawal from the Local Government Property Insurance fund effective December 31, 2015 and approve coverage by the Municipal Property Insurance Company in the amount effective January 1, 2016.

i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates. There was no discussion.

7. ADJOURNMENT. **Motion** by Trustee Kolk, second by Trustee Adrian and carried 7-0 by acclamation to adjourn the Village Board meeting at 8:21 pm.

Respectfully Submitted by,
Tracey Berman, Clerk

Prepaid checks 65233 - 65258

$ 47,848.25

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
12/26/2015	PC	12/31/2015	65233	DAY, ANDREW CHARLE	860	516.71
12/26/2015	PC	12/31/2015	65234	JANNESS, JUSTIN R.	868	309.20
						825.91

NOTE: 65235-65238 Voided bc no signature blocks

Report Criteria
Report type: GL detail
Check Check Number = 65235-65242

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	UPS/PKG DELIVERY	123015	1	200-51-0049-240	110.54
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	MAIN MOON/FOOD	123015	2	200-51-0049-340	38.77
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	TIGHTROPRE/SERVER REPAIR	123015	3	200-51-0049-240	480.83
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	ADOBE CLOUD	123015	4	200-51-0049-320	105.48
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	FELLYS/RECOGNITION	123015	5	100-52-1010-310	203.29
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	STAPLES/SUPPLIES	123015	6	100-52-1010-310	164.22
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	SMITH & WESSON/TRAINING	123015	7	100-52-1010-330	169.57
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	OFFICE DEPOT/SUPPLIES	123015	8	100-52-1010-310	55.13
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	FED EX/SHIPPING	123015	9	100-52-1010-315	64.57
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	KWIK TRIP	123015	10	100-52-2020-351	57.55
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	SUBWAY/FOOD	123015	11	100-52-2020-390	40.09
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PCIK N SAVE/FOOD	123015	12	100-52-2020-390	45.88
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	KWIK TRIP/FUEL	123015	13	100-52-2020-390	15.56
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	LAMERS/FUNERAL BUS	123015	14	100-51-4141-300	525.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PCIK N SAVE/BEVERAGES	123015	15	100-51-1111-350	62.36
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WALGREEN/COUNTER MINTS TAX	123015	16	100-51-4151-310	7.36
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	HOBBY LOBBY/CONDOLENCE BOOK	123015	17	100-51-1111-350	11.37
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	HEARTFELT SYMPATHIES	123015	18	100-51-1111-350	168.98
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PICK N SAVE/E.M. SNAX	123015	19	100-52-5050-349	12.47
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PIZZA OVEN/EE MEAL	123015	20	100-51-1111-350	286.31
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PICK N SAVE/EE BEVERAGES	123015	21	100-51-4131-330	69.74
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	HERTZ EQUIP/PUMP RENTAL	123015	22	100-55-6050-341	68.93
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	D&J /PLOW PARTS	123015	23	100-53-3030-352	1,147.20
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	MENARDS/TREE LIGHTS	123015	24	100-55-6050-390	199.95
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WI RURAL WATER	123015	25	600-57-0070-933	103.95
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	MAC/TOOLS	123015	26	100-53-3030-340	28.99
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	amazon.materials	123015	27	900-55-0011-396	144.95
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	amazon.TOTEBAG	123015	28	900-1361	89.09
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	BARNES/GIFT CARDS	123015	29	900-55-0011-350	.30
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	BARNES/GIFT CARDS	123015	30	900-55-0011-350	29.70
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	MCF HOUSE/GIFT CARDS	123015	31	900-55-0011-310	60.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	USPS/STAMPS	123015	32	900-55-0011-315	196.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	STAPLES/OFFICE SUPPLIES	123015	33	900-55-0011-310	418.16
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	ALA.DUES	123015	34	900-55-0011-330	209.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WLA DUES	123015	35	900-55-0011-330	183.00

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WMC FOUNDATION	123015	36	100-51-7272-310	150.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	ALL HEART/STETHOSCOPES	123015	37	100-52-4040-300	88.91
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PIZZA HUT/FOOD	123015	38	100-52-2020-390	62.39
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PICK N SAVE.FOOD	123015	39	100-52-2020-390	18.00
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	KWIK TRIP/FUEL	123015	40	100-52-2020-351	90.36
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WALMART/DECOR	123015	42	100-4824	118.42
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WORLD OF VARIETY/DECOR	123015	43	100-4824	3.14
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	TARGET/DECOR & GIFTS	123015	44	100-4824	41.09
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	MENARDS/DECOR	123015	45	100-4824	29.52
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	SHOPKO/MUISC AND DECOR	123015	46	100-4824	35.84
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	METCALFS/FOOD	123015	47	100-4824	40.95
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	FARM * FLEET /GIFTS	123015	48	100-4824	76.78
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	WALMART/RETURN	123015	49	100-4824	28.20-
12/15	12/31/2015	65239	566	BMO HARRIS BANK NA	PARTY CITY/PLATES ETC	123015	50	100-55-5530-349	66.33
Total 65239:									6,367.82
12/15	12/31/2015	65240	114	BP	PD GAS/FUEL	123015	1	100-52-1010-351	599.36
12/15	12/31/2015	65240	114	BP	CD GAS/FUEL	123015	2	100-52-7230-330	77.81
12/15	12/31/2015	65240	114	BP	EMS GAS/FUEL	123015	3	100-52-4040-351	246.74
12/15	12/31/2015	65240	114	BP	FIRE	123015	4	100-52-2020-351	443.43
12/15	12/31/2015	65240	114	BP	PW GAS/FUEL	123015	5	100-53-3030-351	1,024.17
12/15	12/31/2015	65240	114	BP	SEWER GAS/FUEL	123015	6	600-56-0020-828	68.28
12/15	12/31/2015	65240	114	BP	WATER GAS/FUEL	123015	7	600-57-0070-933	68.28
12/15	12/31/2015	65240	114	BP	STW GAS	123015	8	650-53-3040-231	204.83
Total 65240:									2,732.90
12/15	12/31/2015	65241	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	123015	1	600-56-0040-840	172.25
12/15	12/31/2015	65241	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	123015	2	600-57-0060-903	172.25
12/15	12/31/2015	65241	759	POSTMASTER	WATER & SEWER BILLING POSTAGE	123015	3	650-53-3040-340	172.25
Total 65241:									516.75
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT PW	123015	1	100-51-4195-525	18,056.94
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT PARKS	123015	2	100-51-4195-525	2,166.83
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT	123015	3	600-57-0070-926	4,333.66
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT	123015	4	600-56-0050-854	4,333.67
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT	123015	5	650-53-3040-155	4,333.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/15	12/31/2015	65242	1461	SECURITY BENEFIT	J REITER VEBA PAYOUT STW	123015	6	100-51-4195-525	2,889.11
Total 65242:									36,113.88
Grand Totals:									45,731.35

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1111	.00	.00	.00
100-2120	28.20	29,730.64-	29,702.44-
100-4824	345.74	28.20-	317.54
100-51-1111-350	529.02	.00	529.02
100-51-4131-330	69.74	.00	69.74
100-51-4141-300	525.00	.00	525.00
100-51-4151-310	7.36	.00	7.36
100-51-4195-525	23,112.88	.00	23,112.88
100-51-7272-310	150.00	.00	150.00
100-52-1010-310	422.64	.00	422.64
100-52-1010-315	64.57	.00	64.57
100-52-1010-330	169.57	.00	169.57
100-52-1010-351	599.36	.00	599.36
100-52-2020-351	591.34	.00	591.34
100-52-2020-390	181.92	.00	181.92
100-52-4040-300	88.91	.00	88.91
100-52-4040-351	246.74	.00	246.74
100-52-5050-349	12.47	.00	12.47
100-52-7230-330	77.81	.00	77.81
100-53-3030-340	28.99	.00	28.99
100-53-3030-351	1,024.17	.00	1,024.17
100-53-3030-352	1,147.20	.00	1,147.20
100-55-5530-349	66.33	.00	66.33
100-55-6050-341	68.93	.00	68.93
100-55-6050-390	199.95	.00	199.95
200-2120	.00	735.62-	735.62-
200-51-0049-240	591.37	.00	591.37

Report Criteria:
Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/04/2016	65243	741	PETTY CASH	Reimburse Petty Cash	123115	1	100-1181	171.87
Total 65243:									171.87
01/16	01/04/2016	65244	1026	WI COMMUNITY MEDIA	MEMBERSHIP DUES	010416	1	200-51-0049-320	245.00
Total 65244:									245.00
01/16	01/04/2016	65245	1026	VIDEO FEST	ENTRY FEE	011416	1	200-51-0049-320	60.00
Total 65245:									60.00
01/16	01/04/2016	65246	1307	WI COUNCIL 40	AFSCME DUES	010416	1	100-2161	35.59
Total 65246:									35.59
01/16	01/04/2016	65247	1086	WI SCTF	PIN 6635567 BRANDT	040416	1	100-2159	334.63
Total 65247:									334.63
01/16	01/04/2016	65248	1118	WPPA TREASURER	POLICE UNION DUES	010416	1	100-2161	407.50
Total 65248:									407.50
Grand Totals:									1,254.59

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1181	171.87	.00	171.87
100-2120	.00	949.59-	949.59-
100-2159	334.63	.00	334.63
100-2161	443.09	.00	443.09

M = Manual Check, V = Void Check

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Report Criteria:
Print Detail
Outstanding, Cleared, and Checks With Zero Amounts
[Report].Check Number = 65249-65258

Period Date	Transaction Date	Description	Account Number	Journal	Check Number	Check Amount
12/31/2015	12/31/2015	RINDFLEISCH, ERIC C.	1002150	CDP	65249	6.46
12/31/2015	12/31/2015	GRAHAM, DAWN E.	1002150	CDP	65250	3.89
12/31/2015	12/31/2015	SHERVEN, CRAIG J.	1002150	CDP	65251	6.46
12/31/2015	12/31/2015	SCHROECKENTHALER, MATTHEW	1002150	CDP	65252	1.96
12/31/2015	12/31/2015	BRANDT, STEVEN R.	1002150	CDP	65253	1.96
12/31/2015	12/31/2015	NOLTEMEYER, RENEE P.	1002150	CDP	65254	3.89
12/31/2015	12/31/2015	WOLF, TODD	1002150	CDP	65255	3.93
12/31/2015	12/31/2015	KARNITZ, BLAKE R	1002150	CDP	65256	1.96
12/31/2015	12/31/2015	GLAESER, JODEL K.	1002150	CDP	65257	1.96
12/31/2015	12/31/2015	BEVERLEY-BONESS, PAULINE	1002150	CDP	65258	3.93
Total COMBINED CASH:						36.40

Current checks #65259-65331 $ 327,529.57

+ 2,223.90

329,753.47

VILLAGE OF MCFARLAND

Board Report

Check Issue Dates: 1/13/2016 - 1/13/2016

Jan 08, 2016 10:09AM

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65259	1	5 ALARM FIRE & SAFETY	REPAIR TO EXTRICATION EQUIP	153749-1	1	100-52-2020-241	227.00
Total 65259:									227.00
01/16	01/13/2016	65260	1730	ACCURATE APPRAISAL LLC	SERVICES	010116	1	100-51-4154-210	3,850.00
Total 65260:									3,850.00
01/16	01/13/2016	65261	1397	ALL COMFORT SERVICES	AIR CONDITIONING FIX	540677	1	900-55-0011-240	348.75
01/16	01/13/2016	65261	1397	ALL COMFORT SERVICES	ELECTRICAL OUTLETS	542676	1	900-55-0011-240	1,323.00
01/16	01/13/2016	65261	1397	ALL COMFORT SERVICES	YOUTH CENTER HVAC REPAIR	543195	1	100-51-8081-221	477.37
01/16	01/13/2016	65261	1397	ALL COMFORT SERVICES	MC HVAC REPAIR	543264	1	100-51-8081-350	689.94
01/16	01/13/2016	65261	1397	ALL COMFORT SERVICES	COOK STREET REPAIR	543267	1	650-53-3040-260	185.00
Total 65261:									3,024.06
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACITITY	122915	1	100-51-8080-220	784.94
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	WELLS ELECTRIC	122915	2	600-57-0030-622	1,625.50
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	WELLS GAS	122915	3	600-57-0030-623	54.77
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	LIFT STATION ELECTRIC	122915	4	600-56-0020-821	286.77
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	BRANDT PARK PAVILLION	122915	5	100-55-6050-220	50.38
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	122915	6	100-55-6050-221	45.51
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	MCDANIEL	122915	7	100-55-6050-222	23.93
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	122915	8	100-53-3030-222	305.89
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS BASHFORD	122915	9	100-53-3030-222	8.15
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS FARWELL ST (2)	122915	10	100-53-3030-222	8.66
01/16	01/13/2016	65262	30	ALLIANT ENERGY/WP&L	SIRENS	122915	11	100-51-8081-220	19.15
Total 65262:									3,213.65
01/16	01/13/2016	65263	44	ANDERSEN, LORI	DECORATIONS	123115	1	100-4825	56.00
01/16	01/13/2016	65263	44	ANDERSEN, LORI	MILEAGE EXP REIMBURSEMENT	123115	2	100-55-5510-353	100.63
01/16	01/13/2016	65263	44	ANDERSEN, LORI	MILEAGE EXP REIMBURSEMENT	123115	3	100-55-5510-353	135.70
Total 65263:									292.33

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638867052	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638872186	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638877361	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638882511	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638892847	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638898047	1	900-55-0011-240	34.00
01/16	01/13/2016	65264	10	ARAMARK	mat rental	1638903261	1	900-55-0011-240	34.25
Total 65264:									238.25
01/16	01/13/2016	65265	68	BADGER WELDING SUPP INC	O2	3316765	1	100-52-4040-345	32.50
Total 65265:									32.50
01/16	01/13/2016	65266	2173	BAER INSURANCE SERVICES L	2016 WORKERS COMP	59382	1	100-1624	79,461.00
Total 65266:									79,461.00
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	2031451161	1	900-55-0011-395	157.86
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	2031466712	1	900-55-0011-395	22.63
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	2031493038	1	900-55-0011-395	69.75
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	2031496963	1	900-55-0011-395	261.18
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	2031516340	1	900-55-0011-395	529.92
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	5013900571	1	900-55-0011-395	135.21
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B00590200	1	900-55-0011-396	45.34
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B01346430	1	900-55-0011-396	19.43
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B02054800	1	900-55-0011-396	198.66
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B03836800	1	900-55-0011-396	16.54
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B04710950	1	900-55-0011-396	51.46
01/16	01/13/2016	65267	74	BAKER & TAYLOR BOOKS	MATERIALS	B05338761	1	900-55-0011-396	14.39
Total 65267:									1,522.37
01/16	01/13/2016	65268	2296	BESSA & ASSOCIATES, INC	MUNIC CENTER AIR QUALITY STUDY	12163	1	100-51-8081-240	4,595.00
Total 65268:									4,595.00
01/16	01/13/2016	65269	1256	BOUND TREE MEDICAL, LLC	SUPPLIES	81970461	1	100-52-4040-345	310.23
01/16	01/13/2016	65269	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	81984453	1	100-52-4040-345	25.77

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65269	1256	BOUND TREE MEDICAL, LLC	EMS SUPPLIES	82004302	1	100-52-4040-345	182.82
Total 65269:									518.82
01/16	01/13/2016	65270	172	CITY OF MADISON TREASURE	MARSH RD RESURFACING	2928	1	500-53-0030-841	89,844.72
01/16	01/13/2016	65270	172	CITY OF MADISON TREASURE	2015 RMS PROJ SUPPLEMENTAL	3137	1	100-52-1010-240	901.66
Total 65270:									90,746.38
01/16	01/13/2016	65271	15033	CITY OF MONONA AMBULANCE	MONONA INTERCEPT	123115	1	100-4523	1,144.56
Total 65271:									1,144.56
01/16	01/13/2016	65272	15034	COLLINS, DAWN	REFUND DOUBLE PMT	123115	1	100-4523	202.00
Total 65272:									202.00
01/16	01/13/2016	65273	193	COMPUTER MAGIC INC	ROLLER KIT	20142165	1	100-51-4141-310	30.00
01/16	01/13/2016	65273	193	COMPUTER MAGIC INC	UPS DEVICE	20142204	1	100-51-4141-810	1,767.00
01/16	01/13/2016	65273	193	COMPUTER MAGIC INC	5 DESKTOP PCS & 6 MONITORS	20142204	2	100-51-4141-810	5,524.94
01/16	01/13/2016	65273	193	COMPUTER MAGIC INC	SUPPORT - NEW PCS	20142204	3	100-51-4170-311	422.25
01/16	01/13/2016	65273	193	COMPUTER MAGIC INC	PRINTER MAIN KIT	20142204	4	100-51-4141-310	275.00
Total 65273:									8,019.19
01/16	01/13/2016	65274	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	181664	1	900-55-0011-241	41.66
Total 65274:									41.66
01/16	01/13/2016	65275	2059	CREATIVE BUSINESS INTERIO	OFFICE CHAIRS	154390	1	900-55-0011-240	940.00
01/16	01/13/2016	65275	2059	CREATIVE BUSINESS INTERIO	FURNITURE	158992	1	900-55-0011-240	492.00
Total 65275:									1,432.00
01/16	01/13/2016	65276	221	CUPERY, GERI	MATERIAL REIMBURSEMENT	123015	1	900-55-0011-395	43.96
01/16	01/13/2016	65276	221	CUPERY, GERI	SUPPLIES PURCHASED	123115	1	900-55-0011-350	17.62
01/16	01/13/2016	65276	221	CUPERY, GERI	MILEAGE & MEAL REIMBURSEMENT	123115	2	900-55-0011-330	21.20

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 65276:									82.78
01/16	01/13/2016	65277	227	DANE CO CHIEFS' OF POLICE A	DCCOPA DUES FOR CHIEF CRAIG SHERVE	2016-MFPD	1	100-52-1010-320	30.00
01/16	01/13/2016	65277	227	DANE CO CHIEFS' OF POLICE A	DCCOPA DUES FOR LT BRIAN REDMAN	2016-MFPD	2	100-52-1010-320	30.00
Total 65277:									60.00
01/16	01/13/2016	65278	235	DANE CO EMS ASSOCIATION	DANE CO EMS ASSOC DUES	123115	1	100-1624	150.00
Total 65278:									150.00
01/16	01/13/2016	65279	247	DANE CO TREASURER	01/2016 JAIL & SURCHARGES FOR DECEMB	010116	1	100-4411	180.00
Total 65279:									180.00
01/16	01/13/2016	65280	247	DANE COUNTY TREASURER	TAX BILL ENVELOPES FOR 2015	28139	1	100-51-4141-310	109.06
Total 65280:									109.06
01/16	01/13/2016	65281	2299	EMBURY, LTD	SHELVING	125455	1	900-55-0011-240	4,701.98
Total 65281:									4,701.98
01/16	01/13/2016	65282	1200	EZ OFFICE PRODUCTS	OFFICE SUPPLIES	199950	1	100-51-4141-310	555.23
Total 65282:									555.23
01/16	01/13/2016	65283	353	FERGUSON ENTERPRISES INC	curb stop tool	3177577	1	600-57-0050-652	3.28
Total 65283:									3.28
01/16	01/13/2016	65284	1921	FRONTIER	PHONE BILL	123115	1	900-55-0011-225	89.97
Total 65284:									89.97
01/16	01/13/2016	65285	1269	HETTRICK, HARLAN	REIMBURSE FOR FUEL ADDITIVE	010116	1	100-52-2020-352	41.88

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 65285:									41.88
01/16	01/13/2016	65286	452	HYDRITE CHEMICAL	WATER / CHEMICALS	01866525	1	600-57-0040-631	209.70
Total 65286:									209.70
01/16	01/13/2016	65287	476	JEFFERSON FIRE & SAFETY IN	1 3/4" NOZZLES FOR E1	222348	1	100-52-2020-395	596.00
01/16	01/13/2016	65287	476	JEFFERSON FIRE & SAFETY IN	IN LINE GAUGES	222649	1	100-52-2020-395	300.00
Total 65287:									896.00
01/16	01/13/2016	65288	492	KAYSER AUTOMOTIVE GROUP	2016 FORD F450 1FDUF4HY6GEA0470	G0238	1	100-1624	36,712.50
01/16	01/13/2016	65288	492	KAYSER AUTOMOTIVE GROUP	1993 FORD F350 TRADE IN	G0238	2	500-4831	500.00-
Total 65288:									36,212.50
01/16	01/13/2016	65289	2254	KELLY, LAUREN	MILEAGE REIMBURSEMENT	123115	1	100-55-5510-353	37.49
Total 65289:									37.49
01/16	01/13/2016	65290	512	KRIS' CUSTOM SEWING	REPAIR TURNOUT GEAR	23224	1	100-52-2020-346	10.00
01/16	01/13/2016	65290	512	KRIS' CUSTOM SEWING	REPAIR TURNOUT GEAR	23276	1	100-52-2020-346	35.55
Total 65290:									45.55
01/16	01/13/2016	65291	765	LEGAL SHIELD	LEGAL	123115	1	100-2156	187.40
Total 65291:									187.40
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	METCALFES	123115	1	900-55-0011-310	3.47
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	WOODMANS - PAPER PLATES	123115	2	900-55-0011-310	3.15
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	US POST OFFICE - POSTAGE FOR ILL	123115	3	900-55-0011-315	2.81
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	US POST OFFICE - POSTAGE FOR ILL	123115	4	900-55-0011-315	9.89
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	WOODMANS - PLASTIC BAGS	123115	5	900-55-0011-310	7.05
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	US POST OFFICE - POSTAGE FOR ILL	123115	6	900-55-0011-315	2.59
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	TRUVALUE - CUT PLEXIGLASS	123115	7	900-55-0011-310	2.11
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	PICK N SAVE - DONUTS	123115	8	900-55-0011-310	8.00
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	DOLLAR TREE STORE - CARDS	123115	9	900-55-0011-310	3.17

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	DOLLAR TREE STORE - PAPER CUPS	123115	10	900-55-0011-310	1.06
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	DUKE OTHERWISE - CD	123115	11	900-55-0011-396	15.00
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	DOLLAR TREE STORE - CARDS	123115	12	900-55-0011-310	1.06
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	WOODMANS - SUPPLIES	123115	13	900-55-0011-310	10.85
01/16	01/13/2016	65292	548	LIBRARY PETTY CASH	US POST OFFICE - POSTAGE FOR ILL	123115	14	900-55-0011-315	2.59
Total 65292:									72.80
01/16	01/13/2016	65293	555	LINE-X OF MADISON INC	TRUCK LINER/TOOLBOX/RACK	15275	1	500-53-0030-860	970.00
Total 65293:									970.00
01/16	01/13/2016	65294	563	LW ALLEN LLC	LIFT PUMP REPAIR	028546	1	600-56-0030-832	5,135.61
Total 65294:									5,135.61
01/16	01/13/2016	65295	2237	MADISON COLLEGE	EMT REFRESHER FOR SCOTT WESTPHAL	0000000392	1	100-52-4040-348	106.80
01/16	01/13/2016	65295	2237	MADISON COLLEGE	EMT-A REFRESHER RENEE NOTEMEYER	0000000392	1	100-52-4040-348	149.52
Total 65295:									256.32
01/16	01/13/2016	65296	2237	MADISON COLLEGE	FF2 PRACTICAL - HART, KOCK, REITER, SP	170665	1	100-52-2020-330	320.00
01/16	01/13/2016	65296	2237	MADISON COLLEGE	EMT TESTING - DUCKERT - KLEIN	170679	1	100-52-4040-348	265.00
Total 65296:									585.00
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	CHRISTMAS LIGHTS	123015	1	100-55-6050-390	143.95
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	SHOP SUPPLIES	123015	2	100-53-3030-340	124.01
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	LOCKS & LADDER	123015	3	100-53-3030-350	304.09
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	WATER SUPPLIES	123015	4	600-57-0050-641	10.50
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	DOG PARK SUPPLIES	123015	5	100-55-6050-343	13.04
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	VEH SUPPLIES	123015	6	100-53-3030-352	90.30
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	COOK ST DUPLEX	123015	7	650-53-3040-260	88.16
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	PARK SUPPLIES	123015	8	100-55-6050-342	48.00
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	RECYCLE BULBS	123015	9	300-57-0010-290	204.00
01/16	01/13/2016	65297	618	MCFARLAND TRUE VALUE	BALANCE OF BILL	123015	10	100-1624	760.57
Total 65297:									1,786.62

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65298	2089	MIDWEST METER INC	RESIDENTIAL METERS	0073541-IN	1	600-57-0060-903	3,300.09
01/16	01/13/2016	65298	2089	MIDWEST METER INC	WELL #4 METER	0073676-IN	1	600-57-0060-903	4,013.95
Total 65298:									7,314.04
01/16	01/13/2016	65299	1941	MIDWEST TRAILER SALES	TENDER 6	1076142-00	1	100-52-2020-352	23.13
01/16	01/13/2016	65299	1941	MIDWEST TRAILER SALES	TENDER 6 LIGHT	1076195-00	1	100-52-2020-352	11.17
01/16	01/13/2016	65299	1941	MIDWEST TRAILER SALES	VEH PARTS	1076348-00	1	100-53-3030-352	41.81
01/16	01/13/2016	65299	1941	MIDWEST TRAILER SALES	VEH PARTS	1076375-00	1	100-53-3030-352	36.94
01/16	01/13/2016	65299	1941	MIDWEST TRAILER SALES	VEH PARTS	1076570-00	1	100-53-3030-352	27.12
Total 65299:									140.17
01/16	01/13/2016	65300	1896	NAPA AUTO PARTS	CAR 4 REPAIR	4444874	1	100-52-2020-352	99.42
01/16	01/13/2016	65300	1896	NAPA AUTO PARTS	CORE CHARGE	4444874	2	100-52-2020-352	47.67
01/16	01/13/2016	65300	1896	NAPA AUTO PARTS	CORE CREDIT	4444874	3	100-52-2020-352	47.67-
01/16	01/13/2016	65300	1896	NAPA AUTO PARTS	CAR 4 REPAIRS	4448503	1	100-52-2020-352	96.16
01/16	01/13/2016	65300	1896	NAPA AUTO PARTS	VEH PARTS	4640	1	100-53-3030-352	140.91
Total 65300:									336.49
01/16	01/13/2016	65301	9151	PAGE PRODUCTION	JAN SENIOR NEWS	15-27	1	100-55-5530-211	610.00
Total 65301:									610.00
01/16	01/13/2016	65302	2066	PELLITTERI WASTE SYSTEMS	DEC TRASH	5BX02354	1	300-57-0020-290	16,915.63
01/16	01/13/2016	65302	2066	PELLITTERI WASTE SYSTEMS	DEC RECYCLE	5BX02354	2	300-57-0010-290	6,317.72
Total 65302:									23,233.35
01/16	01/13/2016	65303	756	POMP'S TIRE SERVICE INC	TIRES FOR SKID STEER	80097020	1	100-53-3030-352	510.00
Total 65303:									510.00
01/16	01/13/2016	65304	1980	PRAXIS CONSULTING	YEARLY MAINTENANCE	20100308	1	100-51-2121-210	800.00
Total 65304:									800.00
01/16	01/13/2016	65305	14041	REITER, TOM	REIMBURSEMENT T. WOLF RECEPTION	010116	1	100-52-2020-340	85.97

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 65305:									85.97
01/16	01/13/2016	65306	802	RENNERT'S FIRE EQUIP SRV IN	REPAIR TO L8	34314	1	100-52-2020-352	4,539.50
Total 65306:									4,539.50
01/16	01/13/2016	65307	818	ROTO ROOTER SEWER SERVI	SEWER CLEANING	163240	1	600-56-0030-831	390.00
01/16	01/13/2016	65307	818	ROTO ROOTER SEWER SERVI	MCDANIEL SEWER PIT	164481	1	600-56-0030-831	132.00
Total 65307:									522.00
01/16	01/13/2016	65308	863	SHRED- IT USA LLC	PD	9408636455	1	100-52-1010-340	32.00
01/16	01/13/2016	65308	863	SHRED- IT USA LLC	ADMIN	9408636455	2	100-51-4151-310	16.00
01/16	01/13/2016	65308	863	SHRED- IT USA LLC	FIRE EMS	9408636455	3	100-52-4040-349	15.99
Total 65308:									63.99
01/16	01/13/2016	65309	2180	SPECTRUM INDUSTRIES INC	PW CHARTER	123015	1	100-51-8080-240	89.04
01/16	01/13/2016	65309	2180	SPECTRUM INDUSTRIES INC	INTERNET	123115	1	100-51-4141-225	489.90
Total 65309:									578.94
01/16	01/13/2016	65310	1163	SPRINT	DEFIB DATA CHANGE	476905830-1	1	100-52-4040-225	14.11
Total 65310:									14.11
01/16	01/13/2016	65311	1738	STATE OF WI TREASURER	01/2016 MONTHY COURT FEES FOR DECEM	010116	1	100-4411	636.40
Total 65311:									636.40
01/16	01/13/2016	65312	2297	STATE OF WISCONSIN	JOB ANNOUNCEMENTS - RESCUE CHIEF/JA	505-0000002	1	100-51-4141-300	280.00
Total 65312:									280.00
01/16	01/13/2016	65313	2132	STEELE, DIANNE	REMOVAL OF PATCHES ON UNIFORM	123015	1	100-52-1010-346	16.00
Total 65313:									16.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65314	1462	TASC	FSA FEES 2016	IN695223	1	100-1624	146.30
Total 65314:									146.30
01/16	01/13/2016	65315	926	TASER INTERNATIONAL	BATTERY PACK / HOLSTER	SI1421809	1	100-52-1010-820	2,061.87
Total 65315:									2,061.87
01/16	01/13/2016	65316	2301	THE SHOP SCREEN PRINTING,	UNIFORMS	1049	1	100-52-2020-346	337.30
01/16	01/13/2016	65316	2301	THE SHOP SCREEN PRINTING,	UNIFORMS	1310	1	100-52-2020-346	674.85
01/16	01/13/2016	65316	2301	THE SHOP SCREEN PRINTING,	UNIFORMS	1398	1	100-52-2020-346	123.51
01/16	01/13/2016	65316	2301	THE SHOP SCREEN PRINTING,	UNIFORMS	1399	1	100-52-2020-346	289.06
Total 65316:									1,424.72
01/16	01/13/2016	65317	1993	TKK ELECTRONICS LLC	NEW MDC & MOUNTING EQUIP	75992915	1	100-52-4040-292	3,092.00
01/16	01/13/2016	65317	1993	TKK ELECTRONICS LLC	PORTION EMS ASSOC WILL REIMBURSE	75992915	2	100-52-4040-292	3,453.00
Total 65317:									6,545.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	BILL VERIDIAN	16175	1	100-2640	1,958.45
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	2015 WATERMIAN & ST IMPROVE	16176	1	500-53-0030-843	240.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	2015 WATERMIAN & ST IMPROVE	16176	2	600-1800	130.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	JR #2	16177	1	500-53-0030-855	2,217.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	WATER - JR #2	16177	2	600-1800	2,268.75
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	SEWER - JR #2	16177	3	600-1800	1,994.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	JR #2	16177	4	650-1800	1,961.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	SEWER FORCEMAIN JR #1	16178	1	600-1800	4,365.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	2016 BROADHEAD	16179	1	500-53-0030-850	2,748.80
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	WATER 2016 BROADHEAD	16179	2	600-1800	2,652.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	2016 BROADHEAD	16179	3	650-1800	2,208.00
01/16	01/13/2016	65318	958	TOWN & COUNTRY ENGINEER	BILL PARKVIEW ESTATES	16180	1	100-2640	221.25
Total 65318:									22,964.25
01/16	01/13/2016	65319	1704	UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	416510	1	900-55-0011-215	26.85
Total 65319:									26.85

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/13/2016	65320	988	UPS	POSTAGE	123115	1	100-52-1010-340	35.14
Total 65320:									35.14
01/16	01/13/2016	65321	2300	UW - MADISON	EDUCATION	121815	1	900-55-0011-330	113.00
Total 65321:									113.00
01/16	01/13/2016	65322	1011	VERIZON WIRELESS	FIRE CAD CELL	9757090498	1	100-52-2020-225	113.98
01/16	01/13/2016	65322	1011	VERIZON WIRELESS	EMS CAD-CELL	9757090498	2	100-52-4040-225	63.80
Total 65322:									177.78
01/16	01/13/2016	65323	2298	VIKING ELECTRIC SUPPLY	LED BULBS	9827895	1	900-55-0011-240	615.12
Total 65323:									615.12
01/16	01/13/2016	65324	1015	VILLAGE OF MCFARLAND	UNKNOW PROPERTY OWNERS	123115	1	100-51-4154-210	10.50
Total 65324:									10.50
01/16	01/13/2016	65325	16000	WALKER, TRISHA	LOST BOOK REFUND	121715	1	900-55-0011-395	16.00
Total 65325:									16.00
01/16	01/13/2016	65326	1041	WERNER ELECTRIC SUPPLY C	PW LIGHTS	S4687318.00	1	100-51-8080-240	57.42
Total 65326:									57.42
01/16	01/13/2016	65327	1049	WI CHIEFS OF POLICE ASSN	CONFERENCE FEES - SHERVEN & HORNBE	010116	1	100-52-1010-330	320.00
Total 65327:									320.00
01/16	01/13/2016	65328	1091	WI STATE FIRECHIEFS ASSN	3 MEMBERSHIPS FOR WI ST FIRE CHIEFS	123115	1	100-52-2020-320	285.00
Total 65328:									285.00
01/16	01/13/2016	65329	1940	WMCCA	WI MUNICIPAL COURT CLERK ASSOC DUE	010116	1	100-51-2121-320	40.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 65329:									40.00
01/16	01/13/2016	65330	1111	WOLF PAVING INC	PATCH MATERIAL	54976	1	100-53-3030-231	838.58
Total 65330:									838.58
01/16	01/13/2016	65331	1910	ZURBUCHEN OIL INC	OIL & DRUM DEPOSIT	202017	1	100-52-1010-351	710.25
01/16	01/13/2016	65331	1910	ZURBUCHEN OIL INC	OIL FOR FIRE APPARATUS	202019	1	100-52-2020-351	211.25
01/16	01/13/2016	65331	1910	ZURBUCHEN OIL INC	OIL FOR EMS APPARATUS	202019	2	100-52-4040-351	200.00
01/16	01/13/2016	65331	1910	ZURBUCHEN OIL INC	OIL FOR E2/L8	202020	1	100-52-2020-351	119.64
Total 65331:									1,241.14
Grand Totals:									327,529.57

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	117,230.37	.00	117,230.37
100-2120	47.67	166,980.76-	166,933.09-
100-2156	187.40	.00	187.40
100-2640	2,179.70	.00	2,179.70
100-4411	816.40	.00	816.40
100-4523	1,346.56	.00	1,346.56
100-4825	56.00	.00	56.00
100-51-2121-210	800.00	.00	800.00
100-51-2121-320	40.00	.00	40.00
100-51-4141-225	489.90	.00	489.90
100-51-4141-300	280.00	.00	280.00
100-51-4141-310	969.29	.00	969.29
100-51-4141-810	7,291.94	.00	7,291.94
100-51-4151-310	16.00	.00	16.00
100-51-4154-210	3,860.50	.00	3,860.50
100-51-4170-311	422.25	.00	422.25
100-51-8080-220	784.94	.00	784.94

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GL Account	Debit	Credit	Proof
100-51-8080-240	146.46	.00	146.46
100-51-8081-220	19.15	.00	19.15
100-51-8081-221	477.37	.00	477.37
100-51-8081-240	4,595.00	.00	4,595.00
100-51-8081-350	689.94	.00	689.94
100-52-1010-240	901.66	.00	901.66
100-52-1010-320	60.00	.00	60.00
100-52-1010-330	320.00	.00	320.00
100-52-1010-340	67.14	.00	67.14
100-52-1010-346	16.00	.00	16.00
100-52-1010-351	710.25	.00	710.25
100-52-1010-820	2,061.87	.00	2,061.87
100-52-2020-225	113.98	.00	113.98
100-52-2020-241	227.00	.00	227.00
100-52-2020-320	285.00	.00	285.00
100-52-2020-330	320.00	.00	320.00
100-52-2020-340	85.97	.00	85.97
100-52-2020-346	1,470.27	.00	1,470.27
100-52-2020-351	330.89	.00	330.89
100-52-2020-352	4,858.93	47.67-	4,811.26
100-52-2020-395	896.00	.00	896.00
100-52-4040-225	77.91	.00	77.91
100-52-4040-292	6,545.00	.00	6,545.00
100-52-4040-345	551.32	.00	551.32
100-52-4040-348	521.32	.00	521.32
100-52-4040-349	15.99	.00	15.99
100-52-4040-351	200.00	.00	200.00
100-53-3030-222	322.70	.00	322.70
100-53-3030-231	838.58	.00	838.58
100-53-3030-340	124.01	.00	124.01
100-53-3030-350	304.09	.00	304.09
100-53-3030-352	847.08	.00	847.08
100-55-5510-353	273.82	.00	273.82
100-55-5530-211	610.00	.00	610.00
100-55-6050-220	50.38	.00	50.38
100-55-6050-221	45.51	.00	45.51
100-55-6050-222	23.93	.00	23.93
100-55-6050-342	48.00	.00	48.00
100-55-6050-343	13.04	.00	13.04
100-55-6050-390	143.95	.00	143.95

GL Account	Debit	Credit	Proof
300-2120	.00	23,437.35-	23,437.35-
300-57-0010-290	6,521.72	.00	6,521.72
300-57-0020-290	16,915.63	.00	16,915.63
500-2120	500.00	96,020.52-	95,520.52-
500-4831	.00	500.00-	500.00-
500-53-0030-841	89,844.72	.00	89,844.72
500-53-0030-843	240.00	.00	240.00
500-53-0030-850	2,748.80	.00	2,748.80
500-53-0030-855	2,217.00	.00	2,217.00
500-53-0030-860	970.00	.00	970.00
600-1800	11,409.75	.00	11,409.75
600-2120	.00	26,571.92-	26,571.92-
600-56-0020-821	286.77	.00	286.77
600-56-0030-831	522.00	.00	522.00
600-56-0030-832	5,135.61	.00	5,135.61
600-57-0030-622	1,625.50	.00	1,625.50
600-57-0030-623	54.77	.00	54.77
600-57-0040-631	209.70	.00	209.70
600-57-0050-641	10.50	.00	10.50
600-57-0050-652	3.28	.00	3.28
600-57-0060-903	7,314.04	.00	7,314.04
650-1800	4,169.00	.00	4,169.00
650-2120	.00	4,442.16-	4,442.16-
650-53-3040-260	273.16	.00	273.16
900-2120	.00	10,624.53-	10,624.53-
900-55-0011-215	26.85	.00	26.85
900-55-0011-225	89.97	.00	89.97
900-55-0011-240	8,659.10	.00	8,659.10
900-55-0011-241	41.66	.00	41.66
900-55-0011-310	39.92	.00	39.92
900-55-0011-315	17.88	.00	17.88
900-55-0011-330	134.20	.00	134.20
900-55-0011-350	17.62	.00	17.62
900-55-0011-395	1,236.51	.00	1,236.51
900-55-0011-396	360.82	.00	360.82
Grand Totals:	328,624.91	328,624.91-	.00

32

Report Criteria:
Report type: GL detail

33

#65332 $2223.90

VILLAGE OF MCFARLAND

Board Report

Check Issue Dates: 1/12/2016 - 1/12/2016

Jan 08, 2016 10.59AM

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	123015	1	100-53-3030-499	329.00
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PUBLIC WORKS FACILITY	123015	2	100-53-3030-499	347.35
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LIBRARY	123015	3	100-53-3030-499	156.73
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	123015	4	100-53-3030-499	28.24
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	HOUSE RENTED	123015	5	400-51-0070-240	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	DUPLEX RENTED	123015	6	650-53-3040-260	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	123015	7	600-57-0030-623	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WATER TOWER	123015	8	600-57-0050-641	39.54
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WATER TOWER INDIAN MOUND	123015	9	600-57-0050-641	57.89
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WELL #1	123015	10	600-57-0030-623	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WELL #3	123015	11	600-57-0030-623	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WELL #4 EGNER PARK	123015	12	600-57-0030-623	18.36
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LIFT #1	123015	13	600-56-0030-834	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LIFT #2	123015	14	600-56-0030-834	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LIFT #3 YAHARA RIVER PARK	123015	15	600-56-0030-834	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LIFT #4	123015	16	600-56-0030-834	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	BRANDT PARK	123015	17	100-53-3030-499	42.36
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LEWIS PARK	123015	18	100-53-3030-499	55.07
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	GAZEBO	123015	19	100-53-3030-499	28.24
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	123015	20	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	123015	21	100-53-3030-499	15.53
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	123015	22	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	123015	23	100-53-3030-499	32.48
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	123015	24	100-53-3030-499	94.60
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	RIDGE VIEW	123015	25	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	123015	26	100-53-3030-499	50.83
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	123015	27	100-53-3030-499	31.06
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	123015	28	100-53-3030-499	53.66
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	WILLIAM MCFARLAND PARK	123015	29	100-53-3030-499	588.80
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PEDESTRIAN PATH - DALE CURTIN DR	123015	30	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PEDESTRIAN PATH	123015	31	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PEDESTRIAN PATH RUNNING DEER TRAIL	123015	32	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PEDESTRIAN PATH OSBORN DR	123015	33	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	ROW	123015	34	100-53-3030-499	14.12
01/16	01/12/2016	65332	1015	VILLAGE OF MCFARLAND	PARKING LOT BURMA RD	123015	35	100-53-3030-499	14.12

M = Manual Check, V = Void Check

34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 65332:									2,223.90
Grand Totals:									2,223.90

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-2120	.00	1,981.03-	1,981.03-
100-53-3030-499	1,981.03	.00	1,981.03
400-2120	.00	14.12-	14.12-
400-51-0070-240	14.12	.00	14.12
600-2120	.00	214.63-	214.63-
600-56-0030-834	56.48	.00	56.48
600-57-0030-623	60.72	.00	60.72
600-57-0050-641	97.43	.00	97.43
650-2120	.00	14.12-	14.12-
650-53-3040-260	14.12	.00	14.12
Grand Totals:	2,223.90	2,223.90-	.00

Report Criteria:
Report type: GL detail

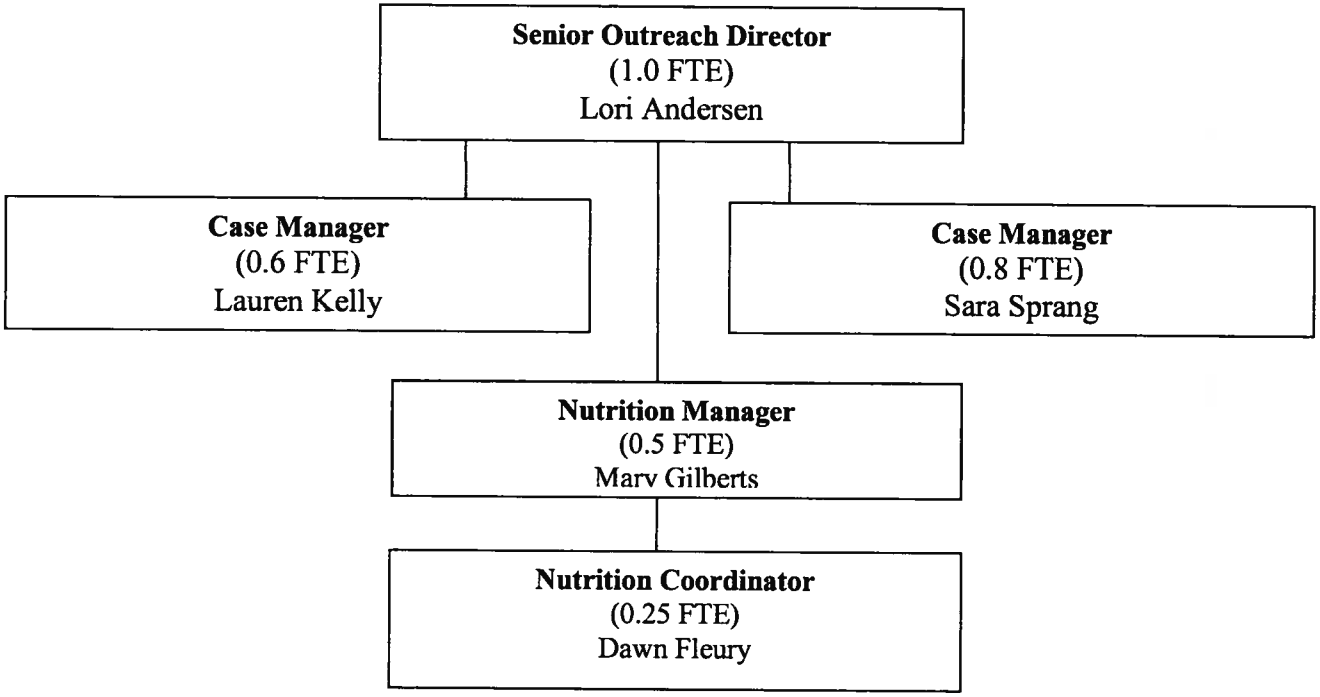
M = Manual Check, V = Void Check

Village of McFarland

BUSINESS

January 11, 2016

Senior Outreach Department



Committee
Senior Outreach Services Oversight Committee

SENIOR OUTREACH SERVICES DIRECTOR

POSITION DESCRIPTION

Position Title: Senior Outreach Services Director
Department: Senior Outreach Services
Reports to: Administrator/Treasurer

FLSA: Exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the programs and services of the Senior Outreach Services Department, including case management and senior nutrition programs. These programs, which are operated by the McFarland focal point under contract with the Dane County Human Services Department/Area Agency on Aging, serve residents of the villages of McFarland, Cambridge, and Rockdale and all or part of the townships of Christiana, Dunn, Pleasant Springs, and Rutland. The work involves planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under policy direction received from the Village Board and the Senior Outreach Services Committee (SOS) and administrative direction from the Administrator/Treasurer, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Supervises the work of case management staff and nutrition site managers; recruits and coordinates the efforts of a variety of volunteer workers.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and supervises the services of the Senior Outreach Services Department.
- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Recommends department goals, policies and service levels to the SOS Committee and the Village Board.

- Establishes and enforces internal rules, policies, work methods, and procedures.
- Recommends the selection, directs the training, schedules the work assignments, and evaluates the performance of departmental employees, including case managers, nutrition site managers and Nutrition Site Coordinator.
- Maintains appropriate records and prepares reports to the SOS Committee, the Village Board, and the Dane County Human Services/Area Agency on Aging.
- Attends required and appointed county meetings.
- Writes grant applications, solicits donations, and coordinates fund raising activities, as needed.
- Writes and edits a monthly newsletter, contributes articles to the Village newsletter and the local newspaper, makes presentations to local service organizations, promotes events on cable television, and conducts other public relations activities.
- Recruits, trains, and oversees volunteers to provide services to various segments of the community, and oversees a program of appreciation.
- Coordinates congregate meal site programs in McFarland and Cambridge and a home delivered meal program in McFarland and surrounding rural areas.
- Serves as staff liaison to the SOS Committee and Senior Outreach Endowment Committee, and is an appointed staff member of various Village committees.
- Coordinates foot care clinics.
- Serves as liaison between the department and other Village departments, local governments, service organizations, churches, schools, RSVP, and businesses.
- Oversees Endowment funds, financial donations, and miscellaneous monies which are handled by the department.
- Performs limited amount of duties as Case Manager.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, copy machine, fax machine, telephone, CD-ROM equipment, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Conducts client home visits which may expose the employee to environments which may not be optimal for health, safety and comfort (examples: hoarding, smoke-filled, odorous, untidy, structurally unsound, etc.). Some hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

* Current principles and practices of case management and nutrition site management.

* Local, regional, state, and federal agencies and other community resources providing services to older adults and adults with disabilities.

* The standards by which the efficiency, effectiveness, and quality of department services and performance of employees can be evaluated.

* The aging process and current research about the needs of older adults and adults with disabilities.

* Data processing applications and basic computer skills.

Ability to

† Plan, organize, direct, and evaluate the work of paid personnel and recruit, train, and motivate volunteer workers.

† Forecast the operational and capital needs of the department and formulate and administer the departmental budget.

† Establish and enforce standard departmental policies and procedures.

† Determine proper priorities, delegate work, and accomplish departmental objectives.

† Maintain necessary records and prepare required reports.

† Interpret and implement policy and procedural direction from SOS, the Village Board, and the Administrator/Treasurer.

† Establish and maintain effective working relationships with advisory board members, Village Board, Administrator, other department heads, employees, volunteers, other governmental agencies, and the general public.

† Represent the department and Village in meetings, public presentations, and before the media.

† Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the physical and mental tasks routinely associated with the performance of office type functions.

In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A B.A. degree in the field of social work or gerontology or equivalent specialized education or training in the needs of older adults; a minimum of 3-5 years of administrative and supervisory experience in the human services field; experience in providing case management or outreach services to individual older adults and in coordinating group activities for older adults; experience in recruiting and working with volunteers; experience in conducting public relations programs; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

SENIOR OUTREACH SERVICES CASE MANAGER

POSITION DESCRIPTION

Position Title: Senior Outreach Services Case Manager
Department: Senior Outreach Services
Reports to: Senior Outreach Services Director

FLSA: Non-exempt
Represented: No
Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for providing comprehensive and complex case management services to adults age 60 and over and disabled adults. The objective of these services is to assist clients in solving medical, financial, and accessibility problems, thereby helping older and disabled adults to remain independent in their own homes. The programs serve residents of the villages of McFarland, Cambridge, and Rockdale and all or part of the townships of Christiana, Dunn, Pleasant Springs, and Rutland. The work involves: identifying older and disabled individuals that may need access to services; making personal contact to educate and assist eligible adults to make use of available community facilities, services, and resources; creating and maintaining a comprehensive client file; conducting functional assessments; creating case plans; and providing service coordination.

Supervision Received

Performs under general supervision of the Senior Outreach Services Director, but exercises considerable independent judgement in planning and managing the types of assistance provided to individual clients.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides information and assistance to older and disabled adults regarding a wide variety of programs and services, including but not limited to Social Security, SSI, Medicare, Medicaid, Medicare Supplemental Insurance, Homestead Tax Credit, energy assistance, housing, transportation, personal care, foot care, home repair, food pantry, loan closet, Endowment Fund, elder abuse, financial, adult day care, meal sites, home delivered meals, care for caregivers, hospice, and support groups.

- As part of case management services, creates and maintains a comprehensive client file that includes initial and on-going assessments of financial, psychosocial, and personal needs, establishes short and long range goals as part of the client's case plans, records progress toward goals, documents collateral contracts, and closes files when appropriate.

- Makes referrals to appropriate agencies and services when it is indicated by assessments.

- Makes referrals to Dane County Aging & Disability Resource Center when requests are outside the scope of department's services.

- Informs clients about county, state and federal programs that provide medical and financial help.

- Works with families, interested parties, and social and medical service agencies to determine the types of services that are needed, and educates clients in making informed choices about available resources.

- Is a certified RSVP driver.

- Keeps accurate client records and completes monthly reports for the County and the Village.

- Attends required County meetings and staff meetings that provide information and training on programs, services and pertinent issues.

- Performs tasks which may be outside of case management duties, but which support the Outreach Department and community outreach in general.

- Works collaboratively with other outreach organizations and with other Village departments to enhance comprehensive services to seniors.

- Maintains computer data, records and reports for clients and department.

Equipment Used

Personal computer/printer and various software applications, calculator, copy machine, fax machine, telephone, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate sound levels. Conducts client home visits which may expose the employee to environments which may not be optimal for health, safety and comfort (examples: hoarding, smoke-filled, odorous, untidy, structurally unsound, etc.).

TECHNICAL REQUIREMENTS

Knowledge of

* The common service needs of older and disabled adults.

* The physiological, psychological and social process of aging.

* Laws, regulations, policies, and procedures applying to older and disabled adults.

* Mental health and chronic health conditions.

* Resources that may be used by older and disabled adults.

* Medicare Part D regulations.

Ability to

- † Interpret and apply laws, regulations, policies, and procedures to the situations of individual clients and educate clients and interested parties in making informed choices of available resources.
- † Interact effectively and empathetically with older and disabled adults.
- † Perform face-to-face client assessments.
- † Develop, implement, and evaluate a care plan that addresses the client's needs based on his/her values and personal strengths.
- † Maintain comprehensive and current care notes.
- † Work with little supervision, exercise sound, ethical judgment, and maintain confidentiality.
- † Listen carefully and communicate effectively in oral and written form.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Perform computer work of moderate difficulty.
- † Maintain a valid Wisconsin driver's license and provide personal transportation (as needed).

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the physical and mental tasks routinely associated with the performance of office type functions.

In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division).

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

An Associate degree in a human service field; three (3) years experience working with older and disabled adults; previous case management, or social work experience highly desirable; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

_____ Employee Signature

_____ Department Head Signature

NUTRITION SITE MANAGER

POSITION DESCRIPTION

Position Title: Nutrition Site Manager
Department: Senior Outreach Services
Reports to: Senior Outreach Services Director

FLSA: Non-exempt
Represented: No
Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for coordinating the weekday, mid-day meal programs in McFarland and Cambridge serving adults age 60 and over, including the operation of a congregate meal site and a home-delivered meal program. The work involves taking meal reservations, placing meal orders with the catering service, setting up the meal site, packaging the meals for home delivery, kitchen clean-up, and arranging rides for participants with a transportation provider.

Supervision Received

Performs under the general supervision of the Director of the McFarland Senior Outreach Services Department.

Supervision Exercised

Gives direction to and coordinates the assignments and work of volunteers who assist with kitchen duties, the serving of meals, and home delivery of meals.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates with catering service regarding the number of meals required, suggestions concerning menus for special events, and food quality issues.
- Sets up the meal site and cleans up site after meal has been served.
- Receives and checks in food from the caterer, and monitors and maintains appropriate food temperatures to insure food quality.
- Greets and welcomes participants.
- Records people who receive a meal.
- Oversees the collection of meal donations (posting of donation sign, assuring privacy).
- Records donation amounts, deposits donations per policy, and submits donation amounts to county on a monthly basis.

- Assists with the recruitment of volunteers to ensure adequate staffing for the congregate meal site and the food delivery program. Finds substitutes as necessary.
- Trains volunteers on appropriate procedures regarding program guidelines and food-service operations.
- Supervises kitchen, food handling and portion control.
- Assists participants with food delivery to table, and helps participants with food handling if they are physically unable to do so for themselves.
- Maintains an adequate inventory of meal program supplies, including ordering supplies when necessary, maintaining good storage protocols, and personal shopping for needed items.
- Packages food for home delivered meals.
- Monitors food quality and quantity, and reports concerns to Dane County and the Director of Senior Outreach.
- Attends County Nutrition meetings and training as required.
- Takes transportation requests and contacts transportation provider to arrange rides to the meal site.
- Attends advisory committee meetings per request to report nutrition program activities and concerns.
- Prepares end-of-the-month reports and billing information (billing agencies for their clients' meals).
- Makes copies of data at end of the month for SAMS reports.
- Decorates meal site and tables.
- Oversees student volunteer workers as a part of an intergenerational program.
- Gives input for programming around the meal site times.
- Informs department staff of observed or reported changes in status of meal site participants.
- Updates nutrition forms, including current lists of meal participants, home delivered meal routes, and volunteers/contact information.

Equipment Used

Telephone, voice mail, fax machine, copier, calculator, computer, steam table, kitchen appliances (i.e. coffee machine, microwave, dishwasher, stove), motor vehicle.

Work Environment and Working Conditions

Works in the kitchen and dining area during scheduled meal site times. Works in office for record-keeping, computer and telephoning responsibilities.

TECHNICAL REQUIREMENTS

Knowledge of

* Food handling protocol for the public.
* Sanitation procedures.
* Basic counting and record-keeping of money.
* Working with older and disabled adults.
* County requirements of nutrition sites and responsibilities of site manager.
* Basic data collection and data entry techniques.
* General data collection and forms.

Ability to

† Maintain current food safety certification.

† Monitor food quality and quantity.

† Follow good sanitation procedures in handling food and keeping the kitchen clean.

† Work well with people of all ages and personalities, especially older adults.

† Train volunteers on meal site responsibilities.

† Count and record donations and keep effective records.

† Set and clean up meal site.

† Decorate tables and site for regular activities and for special occasions.

† Follow department and county policies/procedures.

† Represent the McFarland Nutrition Program in a positive way to the public.

† Establish and maintain effective working relationships with those contacted in the course of work.

† Perform simple computer work.

† Maintain valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of this position.

The employee must be able to taste and smell; bend, stoop and reach items from cabinet, refrigerator, microwave and closets; and must frequently lift and/or move up to 25 pounds.

In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) with the aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

High school education; training in the food service industry; ability to obtain food safety certification; 3-5 years of restaurant/food handling experience; experience in coordinating the work of volunteers; experience working with the public, especially with older and/or disabled adults; must possess or be able to obtain a valid WI driver's license; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

NUTRITION SITE COORDINATOR

POSITION DESCRIPTION

Position Title: Nutrition Site Manager
Department: Senior Outreach Services
Reports to: Nutrition Site Manager

FLSA: Non-exempt
Represented: No
Employment Status: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for operating a weekday, mid-day meal program in Cambridge serving adults age 60 and over, including the operation of a congregate meal site and a home-delivered meal program. The work involves taking meal reservations, placing meal orders with the catering service, setting up the meal site, packaging the meals for home delivery, kitchen clean-up, and arranging rides for participants with a transportation provider.

Supervision Received

Performs under the general supervision of the Nutrition Site Manager.

Supervision Exercised

Gives direction to and coordinates the assignments and work of volunteers who assist with kitchen duties, the serving of meals, and home delivery of meals.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates with catering service regarding the number of meals required, suggestions concerning menus for special events, and food quality issues.
- Sets up the meal site and cleans up site after meal has been served.
- Receives and checks in food from the caterer, and monitors and maintains appropriate food temperatures to insure food quality.
- Greets and welcomes participants.
- Records people who receive a meal.
- Oversees the collection of meal donations (posting of donation sign, assuring privacy).
- Oversees at the congregate meal site and the food delivery program. Finds substitutes as necessary.

- Trains volunteers on appropriate procedures regarding program guidelines and food-service operations.
- Supervises kitchen, food handling and portion control.
- Assists participants with food delivery to table, and helps participants with food handling if they are physically unable to do so for themselves.
- Maintains an adequate inventory of meal program supplies, including ordering supplies when necessary, maintaining good storage protocols, and personal shopping for needed items.
- Attends County Nutrition meetings and training as required.
- Takes transportation requests and contacts transportation provider to arrange rides to the meal site.
- Attends advisory committee meetings per request to report nutrition program activities and concerns.
- Submits data to Nutrition Site Manager for end-of-the-month reports and billing information (billing agencies for their clients' meals).
- Decorates meal site and tables.
- Gives input for programming around the meal site times.
- Informs department staff of observed or reported changes in status of meal site participants.
- Compiles data for nutrition forms, including current lists of meal participants, home delivered meal routes, and volunteers/contact information.

Equipment Used

Telephone, voice mail, fax machine, copier, calculator, computer, steam table, kitchen appliances (i.e. coffee machine, microwave, dishwasher, stove), motor vehicle.

Work Environment and Working Conditions

Works in the kitchen and dining area during scheduled meal site times. Works in office for record-keeping, computer and telephoning responsibilities.

TECHNICAL REQUIREMENTS

Knowledge of

* Food handling protocol for the public.
* Sanitation procedures.

* Basic counting and record-keeping of money.
* Working with older and disabled adults.
* County requirements of nutrition sites and responsibilities of site manager.
* Basic data collection and data entry techniques.
* General data collection and forms.

Ability to

† Maintain current food safety certification.

† Monitor food quality and quantity.

† Follow good sanitation procedures in handling food and keeping the kitchen clean.

† Work well with people of all ages and personalities, especially older adults.

† Train volunteers on meal site responsibilities.

† Count and record donations and keep effective records.

† Set and clean up meal site.

† Decorate tables and site for regular activities and for special occasions.

† Follow department and county policies/procedures.

† Represent the McFarland Nutrition Program in a positive way to the public.

† Establish and maintain effective working relationships with those contacted in the course of work.

† Perform simple computer work.

† Maintain valid Wisconsin driver's license.

†

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of this position.

The employee must be able to taste and smell; bend, stoop and reach items from cabinet, refrigerator, microwave and closets; and must frequently lift and/or move up to 25 pounds.

In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) with the aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Training in the food service industry; ability to obtain food safety certification; 3-5 years of restaurant/food handling experience; experience in coordinating the work of volunteers; experience working with the public, especially with older and/or disabled adults; must possess or be able to obtain a valid WI driver's license; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

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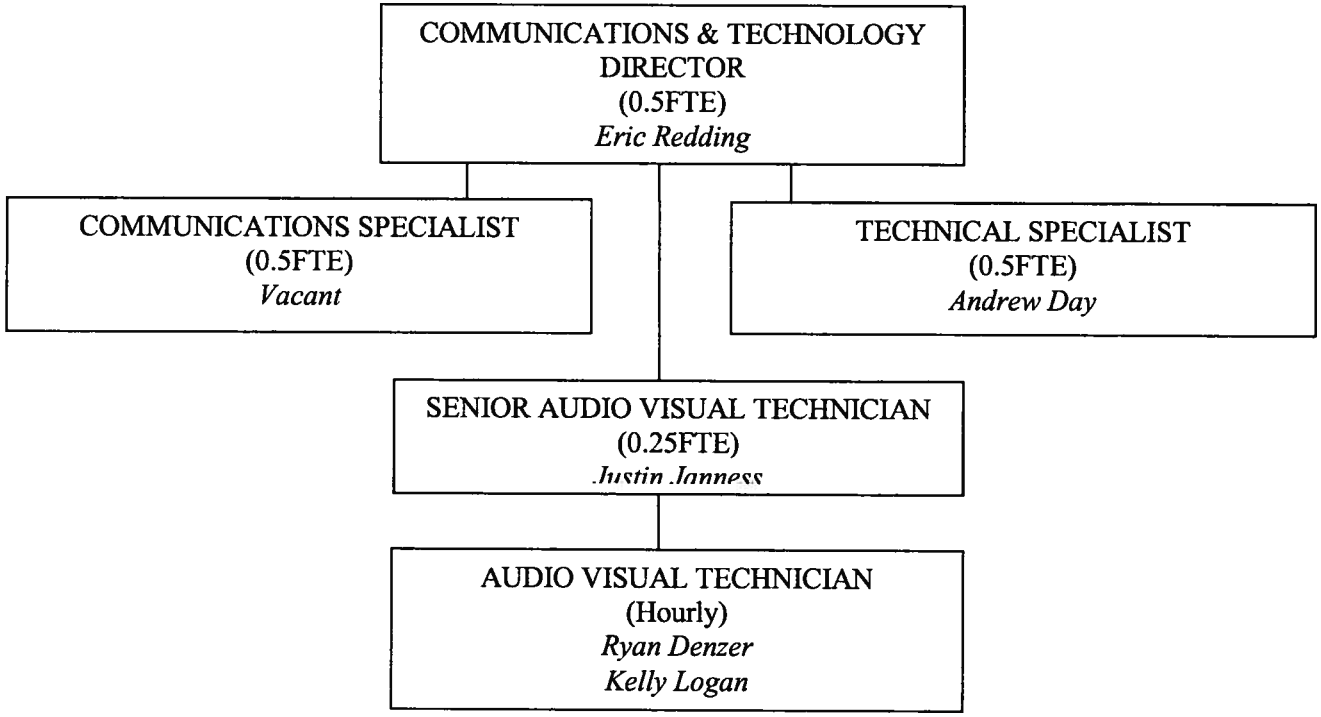
I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ _____

Employee Signature Department Head Signature

Communications & Technology Department



COMMITTEE
Communications & Technology Committee

COMMUNICATIONS & TECHNOLOGY DIRECTOR

POSITION DESCRIPTION

Position Title: Communications & Technology Director
Department: Communications & Technology
Reports to: Administrator/Treasurer

FLSA: Non-exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing the technical & programming operations of McFarland's local PEG channel (WMCF), providing audio-visual & technical support to the village as a whole, and enhancing village communication via social media and other forms of electronic communication. The work includes the supervision of several part-time employees or volunteers. Due to the small size of the staff, however, the Communications & Technology Director performs many of the day-to-day tasks required of the position.

Supervision Received

Performs under general policy direction from the Village Board and the Communications and Technology Committee and administrative direction from the Administrator/Treasurer, but exercises considerable independent judgment in determining program and work priorities and the practices of the department.

Supervision Exercised

Supervises a part-time Communications Specialist and a part-time Technical Specialist. Also supervises of a small pool of Audio-Visual Technicians who work a variable schedule determined by technical and production requirements for meetings, school activities, and community events.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the technical & programming operations of WMCF.
- Ensures the reliability and technical quality of WMCF's broadcast signal and programming.

- Serves as staff support to the Communications and Technology Committee and prepares reports and recommendations as needed.

- Assists in the preparation and administration of the annual operating and capital budget. Monitors revenues and expenditures to assure sound fiscal control and effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Trains and supervises the work of paid employees and volunteers in using video, audio, and other technology.

- Documents internal policies, work methods, and procedures for use of in-studio and remote equipment.

- Maintains appropriate records and prepares required reports.

- Purchases, maintains, and replaces technical equipment and supplies.

- Responds to citizen inquires or complaints relating to technical aspects of C&T Dept. services.

- Makes video and audio equipment owned by the WMCF available for use by the community and trains people on the proper use and capabilities of the equipment.

- Determines the schedule & airing of all programs, public service announcements, and updates public information announcements on WMCF.

- Maintains a video library of previous broadcasts and supplies copies of broadcasts to the public library for public use and to various departments are required.

- Coordinates as necessary with Charter Communications regarding cable franchising, engineering, and signal quality matters.

- Provides technical support or audio/video taping services to other Village departments or serve as a technical resource to Village departments on the design, purchasing, installation, maintenance, and operation of audio and video equipment and related cabling. This does not include IT computer support.

- Represents C&T Dept. on matters requiring inter-departmental or inter-agency coordination.

- Oversees & maintains the Village phone system and acts as the primary point of contact with phone service providers.

- Oversees & maintains the Village internet connections and acts as the primary point of contact with internet services providers.

- Assists with the planning, construction, and use of the Village's wired & wireless communication infrastructure.

- Oversees & assists with the promotion of the Village & community via social media, village website, and other forms of electronic communication.

- Assists with the setup & use of the Emergency Operations Center (EOC).

- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, 35 mm and digital cameras, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

* Principles and practices of local cable access channel operations.
* Videography and the basics of television and video production.
* Video editing hardware, software, and techniques.
* Television studio operations.
* Computers, software, and character/graphics generators and their use in video production.
* Pertinent laws, regulatory codes, and municipal ordinances.
* The measures and standards by which the efficiency, effectiveness, and quality of PEG channel operations can be evaluated.
* Knowledge of social media and other forms of electronic communication.

Ability to

† Interpret and implement policy and procedural direction from the Communications & Technology Committee and the Administrator/Treasurer.

† Troubleshoot and repair or correct problems with cable equipment or technical operations.

† Operate audio and video production equipment.

† Use computers in the production of video cable programs.

† Determine equipment replacement priorities and determine capital equipment requirements / specifications.

† Stay abreast of current technology trends and forecast potential applications of those technology developments to the local cable station.

† Plan, organize, direct, and evaluate the work of subordinate personnel to accomplish departmental objectives.

† Forecast the maintenance and capital needs of the department and formulate and administer the departmental budget.

- Establish standard departmental policies and procedures.
- Maintain necessary records and prepare required reports.
- Establish and maintain effective working relationships with the Administrator/Treasurer and other staff members, other governmental agencies, and the general public.
- Work independently with a minimum of supervision.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

- PERSONNEL MANAGEMENT SKILLS: Supervise, direct, train, & evaluate subordinate personnel.

DESIRED QUALIFICATIONS

A high school diploma and a Bachelor degree in a field related to video production, broadcasting of television programming, or communications; a minimum of three (3) years practical experience in the management of a television station or PEG station; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

Updated
01.07.16

Village of McFarland

NOTES

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_____ Employee Signature

_____ Department Head Signature

COMMUNICATIONS SPECIALIST

POSITION DESCRIPTION

Position Title: Communications Specialist
Department: Communications & Technology
Reports to: Communications & Technology Director

FLSA: Non-exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for enhancing village communications via social media & other forms of electronic communication, and assisting with the production of programs for McFarland's local PEG channel (WMCF). The work may involve occasional supervision of several part-time employees and occasional supervision of volunteers. Due to the small size of the staff, however, the Communications Specialist performs many of the day-to-day tasks required of the position.

Supervision Received

Performs under the supervision of the Communications & Technology Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Promote the Village & community via social media, village website, and other forms of electronic communication.
- Assists other Village staff with the planning and execution of social media use & other electronic forms of communication.
- Assists with the scheduling and dissemination of C&T Dept. programs and public service announcements.
- Plans and produces video programming that reflects the educational, governmental, cultural, religious, and commercial activities of the McFarland community.

- Coordinates/conducts live video and taped productions from both in-studio and remote locations. May prepare scripts, conduct interviews, narrate, and operate video and audio equipment.

- Assists with the documenting of internal policies, work methods, and procedures relating to program operations.

- Maintains appropriate records and prepares required reports.

- Produces and disseminates informational and marketing materials promoting the Village and access activities of WMCF.

- May make presentations to service clubs and community groups to increase awareness of and encourage greater use of the ability of C&T Dept. to disseminate information to the public.

- May occasionally act as lead worker to audio-visual technicians during projects & productions.

- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of video programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

* Principles and practices of video production.
* Videography and the basics of television and video production.
* Video editing hardware, software, and techniques.
* Computers, software, and character/graphics generators and their use in video production & graphic design.
* Knowledge of social media and other forms of electronic communication.

Ability to

† Interpret and implement policy and procedural direction from the Communications & Technology Director.

† Operate audio and video production equipment.

† Use computers in the production of visual content for social media & electronic communications.

† Create and develop ideas for video programs, social media, and electronic communications.

† Plan, organize, and direct the work of subordinate personnel to accomplish specific projects.

† Maintain necessary records and prepare required reports.

† Establish and maintain effective working relationships with the Communications & Technology Director, Administrator/ Treasurer, and other staff members, other governmental agencies, and the general public.

† Work independently with a minimum of supervision.

† Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information both in written, oral, and electronic form.

- PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.

- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

- MARKETING SKILLS: Ability to promote the McFarland brand on social media, websites, and other forms of electronic communication.

DESIRED QUALIFICATIONS

A high school diploma and a Bachelor's degree in a field related to communications or marketing; a minimum of three (3) years practical experience in marketing or communications; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

Updated
01.07.16

Village of McFarland

NOTES

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I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this ____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

TECHNICAL SPECIALIST

POSITION DESCRIPTION

Position Title: Technical Specialist
Department: Communications & Technology
Reports to: Communications & Technology Director

FLSA: Non-exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for conducting the technical operations of McFarland's local PEG channel, WMCF, and providing audio-visual & technical support to the village as a whole. The work may involve occasional supervision of several part-time employees or volunteers. Due to the small size of the staff, however, the Technology Specialist performs most of the day-to-day technical tasks required of the position.

Supervision Received

Performs under supervision of the Communications & Technology Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the videotaping and production of WMCF programs.
- Assists the C&T Director in ensuring the reliability and technical quality of WMCF's broadcast signal and programming.
- Monitors the audio and video quality of programming and takes appropriate action to resolve problems. Troubleshoots and corrects equipment or technical problems.
- Assists with the documenting of internal policies, work methods, and procedures for use of in-studio and remote equipment.
- Maintains appropriate records and prepares required reports.
- May occasionally act as lead worker to audio-visual technicians during projects & productions.

- Assists with the purchasing, maintenance, and replacement of technical equipment and supplies.
- Responds to citizen inquires or complaints relating to technical aspects of WMCF services.
- Makes video and audio equipment owned by WMCF available for use by the community and trains people on the proper use and capabilities of the equipment.
- Provides technical support or audio/video taping services to other Village departments or serve as a technical resource to Village departments on the design, purchasing, installation, maintenance, and operation of audio and video equipment and related cabling. This does not include IT computer support.
- Assists with the oversight & maintenance of the Village phone system.
- Assists with the setup & use of the Emergency Operations Center (EOC).
- Performs other related duties as required.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, 35 mm and digital cameras, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

* Principles and practices of local cable access channel operations.
* Videography and the basics of television and video production.
* Video editing hardware, software, and techniques.
* Television studio operations.
* Computers, software, and character/graphics generators and their use in video production.
* Pertinent laws, regulatory codes, and municipal ordinances.
* The measures and standards by which the efficiency, effectiveness, and quality of PEG channel operations can be evaluated.

Ability to

† Interpret and implement policy and procedural direction from the Communications & Technology Director.

† Troubleshoot and repair or correct problems with cable equipment or technical operations.

† Operate audio and video production equipment.

† Use computers in the production of video cable programs.

† Plan, organize, and direct the work of subordinate personnel to accomplish specific projects.

† Stay abreast of current technology trends and forecast potential applications of those technology developments to the local cable station.

† Maintain necessary records and prepare required reports.

† Establish and maintain effective working relationships with the Communications & Technology Director, Administrator/Treasurer and other staff members, other governmental agencies, and the general public.

† Work independently with a minimum of supervision.

† Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.

- PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.

- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma and an AA degree in a field related to video production and broadcasting of television programming; a minimum of three (3) years practical experience in the technical operations of a television station; prior experience with the operation of a community PEG channel is highly desirable; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

Updated
01.07.16

Village of McFarland

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_____ Employee Signature

_____ Department Head Signature

SENIOR AUDIO VISUAL TECHNICIAN

POSITION DECRIPTION

Position Title: Senior Audio Visual Technician
Department: Communications & Technology
Reports to: Communications & Technology Director

FLSA: Non-Exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for taping and more complex editing of cable programs, for higher level responsibilities associated with the operations of cable station WMCF, and for other audio visual needs in the Village.

Supervision Received

Performs under supervision of the Communications & Technology Director

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the videotaping and production of WMCF programs.
- Videotapes and edits programs of government meetings, community events, and school events.
- Assists with the updating of the weekly program replay schedule.
- Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video-on-demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.
- Assists with the installation and maintenance of video and audio equipment.

- Assists the Communications & Technology Director & Communications Specialist with the scheduling and airing of all programs.

- Assists the Communications & Technology Director & Technical Specialist with capital upgrades and general technical issues for all Village departments.

- May Occasionally provide direction and oversight of audio-visual technicians during projects and productions.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, digital camera, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

* Videography and the principles and practices of video production.

* Video editing hardware, software, and techniques.

* Computers, software, and character/graphics generators and their use in video production.

Ability to

† Operate video and audio production equipment.

† Use computers in the production of cable programs.

† Capture quality content and video and audio inputs for cable programs.

- † Troubleshoot and correct minor technical problems.
- † Assist with the updating of the weekly program replay schedule.
- † Follow standard departmental policies and procedures.
- † Direct the work of less experienced personnel.
- † Establish and maintain effective working relationships with fellow employees and the general public.
- † Work independently with a minimum of supervision.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ♦ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ♦ COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- ♦ PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ♦ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ♦ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ♦ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma and an AA degree in a field related to production and cablecasting of television programming; a minimum of two (2) years practical experience in the taping of television programs is desired; prior experience with the operation of a community PEG channel is desirable; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

_____ Employee Signature

_____ Department Head Signature

AUDIO VISUAL TECHNICIAN

POSITION DESCRIPTION

Position Title: Audio Visual Technician
Department: Communications & Technology
Reports to: Communications & Technology Director

FLSA: Non-exempt
Represented: No
Employment Category: Part Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for taping and editing cable programs, for various routine responsibilities associated with the operations of cable station WMCF, and for other audio visual needs in the Village.

Supervision Received

Performs under supervision of the Communications & Technology Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the videotaping and production of WMCF programs.
- Videotapes and edits programs of government meetings, community events, and school events.
- Conducts routine operational procedures such as ingesting videos to the server, uploading video files to the video-on-demand hosting service, duplicating DVDs, and converting VHS tape formats to DVD formats.
- Assists with the installation and maintenance of video and audio equipment.
- Provides audio visual support to the Village.

Equipment Used

Specialized equipment associated with the taping, editing, production, and airing of cable television programming including video cameras, remote cameras, video server, audio mixer, DVD recorder, studio switcher, character generator, and video editing hardware/software. Operates projectors, sound systems, digital camera, personal computer/printer with a variety of software applications, phone, copier, fax machine, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in uncontrolled setting in Wisconsin weather conditions when taping in the field. Attendance or taping of evening meetings required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

* Videography and the principles and practices of video production.
* Video editing hardware, software, and techniques.
* Computers, software, and character/graphics generators and their use in video production.

Ability to

† Operate video and audio production equipment.

† Use computers in the production of cable programs.

† Capture quality content and video and audio inputs for cable programs.

† Troubleshoot and correct minor technical problems.

† Follow standard departmental policies and procedures.

† Establish and maintain effective working relationships with fellow employees and the general public.

† Work independently with a minimum of supervision.

† Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.

- PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.

- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A high school diploma, with an AA degree in a field related to production and broadcasting of television programming preferred; some practical or academic experience in the taping of television programs is desired; or any combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing 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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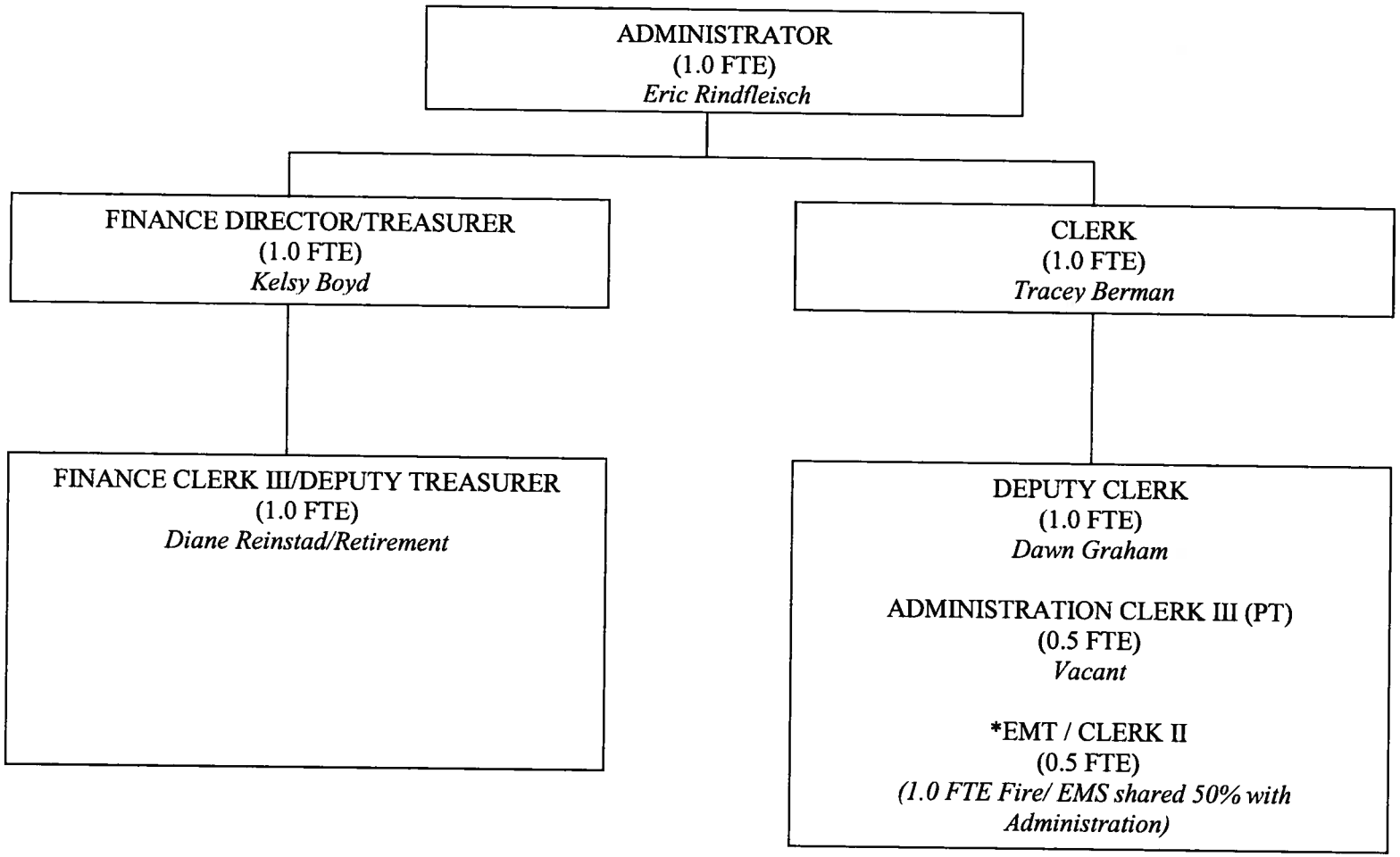
I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

ADMINISTRATION & FINANCE



* AFSCME represented.

ADMINISTRATOR

POSITION DESCRIPTION

Position Title: Administrator
Department: Administration
Reports to: Village Board

FLSA: Exempt
Represented: None
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision Received

Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.

Supervision Exercised

Oversees the work of the heads of the following Village departments: Administration and Finance; Cable & Technology; Community Development; Fire and EMS; Library; Senior Outreach Services; Police; and Public Works/Utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Supervises the work of the Treasurer as defined in the Municipal Code and State Statutes.
- Provides leadership and direction to the Village Board in establishing long-range Village-wide goals and objectives.
- Manages and supervises the activities of Village departments and the delivery of municipal services to achieve goals within available resources.
- In coordination with the department heads and with assistance from the Finance Director/Treasurer, prepares and recommends an annual budget to the Village Board and administers the adopted budget. The budgets include the enterprise funds of the Water Utility, Sewer Utility, and Stormwater Utility and the special revenue funds of tax

increment districts.

- Communicates official plans, policies, and procedures to staff and the general public.
- Supervises financial management, accounting, and reporting activities and directs the investment and borrowing of funds to assure sound fiscal control.
- Establishes standard policies and procedures and generally oversees the purchase and contracting of services and supplies by Village departments.
- Coordinates and conducts collective bargaining with employee unions.
- Serves as personnel officer, establishes and administers standardized personnel policies and procedures.
- Prepares employee job descriptions and administers employee compensation.
- Coordinates the recruitment, selection, evaluation, disciplining, and termination of employees and the hearing of grievances.
- Identifies issues, opportunities, and policy options for consideration by the Village Board.
- Serves as information officer and represents the Village in dealings with the media, other government agencies, and the general public.
- Coordinates information technology systems and procedures.
- Recommends the placement and level of insurance coverages for risk management purposes.
- Tracks and analyzes the impact of proposed and adopted changes in legislation.
- Recommends the selection of firms to provide professional services, including legal, auditing, property assessment, engineering, architectural, codification, and specialized consulting services.
- Establishes and maintains procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, suggestions and other matters receive prompt attention by the appropriate Village official(s).
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required, including some work on weekends. Frequent attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

* Current principles and practices of municipal administration and ability to keep abreast of future developments in the field.

* Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.

* The measures and standards by which the efficiency, effectiveness, and quality of municipal services can be evaluated.

* Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures.

* The finances and management of municipal utilities and TIF districts.

* Personnel administration functions and techniques.

* Data processing applications and basic computer skills.

Ability to

† Efficiently and effectively administer a municipal government.

† Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services.

† Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village.

† Establish and enforce standard administrative procedures for all departments.

† Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives.

† Maintain and manage records and to prepare required reports.

† Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board.

† Interpret and implement policy and procedural direction from the Village Board.

† Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the general public.

† Represent the Village in meetings, public presentations, and before the media.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20_____.

_____ Employee Signature

_____ Department Head Signature

FINANCE DIRECTOR/TREASURER

POSTION DESCRIPTION

Position Title: Finance Director/Treasurer
Department: Finance
Reports to: Administrator

FLSA: Exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves managing and supervising the financial operations of the Village. It is also a hands-on position which performs critical and routine financial activities. Key responsibilities include: statutorial responsibilities of Treasurer, maintenance and reconciliation of all financial accounts and records; oversight of accounts payable and receivable functions; under the oversight of the Administrator development and monitoring the status of annual budgets; recommending and implementing financial policies and procedures; conducting year-end closeout activities and working with the audit firm on the annual financial audit; administering short and long term investments; and overseeing purchasing processes.

Supervision Received

Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of state statutes, Village ordinances, and generally accepted accounting principles and standards for municipal governments. Coordinates closely on many issues with the Clerk.

Supervision Exercised

Oversees the work of the FT Administration/Finance Clerk. Provides policy direction to Deputy Clerk, PT Administration/Finance Clerk, EMT/Clerk, and DPW Clerk when performing financial or bookkeeping related duties.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

1. Maintain the accounting system for all Village funds.
    - Review, analyze and balance all accounts on a monthly basis.
    - Prepare journal entries as appropriate.
    - Prepare monthly internal financial statements and variance reports on a cash basis.
    - Work with Administrator to assist independent auditors with the annual audit by preparing various work papers and schedules.
    - Coordinate the preparation of the MDA portion of the audited financial statements.
    - Guide and instructs departments in proper accounting procedures.

- Oversee accounts receivable, accounts payable and utility billing.
- Perform monthly bank reconciliation.
- Coordinate preparation of vouchers payable report for Village Board action.
- Maintain Capital Projects data including updating spreadsheets.
- Review daily cash receipts.
- Review accounts receivable aging report monthly and follow-up as necessary.
- Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
- File State and Federal quarterly and year-end reports timely. Ensure that all withholding taxes are paid according to Federal and State regulations.
- Verify property tax accounts in general ledger are reconciled including special assessments. Review and/or prepare applicable journal entries.
- Coordinate the updating and maintenance of Fixed Asset records.

2. Budget and Analysis Services
    - Develop and implement annual budgeting process in coordination with the Administrator.
    - Prepare revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
    - Prepare wage and benefit estimates for budget. Ensure all positions are included in estimates.
    - Compile department budget requests. Analyze financial limits and make requested financial recommendations to Administrator.
    - Assist with the preparation of the capital improvement plan.
    - Assist with identification and application of strategic initiatives to the budget process.
    - Under direction from the Administrator, supervise the compilation and distribution of the final adopted budgets.
    - Provide regular budget management and financial analysis support to departments.
    - Prepare financial proformas or projections, when requested, for any Village department, including TID districts.

3. Utility Functions
    - Perform utility billing adjustments as reported by utility billing clerk.
    - Approve check refunds of utility credits.
    - Notification of NSF payments for utility bills.
    - Coordinate with auditors the preparation of annual required State reports including Form C, PSC, Compliance Maintenance and annual disclosure reports.

4. Miscellaneous Assignments
    - Hires, supervises and coordinates the work of other administrative support personnel, including coaching and conducting performance evaluations.
    - Assist the Administrator when necessary with various financial-related projects or assignments.
    - Maintain payment schedules for all Village debt. Ensure that debt payments are made timely and accurately.
    - Monitor daily cash management procedures and offer maintenance recommendations to all departments.

- Project monthly, quarterly and annual cash flows to determine possible deficits and shortfalls.
- Assist with supervision of Village investment and cash management practices.
- Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
- Administration of tax collection and special assessments.
- Oversees NSF checks processing for Municipal Court, Community Development, and Administration departments.
- Attend meetings as needed, some of which may be in the evening.
- Perform other related duties as required.

Equipment Used

Personal computer/printer with various software office applications, calculator, phone, copy machine, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

* Modern governmental accounting theory, principles, and practices.
* Public finance and fiscal planning.
* Payroll and accounts payable functions.
* Budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
* Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
* Supervisory principles and practices.

Ability to

† Prepare and analyze complex financial reports.
† Maintain efficient and effective financial systems and procedures.
† Establish effective working relationships with co-workers and other contacts.
† Communicate effective orally and in writing.
† Maintain excellent relations with the public.
† Learn municipal accounting software, preferably Civic Clarity.
† Maintain confidentiality of payroll, personnel, and labor relations information.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when

making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinance, statutes, technical manuals, bulletins.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, or related field, or equivalent work experience. CPA Designation or equivalent. Minimum of five (5) years progressively responsible accounting experience, with three (3) years experience in municipal finances and budgeting preferred, supervisory experience desirable; or any combination of education and experience which provides the necessary knowledge, skills and abilities.

Updated
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer*

and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20 _____.

_____ Employee Signature

_____ Department Head Signature

FINANCE CLERK III/DEPUTY TREASURER

POSITION DESCRIPTION

Position Title: Finance Clerk III/Deputy Treasurer
Department: Finance
Reports to: Finance Director/Treasurer

FLSA: Non-exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

Clerk III is the highest level clerical classification. The skills and knowledge required of this position are commensurate to the more significant duties and responsibilities normally assigned to this classification.

This position is responsible for performing administrative, financial, and clerical related functions for the Finance Director/Treasurer. The work involves providing, clerical, bookkeeping, and financial support; providing customer service by telephone and in person; assisting with tax collections; and other substantive duties involved in supporting and maintaining Village operations.

Supervision Received

Works under the general supervision of Finance Director/Treasurer. Exercises a moderate degree of independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Collects taxes and maintains tax reports.
- Attends committee meetings and prepares Agendas and Minutes of those and other government meetings.
- Serves as receptionist for the Administration Department and other Village Departments as needed; provides customer service in person, by telephone, and by email; disperses information on Village services, policies and procedures.
- Processes accounts payable and accounts receivable, and makes general ledger entries.
- Reconciles the central petty cash fund.

- Prepares and makes bank deposits.
- Creates, maintains and submits reports and documents related to Village finances.
- Creates and maintains a wide variety of administrative and financial documents and spreadsheets using technical applications.
- Assists with the elections when needed
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, calculator, telephone, copy machine, fax machine, postage machine, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

* Current office equipment, technology, terminology, procedures and methods.
* Municipal accounting software, preferably Civic Clarity.
* Centralized paper and electronic records management systems.
* High level data entry via spreadsheet, data base management and word processing techniques and procedures.
* Basic bookkeeping and municipal accounting skills.
* Proper grammar, spelling, and punctuation.

Ability to

† Learn and apply Village policies, procedures and ordinances.
† Carry out tasks with a minimum of direction and supervision.
† Accurately execute tasks requiring an exceptional level of detail.
† Communicate effectively with individuals requesting information or assistance with special emphasis on telephonic communication; communicate effectively in written form.
† Understand and carry out oral and written directions.
† Type, proofread, and correct a variety of detailed written materials and financial documents.
† Maintain confidentiality of sensitive records and materials.
† Employ tact, courtesy, and good judgment in dealing with the public.

† Establish and maintain positive and effective working relationships with supervisors, and co-workers.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic math problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

MINIMUM QUALIFICATIONS

Associates degree in accounting or office managemene. 3-5 years of progressively responsible administrative, financial, and clerical experience, preferably in a local government setting; high level of computer and software skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

_____
Employee Signature

_____
Clerk/Deputy Treasurer Signature

VILLAGE CLERK

POSITION DESCRIPTION

Position Title: Village Clerk
Department: Administration
Reports to: Administrator

FLSA: Exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The very responsible technical work of this single position class involves performing various functions of the offices of municipal clerk, as defined by State Statute and Municipal Code, and management of administration services. The work involves issuing licenses and permits, conducting elections, serving as Clerk of the Board of Review and Ethics Board, attending Village Board meetings and taking and preparing minutes, overseeing the preparing of biweekly payrolls and related reports, administering employee benefit plans, developing and maintaining administration department policies and procedures, representing management for collective bargaining, and coordinating the maintenance of the Village web site.

Supervision Received

Performs under the direction and supervision of the Administrator, but exercises considerable independent judgement in establishing work priorities, determining work methods, and delegating work to others.

Supervision Exercised

Oversees the work of the Deputy Clerk, PT Administration Clerk, and EMT/Clerk. Provides policy direction to FT Administration/Finance Clerk when performing election or clerk related duties.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Hires, supervises and coordinates the work of other administrative support personnel, including coaching and conducting performance evaluations.
- Prepares and distributes agendas for Village Board and committee meetings; attends Village Board meetings and takes and prepares minutes.
- Serves as Clerk for the Board of Review and Ethics Board.
- Serves as staff person on the Personnel Committee.
- Prepares and publishes or mails legal notices and public hearing notices.
- Coordinates the posting of assessment rolls, the issuance of alcohol beverage and pet licenses,and various permits.
- Coordinates pre and post elections administration, schedules and trains election inspectors, oversees election-day activities and the tabulation and reporting of election results, and coordinates and serves on

the Municipal Board of Canvassers.

- Ensures compliance with open meetings and public records laws.
- Oversees and coordinates the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Coordinates employee benefit plans, orients and enrolls new employees in benefit programs.
- Coordinates the Employee Appreciation Program.
- Establishes and maintains a system of personnel records.
- Prepares and handles confidential labor relations materials, including collective bargaining and disciplinary matters. Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
- Establishes and implements office and administrative policies and procedures.
- Serves as notary public.
- Establishes and administers standardized personnel policies and procedures, maintains personnel records.
- Prepares and maintains employee job descriptions and administers employee compensation and benefit plans.
- Coordinates risk management operational functions
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, calculator, phone, copy machine, fax machine, Automark Voter Assistance Terminal, and DS 200 voting equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Regular hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

* Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
* Supervisory principles and practices and performance evaluation techniques.

* Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations.
* Current office methods, practices, and procedures.
* Commonly used data processing applications and the design and function of web sites.
* Records management practices.
* Labor relations procedures.

Ability to

† Perform the statutory duties of the clerk and treasurer offices.

† Supervise the work of administrative support personnel and evaluate their performance.

† Maintain accurate payroll, personnel and fringe benefit records.

† Prepare accurate and timely financial reports.

† Determine proper priorities, delegate work and meet established deadlines.

† Take and prepare accurate and detailed minutes of meetings.

† Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public.

† Maintain confidentiality of payroll, personnel, and labor relations information.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written

instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

An Associate's degree in office management or related field, Certified Municipal Clerk, Wisconsin Municipal Clerk designation or completion of Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course; a minimum of five to seven years of office management; payroll/personnel, preferably in a municipal government setting; previous supervisory training and/or experience; working knowledge of commonly used software and web site applications; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

DEPUTY CLERK

POSITION DESCRIPTION

Position Title: Deputy Clerk
Department: Administration
Reports to: Village Clerk

FLSA: Non-exempt
Represented: No
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for assisting the Clerk in carrying out the duties and responsibilities of municipal clerk as required by federal, state and/or municipal law and for performing clerical and administrative support functions for the Administration Department and other Village departments. The Deputy Clerk acts with full statutory authority under Wis. Stats. § 61.19 in the absence of the Clerk and exercises considerable initiative and independent judgment. The work involves assistance with property assessment, legal records, licensing and election administration; public relations and customer service responsibilities; and performing the duties involved in supporting and maintaining the overall operations of the Administration Department and other Village departments. The work requires regular communication with the general public, Village department heads and employees, elected and appointed officials and other local, state, and federal government and private sector agencies.

Supervision Received

Normally works under the regular direction and supervision of the Clerk, but exercises a moderate degree of independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

Under the close direction and supervision of the Clerk may exercise occasional lead responsibilities related to the coordination, training, and communication of work assignments and work schedules for Administration Department staff and the Election Inspectors.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assists in the administration, coordination, supervision and conduct of elections.
- Issues a variety of municipal licenses and renewals of licenses, as assigned, and prepares related notices and reports.

- Issues a variety of municipal permits.
- Assists in the management of official Village records.
- Assists the Clerk with documentation of resolutions, ordinances, and policies.
- Takes meeting minutes in the absence of Clerk or as assigned.
- Serves as staff recorder for the Public Safety Committee.
- Attends board, commission and committee meetings as assigned.
- Serves as the Administration Department Web Coordinator and reviews, edits, and maintains general information and other departmental areas on the Village Website.
- May serve as a backup receptionist for the Administration Department, refers visitors to appropriate personnel, provides customer services to callers and visitors, and disperses information on Village services, policies and procedures.
- Answers, screens, and routes incoming phone calls and relays information to the Administrator, Clerk, Finance Director, and to other departments and staff.
- Provides general secretarial and clerical assistance, types correspondence, does word processing, data entry, desktop publishing, and spreadsheets.
- Establishes and maintains an effective working relationship with the general public, village departments and employees, elected and appointed officials and other local, state, and federal government and private sector agencies.
- Maintains filing systems.
- Processes incoming and outgoing mail.
- Maintains inventory and orders office supplies.
- Serves as a Notary Public.
- Maintains and updates Department policies and procedures.
- Prepares and processes payroll, submit Federal and State tax deposits and quarterly reports, assist in benefit implementation, prepare end of year W-2's and submit reports, reconcile end of year roll over leave time balances, and prepare "exposure and potential benefit liabilities" report for auditors.
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software and internet applications, adding machine, calculator, telephone, copy machine, fax machine, postage machine, Automark Voter Assistance Terminal, and DS 200 voting equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

* Current office equipment, technology, terminology, procedures, and methods.
* Design and maintenance of centralized records management systems.
* Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
* Data entry, spreadsheet, data base management, and word processing software, techniques, and procedures.
* Proper grammar, spelling, and punctuation.

Ability to

† Carry out tasks with a minimum of direction and supervision.

† Create and maintain documents requiring an exceptional level of detail and accuracy.

† Communicate effectively in person, writing, and electronically with staff and the public.

† Understand and carry out oral and written directions.

† Interpret and accurately execute statutory requirements.

† Type, proofread, and correct a variety of written materials.

† Maintain confidentiality of sensitive records and materials.

† Employ tact, courtesy, and good judgment in dealing with staff and the public.

† Establish and maintain effective working relationships with supervisors and co-workers.

† Learn and follow Village policies, procedures and ordinances.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals. Create and maintain detailed process and procedural documents.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

DESIRED QUALIFICATIONS

Associates degree in office management or experience in business office practices and procedures; CMC or WCMC certification preferred; two (2) years experience in municipal government; knowledge of general business administration and public administration; election administration experience desirable; intermediate computer and software skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated
01.04.16

Village of McFarland

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20___.

_____ Employee Signature

_____ Department Head Signature

ADMINISTRATION CLERK III

POSITION DESCRIPTION

Position Title: Administration Clerk III
Department: Administration
Reports to: Village Clerk

FLSA: Non-exempt
Represented: No
Employment Status: Part-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

Clerk III is the highest level clerical classification. The skills and knowledge required of this position are commensurate to the more significant duties and responsibilities normally assigned to this classification.

This position is responsible for performing administrative, financial, and clerical related functions for the Clerk/Deputy Treasurer and Finance Director. The work involves providing bookkeeping, administrative, clerical, and financial support; providing customer service by telephone and in person; assisting with tax collections; supporting election administration; and other substantive duties involved in supporting and maintaining Village operations.

Supervision Received

Works under the general supervision of Clerk/Deputy Treasurer. Exercises a moderate degree of independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Creates, maintains and submits reports and documents related to administration, finance, benefit, payroll and human resources.
- Assists with Village elections.
- Assists with collection of taxes.
- Creates and maintains a wide variety of administrative and financial documents and spreadsheets using technical applications.
- Attends committee meetings and prepares Agendas and Minutes of those and other government meetings.

- Serves as back-up receptionist for the Administration Department and other Village Departments as needed; provides customer service in person, by telephone, and by email; disperses information on Village services, policies and procedures.
- Assists other departments as required.
- Performs other related duties as required.

Equipment Used

Personal computer with various software and internet applications, color and inkjet printers, calculator, telephone, copy machine, fax machine, postage machine, and audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

TECHNICAL REQUIREMENTS

Knowledge of

* Basic municipal accounting principles.
* Current office equipment, technology, terminology, procedures and methods.
* Municipal accounting software, preferably Civic Clarity.
* Centralized paper and electronic records management systems.
* High level data entry via spreadsheet, data base management and word processing techniques and procedures.
* Basic bookkeeping.
* Proper grammar, spelling, and punctuation.

Ability to

† Learn and apply Village policies, procedures and ordinances.
† Carry out tasks with a minimum of direction and supervision.
† Accurately execute tasks requiring an exceptional level of detail.
† Communicate effectively with individuals requesting information or assistance with special emphasis on telephonic communication; communicate effectively in written form.
† Understand and carry out oral and written directions.
† Type, proofread, and correct a variety of detailed written materials and financial documents.
† Maintain confidentiality of sensitive records and materials.
† Employ tact, courtesy, and good judgment in dealing with the public.
† Establish and maintain positive and effective working relationships with supervisors, and co-workers.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal and written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic math problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

MINIMUM QUALIFICATIONS

Associates degree in business management. 3-5 years of progressively responsible administrative, financial, and clerical experience, preferably in a local government setting; high level of computer and software skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Updated:
01.04.16

Village of McFarland

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

_____ Employee Signature

_____ Clerk/Deputy Treasurer Signature

RESOLUTION #01-2016

RESOLUTION 01-2016	
MOTION	SECOND
Czebotar	Lytle
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Lytle
Brassington	Utter
Czebotar	
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

A RESOLUTION APPROVING AND ADOPTING THE FORM OF AMENDED 457B DEFERRED COMPENSATION PLAN EFFECTIVE JANUARY 1, 2016 WITH SECURITY BENEFIT

WHEREAS, the Village of McFarland participates in a 457B Deferred Compensation Plan with security Benefits; and

WHEREAS, these plans must be restated from time to time to comply with IRS regulatory changes,

NOW, THEREFORE, BE IT RESOLVED that: the Village of McFarland Board of Trustees hereby approve the updated 457B Deferred Compensation Plan Adpotion Agreement documents with Security Benefit as plan administrator.

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Tracey Berman, Clerk/ Deputy Treasurer

ADOPTING RESOLUTION

The undersigned authorized representative of Village of McFarland, WI (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended 457 Plan and Trust effective January 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Village of McFarland, WI 457B Deferred Compensation Plan as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted.

Date: _____

Signed: _____

_____
[print name/title]

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ADOPTION AGREEMENT FOR ELIGIBLE GOVERNMENTAL 457 PLAN

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. *All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references.* Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

1. EMPLOYER **(1.11)**.

Name: Village of McFarland, WI

Address: 5915 Milwaukee Street
Street

McFarland — City; Wisconsin — State; 53558 — Zip

Telephone: 608-838-3153

Taxpayer Identification Number (TIN): 39-6008211

2. PLAN NAME.

Name: Village of McFarland, WI 457B Deferred Compensation Plan

3. PLAN YEAR **(1.25)**. Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every *(Choose one of a. or b. and choose c. if applicable)*: [*Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."*]

a. [X] **December 31.**

b. [ ] **Plan Year:** ending: _____.

c. [ ] **Short Plan Year:** commencing: _____ and ending: _____.

4. EFFECTIVE DATE **(1.08)**. The Employer's adoption of the Plan is a *(Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable)*:

a. [ ] **New Plan.**

b. [X] **Restated Plan.** The Plan is a substitution and amendment of an existing 457 plan.

Initial Effective Date of Plan

c. [X] July 14, 2004 *(enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)*

Restatement Effective Date *(If this is an amendment and restatement, enter effective date of the restatement.)*

d. [X] January 1, 2016 *(enter month day, year)*

Special Effective Dates: *(optional)*

e. [ ] **Describe:** _____.

5. CONTRIBUTION TYPES. *(If this is a frozen Plan (i.e., all contributions have ceased), choose a. only)*:

Frozen Plan

a. [ ] **Contributions cease.** All Contributions have ceased or will cease (Plan is frozen).

1. Effective date of freeze: _____ [*Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.*]

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Contributions. The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan *(Choose one or more of b. through d. if applicable)*:

b. [X] **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement *(Choose one or more as applicable.)*:

And will Matching Contributions be made with respect to Elective Deferrals?

1. [ ] **Yes.** See Question 16.

2. [X] **No.**

And will **Roth Elective Deferrals** be made?

3. [ ] **Yes.** [*Note: The Employer may not limit Deferrals to Roth Deferrals only.*]

4. [X] **No.**

c. [ ] **Nonelective Contributions.** See Question 17.

d. [X] **Rollover Contributions.** See Question 30.

6. EXCLUDED EMPLOYEE **(1.10)**. The following Employees are Excluded Employees and are not eligible to participate in the Plan *(Choose one of a. or b.)*:

a. [X] **No exclusions.** All Employees are eligible to participate.

b. [ ] **Exclusions.** The following Employees are Excluded Employees *(Choose one or more of 1. through 4.)*:

1. [ ] **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than _____ hours per week.

2. [ ] **Hourly-paid Employees.**

3. [ ] **Leased Employees.** The Plan excludes Leased Employees.

4. [ ] **Specify:** _____.

7. INDEPENDENT CONTRACTOR **(1.16)**. The Plan *(Choose one of a., b. or c.)*:

a. [ ] **Participate.** Permits Independent Contractors to participate in the Plan.

b. [X] **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

c. [ ] **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate:

_____.

[*Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.*]

8. COMPENSATION **(1.05)**. Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

Base Definition *(Choose one of a., b. or c.)*:

a. [X] Wages, tips and other compensation on Form W-2.

b. [ ] Code §3401(a) wages (wages for withholding purposes).

c. [ ] 415 safe harbor compensation.

[*Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125, 132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.*]

Modifications to Compensation definition. The Employer elects to modify the Compensation definition as follows *(Choose one of d. or e.)*:

d. [X] **No modifications.** The Plan makes no modifications to the definition.

e. [ ] **Modifications** *(Choose one or more of 1. through 5.)*:

1. [ ] **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.

2. [ ] **Elective Contributions.** [**1.05(E)**] The Plan excludes a Participant's Elective Contributions.

3. [ ] **Bonuses.** The Plan excludes bonuses.

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4. [ ] **Overtime.** The Plan excludes overtime.

5. [ ] **Specify:** _____.

Compensation taken into account. For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account *(Choose one of f. or g.)*:

f. [ ] **Plan Year.** The Employee's Compensation for the entire Plan Year.

g. [X] **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant.

9. POST-SEVERANCE COMPENSATION **(1.05(F))**. Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required *(Choose one of a. or b.)*:

a. [ ] **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.

b. [X] **Adjustments.** The following Compensation adjustments apply *(Choose one or more)*:

1. [X] **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.

2. [ ] **Leave-Cashouts.** Post-Severance Compensation will include Regular Pay and Leave Cashouts and it will apply to all Contribution Types.

3. [ ] **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.

4. [ ] **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.

5. [ ] **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.

6. [ ] **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group:** _____.

10. NORMAL RETIREMENT AGE **(1.20)**. A Participant attains Normal Retirement Age under the Plan *(Choose one of a. or b.)*:

a. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.*]

b. [X] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age __65__ and may not be later than age __70__. [*Note: The age may not exceed age 70 1/2.*]

Special Provisions for Police or Fire Department Employees *(Choose c. and/or d. as applicable)*:

c. [ ] **Police department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]

2. [ ] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age _____ (no earlier than age 40) and may not be later than age _____. [*Note: The age may not exceed age 70 1/2.*]

d. [ ] **Fire department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. [ ] **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. [*Note: The age may not exceed age 70 1/2 and may not be less than age 40.*]

2. [ ] **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age _____ (no earlier than age 40) and may not be later than age _____. [*Note: The age may not exceed age 70 1/2.*]

11. ELIGIBILITY CONDITIONS **(2.01)**. *(Choose one of a. or b.)*:

a. [X] **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.

b. [ ] **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Age.** Attainment of age _____.

2. [ ] **Service.** Service requirement *(Choose one of a. or b.)*:

   a. [ ] **Year of Service.** One year of Continuous Service.

   b. [ ] **Months of Service.** _____ month(s) of Continuous Service.

3. [ ] **Specify:** _____.

12. PLAN ENTRY DATE **(1.24)**. "Plan Entry Date" means the Effective Date and *(Choose one of a. through d.)*:

a. [X] **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions.

b. [ ] **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions.

c. [ ] **Date of hire.** The Employee's employment commencement date with the Employer.

d. [ ] **Specify:** _____.

13. SALARY REDUCTION CONTRIBUTIONS **(1.30)**. A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code *(Choose one of a. or b.)*:

a. [X] **No limitations.**

b. [ ] **Limitations.** *(Choose one or more of 1., 2. or 3.)*:

   1. [ ] **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: _____ *(specify dollar amount or percentage of Compensation)*.

   2. [ ] **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: _____ *(specify dollar amount or percentage of Compensation)*.

   3. [ ] **Specify:** _____.

[Note: Any limitation the Employer elects in b.1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.]

Special NRA Catch-Up Contributions (3.05). The Plan *(Choose one of c. or d.)*:

c. [X] **Permits.** Participants may make NRA catch-up contributions.

AND, Special NRA Catch-Up Contributions *(Choose one of 1. or 2.)*:

   1. [X] will be taken into account in applying any matching contribution under the Plan.

   2. [ ] will not be taken into account in applying any matching contribution under the Plan.

d. [ ] **Does not permit.** Participants may not make NRA catch-up contributions.

Age 50 Catch-Up Contributions (3.06). The Plan *(Choose one of e. or f.)*:

e. [X] **Permits.** Participants may make age 50 catch-up contributions.

f. [ ] **Does not permit.** Participants may not make age 50 catch-up contributions.

14. SICK, VACATION AND BACK PAY **(3.02(A))**. The Plan *(Choose one of a. or b.)*:

a. [ ] **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

b. [X] **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

15. AUTOMATIC ENROLLMENT **(3.02(B))**. Does the Plan provide for automatic enrollment *(Choose one of the following) [Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete AMENDMENT FOR ELIGIBLE AUTOMATIC CONTRIBUTION ARRANGEMENT (EACA)]*:

a. [X] **Does not apply.** Does not apply the Plan's automatic enrollment provisions.

b. [ ] **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold _____% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to *(Choose one of 1. through 3.)*:

   1. [ ] **All Participants.** All Participants who as of _____ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.

   2. [ ] **New Participants.** Each Employee whose Plan Entry Date is on or following: _____.

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3. [ ] **Describe Application of Automatic Deferrals:** _____.

c. [ ] **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete amendment.

16. MATCHING CONTRIBUTIONS (3.03). The Employer Matching Contributions is *(Choose one or more of a. through d.)*:

a. [ ] **Fixed formula.** An amount equal to _____ of each Participant's Salary Reduction Contributions.

b. [ ] **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.

c. [ ] **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

NOTE: Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate $ or %)	Matching Percentage
First _____	_____%
Next _____	_____%
Next _____	_____%
Next _____	_____%

d. [ ] **Specify:** _____.

Time Period for Matching Contributions. The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each *(Choose one of e. through h.)*:

e. [ ] **Plan Year.**

f. [ ] **Plan Year quarter.**

g. [ ] **Payroll period.**

h. [ ] **Specify:** _____.

Salary Reduction Contributions Taken into Account. In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply *(Choose one of i. through l.)*:

i. [ ] **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.

j. [ ] **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding _____% of the Participant's Compensation.

k. [ ] **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.

l. [ ] **Specify:** _____.

Allocation Conditions. To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of m. or n.)*:

m. [ ] **No allocation conditions.**

n. [ ] **Conditions.** The following allocation conditions apply to Matching Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.

2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.

3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.

4. [ ] **Specify:** _____.

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17. NONELECTIVE CONTRIBUTIONS **(1.19)**. The Nonelective Contributions under Election 5c. are made as follows: *(Choose one)*:

a. [ ] **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.

b. [ ] **Fixed - Pro Rata.** _____% of Compensation.

c. [ ] **Other.** A Nonelective Contribution may be made as follows:

_____.

Allocation Conditions. (3.08). To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of d. or e.)*:

d. [ ] **No allocation conditions.**

e. [ ] **Conditions.** The following allocation conditions apply to Nonelective Contributions *(Choose one or more of 1. through 4.)*:

1. [ ] **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.

2. [ ] **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.

3. [ ] **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.

4. [ ] **Specify:** _____.

18. TIME AND METHOD OF PAYMENT OF ACCOUNT **(4.02)**. The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

Timing. The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account *(Choose one of a. through e.)*:

a. [ ] **Specified Date.** _____ days after the Participant's Severance from Employment.

b. [X] **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.

c. [ ] **Designated Plan Year.** As soon as administratively practicable in the _____ Plan Year beginning after the Participant's Severance from Employment.

d. [ ] **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.

e. [ ] **Specify:** _____.

Method. The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution *(Choose one or more of f. through j. as applicable)*:

f. [X] **Lump sum.** A single payment.

g. [ ] **Installments.** Multiple payments made as follows: _____.

h. [X] **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.

i. [ ] **Annuity distribution option(s):** _____.

j. [ ] **Specify:** _____.

Participant Election. [Plan Sections 4.02(A) and (B)] The Plan *(Choose one of k., l. or m.)*:

k. [X] **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).

l. [ ] **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.

m. [ ] **Specify:** _____.

Mandatory Distributions. Notwithstanding any other distribution election, following Severance from Employment *(Choose n. or o.)*:

n. [ ] **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.

o. [X] **Mandatory Distribution.** If the Participant's Vested Account is not in excess of $5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

1. [X] Mandatory Distribution. If the Participant's Vested Account is not in excess of $ 1000 as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

Exclusion of rollovers in determination of $5,000 threshold. In determining the $5,000 threshold (or other dollar threshold above), rollover contributions will be:

p. [X] included.

q. [ ] excluded.

19. BENEFICIARY DISTRIBUTION ELECTIONS. Distributions following a Participant's death will be made as follows *(Choose one of a. through d.)*:

a. [X] **Immediate.** As soon as practical following the Participant's death.

b. [ ] **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death.

c. [ ] **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03.

d. [ ] **Describe:** _____.

[*Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.*]

20. DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT **(4.05)**. A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options *(Choose one of a. or b.)*:

a. [ ] **None.** A Participant may not receive a distribution prior to Severance from Employment.

b. [X] **Distributions.** Prior to Severance from Employment are permitted as follows *(Choose one or more of 1. through 4.)*:

1. [X] **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A).

2. [X] **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed $5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then *(Choose one of a., b. or c.)*:

a. [ ] **Participant election.** The Participant may elect to receive all or any portion of his/her Account.

b. [X] **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.

c. [ ] **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed $_____ and the Participant may elect to receive all or any portion of his/her Account that exceeds $_____ but that does not exceed $5,000.

3. [X] **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.

4. [ ] **Specify:** _____.

[*Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).*]

21. QDRO **(4.06)**. The QDRO provisions *(Choose one of a., b. or c.)*:

a. [X] **Apply.**

b. [ ] **Do not apply.**

c. [ ] **Specify:** _____.

22. ALLOCATION OF EARNINGS **(5.07(B))**. The Plan allocates Earnings using the following method *(Choose one or more of a. through f.)*:

a. [X] **Daily.** See Section 5.07(B)(4)(a).

b. [ ] **Balance forward.** See Section 5.07(B)(4)(b).

c. [ ] **Balance forward with adjustment.** See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period _____% of the contributions made during the following Valuation Period: _____.

d. [ ] **Weighted average.** See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is _____.

e. [ ] **Directed Account method.** See Section 5.07(B)(4)(e).

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f. [ ] **Describe Earnings allocation method:** _____.

[*Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts).*]

23. HEART ACT PROVISIONS (1.31(C)(3)/3.13). The Employer elects to *(Choose one of a. or b. and c. or d.)*:

Continued Benefit Accruals.

a. [X] **Not apply the benefit accrual provisions of Section 3.13.**

b. [ ] **Apply the benefit accrual provisions of Section 3.13.**

Distributions for deemed severance of employment (1.31(C)(3))

c. [ ] The Plan does NOT permit distributions for deemed severance of employment

d. [X] The Plan permits distributions for deemed severance of employment

24. VESTING/SUBSTANTIAL RISK OF FORFEITURE (5.11). A Participant's Deferral Contributions are [*Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.*] *(Choose all that apply of a. through d.)*:

a. [X] **100% Vested/No Risk of Forfeiture.** Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:

1. [X] **All Contributions.** (skip to 25.)

2. [ ] **Only the following contributions.** (select all that apply):

a. [ ] **Salary Reduction Contributions.**

b. [ ] **Nonelective Contributions.**

c. [ ] **Matching Contributions.**

b. [ ] **Forfeiture under Vesting Schedule.** Vested according to the following:

Contributions affected. The following contributions are subject to the vesting schedule *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Salary Reduction Contributions.**

2. [ ] **Nonelective Contributions.**

3. [ ] **Matching Contributions.**

4. [ ] **Vesting Schedule.**

Years of Service	Vested Percentage
____	_____%
____	_____%
____	_____%
____	_____%
____	_____%

For vesting purposes, a "Year of Service" means:

5. _____.

[*Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.*]

c. [ ] **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

Contributions affected. The following contributions are subject to the substantial risk of forfeiture under c. *(Choose one or more of 1., 2. or 3.)*:

1. [ ] **Salary Reduction Contributions.**

2. [ ] **Nonelective Contributions.**

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3. [ ] **Matching Contributions.**

Risk Provisions: Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows *(Choose one of 4. or 5.)*:

4. [ ] The Participant must remain employed by the Employer until _____, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.

5. [ ] **Specify:** _____.

Additional Provisions *(Choose d. if applicable)*

d. [ ] **Specify:** _____.

FORFEITURE ALLOCATION. [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures *(Choose one of the following)*:

e. [ ] **Additional Contributions.** As the following contribution type *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** As an additional Nonelective Contribution.

2. [ ] **Matching.** As an additional Matching Contribution.

f. [ ] **Reduce Fixed Contributions.** To reduce the following fixed contribution *(Choose one of 1. or 2.)*:

1. [ ] **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.

2. [ ] **Matching.** To reduce the Employer's fixed Matching Contribution.

g. [ ] **Specify:** _____.

25. TRUST PROVISIONS. The following provisions apply to Article VIII of the Plan (Choose as applicable; leave blank if not applicable):

a. [ ] **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: _____. The remaining Article VIII provisions apply.

b. [ ] **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. CUSTODIAL ACCOUNT/ANNUITY CONTRACT **(8.16)**. The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) *(Choose a. or b., c. if applicable)*:

a. [X] **Custodial account(s).**

b. [ ] **Annuity contract(s).**

c. [ ] **Specify:** _____.

[*Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.*]

27. VALUATION. In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) *(Choose one of a. or b.)*:

a. [ ] **No additional Valuation Dates.**

b. [X] **Additional Valuation Dates.** *(Choose one or more of 1., 2. or 3.)*:

1. [X] **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee is conducting business.

2. [ ] **Last day of a specified period.** The last day of each _____ of the Plan Year.

3. [ ] **Specified Valuation Dates:** _____.

[*Note: The Employer under Election 26b.3. may describe Valuation Dates from the elections available under Election 26b. and/or a combination thereof as to any: (i) Participant group (e.g., No additional Valuation Dates apply to Division A Employees OR to Employees hired after "x" date. Daily Valuation Dates apply to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., No additional Valuation Dates apply as to Discretionary Nonelective Contribution Accounts. The last day of each Plan Year quarter applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., No additional Valuation Dates apply to investments placed with vendor A and Daily Valuation Dates apply to investments placed with vendor B OR Daily Valuation Dates apply to Participant-Directed Accounts and no additional Valuation Dates apply to pooled Accounts).*]

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28. TRUSTEE *(Select all that apply; leave blank if not applicable.)*:

a. [ ] Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)	Title(s)

Address and Telephone number *(Choose one of 1. or 2.)*:

1. [ ] Use Employer address and telephone number.
2. [ ] Use address and telephone number below:

Address: _____
Street

_____
City State Zip

Telephone: _____

b. [X] Corporate Trustee

Name: UMB Bank, n.a. c/o Security Benefit

Address: 30 Dan Road Suite 55976
Street

Canton Massachusetts 02021-2809
City State Zip

Telephone: (800) 747-3942

AND, the Corporate Trustee shall serve as:

c. [X] a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

_____

d. [ ] a Discretionary Trustee over all Plan assets except for the following:

_____

29. PLAN LOANS **(5.02(A))**. The Plan permits or does not permit Participant Loans *(Choose one of a. or b.)*:

a. [ ] **Does not permit.**

b. [X] **Permitted pursuant to the Loan Policy.**

30. ROLLOVER CONTRIBUTIONS **(3.09)**. The Plan permits Rollover Contributions subject to approval by the Plan Administrator and as further described below:

Who may roll over *(Choose one of a. or b.)*:

a. [ ] **Participants only.**

b. [X] **Eligible Employees or Participants.**

Sources/Types. The Plan will accept a Rollover Contribution *(Choose one of c. or d.)*:

c. [X] **All.** From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.

d. [ ] **Limited.** Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

_____.

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Distribution of Rollover Contributions *(Choose one of e., f. or g.)*:

e. [X] **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.

f. [ ] **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.

g. [ ] **Specify:** _____

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This Plan is executed on the date(s) specified below:

Use of Adoption Agreement. Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: Village of McFarland, WI

By: _____ _____
DATE SIGNED

UMB Bank, n.a. c/o Security Benefit Ken M. Watt

_____ 12/21/15
TRUSTEE DATE SIGNED

Employer Information

Your Employer's name, address, business telephone number, and identification number are:

Village of McFarland, WI
5915 Milwaukee Street
McFarland, Wisconsin 53558
608-838-3153

39-6008211

Administrator Information

The Employer is the Plan Administrator. The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Administrator maintains the Plan records, including your account information, provides you with the forms you need to complete for Plan participation and directs the payment of your account at the appropriate time. If you have any questions about the Plan and your participation, you should contact the Administrator. The Administrator may designate other parties to perform some duties of the Administrator, and some duties are the responsibility of the investment provider(s) to the Plan.

The Administrator has the complete power, in its sole discretion, to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

Plan Funding Medium

All money that is contributed to the Plan is held in custodial accounts.

UMB Bank, n.a. c/o Security Benefit
30 Dan Road Suite 55976
Canton, Massachusetts 02021-2809

(800) 747-3942

VILLAGE OF MCFARLAND, WI 457B DEFERRED COMPENSATION PLAN

PARTICIPANT LOAN POLICY

Village of McFarland, WI 457B Deferred Compensation Plan permits loans to be made to Participants, their beneficiaries, and alternate payees pursuant to a written loan policy. All references to Participants in this loan policy include Participants who are active employees.

The Plan Administrator is authorized to administer the Participant loan policy. A Participant must apply to the Plan Administrator for a loan in the manner set forth by the Plan Administrator.

1. LOAN APPLICATION/BORROWER QUALIFICATION. Any Participant may apply for a loan from the Plan. A Participant must apply for each loan with an application which specifies the amount of the loan desired, the requested duration for the loan and the source of security for the loan.

All loan applications will be considered by the Plan Administrator within a reasonable time after the Participant applies for the loan.

2. LOAN LIMITATIONS. The Plan Administrator will not approve any loan to a Participant in an amount which exceeds 50% of his or her nonforfeitable account balance. The maximum aggregate dollar amount of loans outstanding to any Participant may not exceed $50,000, reduced by the excess of the Participant's highest outstanding Participant loan balance during the 12-month period ending on the date of the loan over the Participant's current outstanding Participant loan balance on the date of the loan. With regard to any loan made pursuant to this loan policy, the following rule(s) and limitation(s) will apply, in addition to such other requirements set forth in the Plan:

- No loan in an amount less than $1,000 will be granted to any Participant.
- A Participant can have One loan(s) currently outstanding from the Plan.
- Loan refinancing is not permitted.
- Loans will be permitted for any reasonable purpose.

3. EVIDENCE AND TERMS OF LOAN. The Plan Administrator will document every loan in the form of a promissory note signed by the Participant for the face amount of the loan, together with a commercially reasonable rate of interest.

Any loan granted or renewed under this policy will bear an interest rate equal to 2% above the prime rate.

The loan must provide at least quarterly payments under a level amortization schedule. If the Participant is currently employed by the Employer, the Plan Administrator will require the Participant receiving a loan from the Plan to enter into either a payroll deduction or an ACH agreement to repay the loan.

The Plan Administrator will fix the term for repayment of any loan, however, in no instance may the term of repayment be greater than five years, unless the loan qualifies as a home loan. A "home loan" is a loan used to acquire a dwelling unit which, within a reasonable time, the Participant will use as a principal residence. The term for a home loan will be 15 years.

All loans will be considered a directed investment from the account(s) of the Participant maintained under the Plan. As such, all payments of principal and interest made by the Participant will be credited only to the account(s) of such Participant.

A loan, if not otherwise due and payable, is due and payable on the date of the Participant's termination of employment with the Employer unless the Participant is a "party in interest" as described above.

A loan, if not otherwise due and payable, is due and payable on termination of the Plan, notwithstanding any contrary provision in the promissory note. Nothing in this loan policy restricts the Employer's right to terminate the Plan at any time.

Participants should note the law treats the amount of any loan (other than a "home loan") not repaid five years after the date of the loan as a taxable distribution on the last day of the five year period or, if sooner, at the time the loan is in default. If a Participant extends a non-home loan having a five year or less repayment term beyond five years, the balance of the loan at the time of the extension is a taxable distribution to the Participant.

4. SECURITY FOR LOAN. The Plan will require that adequate security be provided by the Participant before a loan is granted. For this purpose, the Plan will consider a Participant's interest under the Plan (account balance) to be adequate security. However, in no event will more than 50% of a Participant's vested interest in the Plan (determined immediately after origination of the loan) be used as security for the loan. Generally, it will be the policy of the Plan not to make loans which require security other than the Participant's vested interest in the Plan. However, if additional security is necessary to adequately secure the loan, then the Plan Administrator will require that such security be provided before the loan will be granted.

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5. FORM OF PLEDGE. The pledge and assignment of a Participant's account balances will be in the form prescribed by the Plan Administrator.

6. LEAVE OF ABSENCE/SUSPENSION OF PAYMENT. The Plan Administrator will suspend loan repayments for a period not exceeding one year which occurs during an approved leave of absence, either without pay from the Employer or at a rate of pay (after applicable employment tax withholdings) that is less than the amount of the installment payments required under the terms of the loan. The Plan Administrator will provide the Participant with a written explanation of the effect of the leave of absence upon his or her Plan loan.

7. PAYMENTS AFTER LEAVE OF ABSENCE. When payments resume following a payment suspension in connection with a leave of absence authorized above, the Participant will select one of the following methods to repay the loan, plus accumulated interest:

- The Participant will increase the amount of the required installments to an amount sufficient to amortize the remaining balance of the loan, plus accrued interest, over the remaining term of the loan.

- The Participant will pay a balloon payment of the remaining unpaid principal and interest, at the conclusion of the term of the loan as determined in the promissory note.

- The Participant may extend the maturity of the loan and re-amortize the payments over the remaining term of the loan. In no event will the amount of the adjusted installment payment be less than the amount of the installment payment provided under the promissory note. In the case of a non-military leave of absence, the revised term of the loan will not exceed the maximum term permitted under item 3 above. In the case of a military leave of absence, the revised term of the loan will not exceed the maximum term permitted under item 3 above, augmented by the time the Participant was actually in United States military service.

8. DEFAULT. The Plan Administrator will treat a loan as in default if:

- any scheduled payment is missed (no grace period)

- any scheduled payment remains unpaid beyond the last day of the calendar quarter following the calendar quarter in which the Participant missed the scheduled payment

Upon default, the Participant will have the opportunity to repay the loan, resume current status of the loan by paying any missed payment plus interest or, if distribution is available under the Plan, request distribution of the note. If the loan remains in default, the Plan Administrator will offset the Participant's vested account balances by the outstanding balance of the loan to the extent permitted by law. The Plan Administrator will treat the note as repaid to the extent of any permissible offset. Pending final disposition of the note, the Participant remains obligated for any unpaid principal and accrued interest.

9. FEES. If you apply for a loan, you will be charged for Plan expenses associated with the loan. The application fee (including processing and document preparation) is $50.00. The annual maintenance fee is $50.00. All fees are subject to change.

Adopted this _____ day of _____, 20_____. This loan policy may be amended from time to time.

_____

Signature of Plan Administrator
Village of McFarland, WI 457B Deferred Compensation Plan