

**FINANCE/PERSONNEL AD HOC COMMITTEE MEETING  
MONDAY, SEPTEMBER 14, 2020  
5:00 PM, ALLOUEZ VILLAGE HALL**

1. CALL TO ORDER / ROLL CALL
2. MODIFY / ADOPT AGENDA
3. APPROVAL OF MINUTES FROM AUGUST 24, 2020
4. ANNOUNCEMENTS
5. REVIEW: 2021 BUDGET
6. ACTION: FILLING THE VILLAGE CLERK/TREASURER POSITION DUE TO RETIREMENT
7. DISCUSSION/UPDATE: ROUTES TO RECOVERY
8. NEXT MEETING DATE AND AGENDA ITEMS
9. ADJOURNMENT

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above noticed meeting to gather information; no action will be taken by any governmental body at the above noticed meeting other than the governmental body specifically referred to above in this notice.



August 24, 2020 (Finance/Personnel Ad Hoc Committee)

**FINANCE/PERSONNEL AD HOC COMMITTEE MEETING  
MONDAY, August 24, 2020  
5:00 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

The meeting was called to order by Chairperson Harris at 5:00pm

Present: Harris, Sampson, Genrich, Beauchamp, Lange

MODIFY / ADOPT AGENDA

Sampson/Genrich moved to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES FROM JULY 27, 2020

Beauchamp/Lange moved to approve the July 27, 2020 minutes. Motion carried.

ANNOUNCEMENTS

Staff is preparing the expenses to-date related to Covid-19 for reimbursement

DISCUSSION: UPDATE ON 2021 VILLAGE BONDING PLAN

Review of the updated 2021 Bonding Plan that includes \$185,000 for the playground at Green Isle Park. No action required.

DISCUSSION: 2020 EQUALIZED VALUE

The 2020 Statement of Change in Equalized Values was shared with the committee. The total value change for 2020 is \$46,963,100 or 4% increase.

Beauchamp shared with the committee the changes in equalized and assessed values over the past 11 years.

No action required.

DISCUSSION: 2020 NET NEW CONSTRUCTION

The net new construction for 2020 is \$6,850,800 or 0.65%.

Discussion:

August 24, 2020 (Finance/Personnel Ad Hoc Committee)

**What is the Village's total tax exempt percentage?**

**No action required.**

DISCUSSION: 2021 BUDGET

**The draft department budgets were submitted to the Finance Director on July 31, 2020. The committee will review the draft budget on September 14<sup>th</sup> and 28<sup>th</sup>.**

**No action required.**

DISCUSSION: UPDATE ON REVALUATION/MARKET ADJUSTMENT

**The timeline for Fair Market Assessments, Inc. was reviewed by the committee.**

**No action required.**

NEXT MEETING DATE AND AGENDA ITEMS

**Next meeting will be September 14, 2020 at 5pm to review 2021 budget.**

ADJOURNMENT

**Beauchamp/Genrich moved to adjourn at 6:03pm. Motion carried.**

Minutes submitted by Brad Lange, Administrator



**VILLAGE OF ALLOUEZ**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Village Clerk-Treasurer

**APPROVED:** May 19, 2015

**REPORTS TO:** Village Board

**FLSA:** Exempt

**JOB PURPOSE:** Responsible for the duties of the Village Clerk-Treasurer as defined by the State Statutes 61.25 – 61.26.

**DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required or assigned.

Responsible for the statutory duties as described in 61.25-61.26.

Attend Village Board meetings and record proceedings. Serve as secretary to the Village Board, Board of Review, Board of Appeals and Board of Ethics.

Ensure that meeting packets are produced and distributed in a timely and efficient manner.

Oversee maintenance of minute books for all Village Committees, Commissions and Boards.

Process applications, publish legal notices and schedule Board of Appeals hearing.

Oversee the election process held within the Village – including maintenance of statewide voter registration program; registration of voters, training of Election Inspectors; process absentee voting requests, ballots, poll lists, publications, etc.; and assist candidates with filing requirements or voter list information.

Issue certificates of appointment for elected / appointed officials.

Administer official oath of office.

Oversee processing and issuance of permits and licenses granted by the Village. Oversee issuance of operator licensing in accordance with Department of Revenue requirements, subsequent to Village Board approval.

Process public hearing notices and other legal documents to the news media and public. Responsible for the publication of official notices and advertisements.

Oversee notification to property owners of special assessments. Calculate and bill.

Post delinquent sewer and water and special charges / assessments to tax roll.

Responsible for the collection of delinquent personal property taxes and maintenance of related records.

Maintain and balance checking, payroll and investment accounts in coordination with the Village Finance Director.

Responsible for the care and custody of the corporate seal.

Maintain and update village code books.

Prepare Statement of Assessment (foundation of levying taxes) to file with Wisconsin Department of Revenue.

Establish and oversee Clerk's office budget.

Invest village surplus funds.

Maintain employee PTO / sick / comp records.

Process record requests under the Open Meetings Law.

Maintain Clerk web page with appropriate forms or links, public record information and election information.

Countersign ordinances and resolutions adopted by the governing body and record each ordinance in chronological order in an ordinance book.

Sign legal documents, contracts and official correspondence on behalf of the Village of Allouez.

**POSITION QUALIFICATIONS:** A high school diploma and a minimum of 5 years office experience is required. Previous clerk-treasurer or deputy clerk experience is desirable.

**DESIRABLE KNOWLEDGE AND ABILITIES:** Ability to plan and assign the work of others. Ability to carry out the statutory definitions of a clerk-treasurer. Knowledge of modern office and computer equipment, practices and procedures. Ability to establish and maintain



effective working relationships with village officials, employees and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

**SUPERVISION/DECISION MAKING:** Supervises the deputy clerk. Makes recommendations regarding personnel matters. Decisions affect the operation of the entire village. Sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

**INTERACTION:** Frequent inside and outside contacts other than with co-workers and residents. Contacts involve matters where good judgment must be exercised.

**APPOINTMENT AND REMOVAL:** Appointment and removal from the position shall be governed by Chapter 100.08C and 100.08E of the village's charter ordinance.





Village of Allouez, WI  
Wednesday, September 9, 2020

## Chapter 5. Administration of Government

### § 5-8. Appointed officials.

- A. Clerk-Treasurer. The offices of Clerk and Treasurer are combined into the office of Clerk-Treasurer. For the term commencing May 1, 1988, and continuing thereafter, the Clerk-Treasurer shall be appointed, and not elected, to office as hereinafter provided.
- B. Other offices. The following offices shall be appointed:
  - (1) Village Administrator.
  - (2) Assessor.
- C. Appointments. Appointed officials shall serve at the pleasure of the Village Board but may be appointed for a fixed term not to exceed three years. Appointments shall be in writing. A person may be reappointed to the same office. Expiration of the term for which an appointment has been made shall automatically create a vacancy in the office. No person lawfully removed from office for cause shall be eligible to fill the vacancy caused by his or her removal. No person shall have a right to be reappointed to an office. Appointments to office shall be made by the majority vote of the Village Board. A corporation or an independent contractor may be appointed as Village Assessor in compliance with the provisions of § 61.197(1)(f), Wis. Stats., and as the same may be amended or renumbered from time to time.
- D. Duties. The duties of each office shall be those as required by the Wisconsin Statutes, rules and regulations, the Village ordinances, and as determined by the Village Board from time to time. No contract for an office shall limit the duties to be performed by the official. Reporting requirements and supervisory responsibilities shall be in accordance with a table of organization as shall be established by the Village Board from time to time.
- E. Removal.
  - (1) Removal from a term of office shall be by affirmative vote of at least 2/3 of the Village Board. A removal shall be made by order delivered to the officer, or if he or she cannot be found then mailed by certified United States mail postage prepaid to his or her last known address, and a certified copy of which shall be filed in the office of the Clerk-Treasurer. If removal is for cause, the order shall contain a statement of the cause or causes for which removal is made.
  - (2) Removals from office for cause may be made only upon written verified charges preferred by one or more persons who are either a taxpayer or resident, or both, of the Village and after a speedy public hearing whereat said officer shall have had

full opportunity to be heard in his or her defense, both personally and by legal counsel.

- (a) Before any action shall be taken, the verified charges shall be filed in the office of the Clerk-Treasurer, together with a bond by the person or persons preferring the same in the sum of \$1,000 with one or more sureties to be approved by the Village Board, conditioned for the payment of all costs and expenses actually incurred by the Village in the hearing and investigation of such charges.
- (b) A copy of the charges and written notice of the time and place for the hearing thereon shall be given the officer by the Village by personal delivery or by mailing the same by certified United States mail postage prepaid to his or her last known address, not less than 15 days prior to the hearing. Service on the officer shall be deemed to be on the date of personal delivery or on the date of mailing, whichever is applicable. The officer may, within 10 days from service of such charges, file his or her verified answer thereto with the office of the Clerk-Treasurer.
- (c) The hearing shall be conducted and an investigation made by the Village Board with due dispatch. The Village Board may make and enforce such orders and rules as are necessary to properly conduct the hearing and may appoint and fix the compensation of a stenographer or court reporter to take testimony thereat. Evidence may be presented to the Village Board on videotape which is properly authenticated. Each member of the Village Board is authorized to administer oaths and to issue subpoenas for the attendance of witnesses and for the production of evidence.
- (d) Upon the issuance of an order for removal for cause, there shall be filed in the office of the Clerk-Treasurer a complete transcript of the testimony and proceeding at the hearing.
- (e) The expenses of the procedure for removal shall be paid by the Village, except that, if the Village Board finds against removal and further finds that the complaint was willful and malicious, and without probable cause, all such expenses shall be paid by the person or persons who preferred the charges and may be collected in an action against him or all of them, or on the bond furnished, or both.

F. Village Administrator.

- (1) Qualifications. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office as shall be determined by the Village Board of Trustees ("Board").<sup>[1]</sup>

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- (2) Functions and duties. The Administrator shall be the chief administrative officer of the Village, responsible to the Board for the proper administration of the business affairs of the Village, pursuant and subject to the case and statutory law of the State of Wisconsin, the resolutions and ordinances of the Village, and the directives of the Board, with such powers and duties as are delegated.
- (3)

Combined office. The office of Administrator may be, but is not required to be, combined with the office of the Clerk-Treasurer. If such offices are combined, salary and any and all other compensation for the position shall be paid on the basis of the combined office being a single office and shall not be paid on the basis of the individual offices so held.

