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PUBLIC NOTICE OF A COMMITTEE MEETING OF THE COMMON COUNCIL OF THE CITY OF WATERLOO

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: July 20, 2017
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: June 15, 2017
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Payroll For June 2017 - \$81,344.15 ***
 - b. General Disbursements – June 2017, \$332,635.59 ***
 - c. Treasurer's Report & Budget Reports For May 2017 ***
 - d. Recommending Council Approval - A Revised Public Works Director Job Description (referred by Public Works & Property Comm.)
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. 2018 Budget Deliberation Meeting Schedule
 - b. Action Items From 2016 Audit
6. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 7/13/2017

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
June 15, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:15 p.m. Members present: Springer & Griffin. Absent: Quimby. Also attending: Angie Stinnett, Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: May 18, 2017 (open & closed session). MOTION: Moved by Griffin, seconded by Springer to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. Review And Action On Requests For Proposal For Assessment Services. DISCUSSION: Hansen reviewed his memo on the topic. Springer expressed concerns about Associated Appraisal Consultant Inc because of the concerns the Mayor had raised regarding unwillingness to reimburse the City for attorney fees for a claim of excessive assessment. MOTION: Moved by Springer, seconded by Griffin to forward to Council with no recommendation. VOICE VOTE: Motion carried.
 - b. Resolution #2017-25 Financial Policy Update #1: Monthly Approval Of General Disbursements. DISCUSSION: Kawula described the policy change saying, like other reports, approvals of general disbursements would be tied to month end rather than the day of Finance Committee meeting. MOTION: Moved by Springer, seconded by Griffin to recommend Council approval. VOICE VOTE: Motion carried.
 - c. Payroll For May 2017 - \$70,872.56. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Springer & Griffin. Noes: none with Quimby absent. Motion carried.
 - d. General Disbursements – May 19, 2017 Through June 15, 2017. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of disbursements as presented. ROLL CALL VOTE: Ayes: Springer & Griffin. Noes: none with Quimby absent. Motion carried.
 - e. Treasurer's Report & Budget Reports For May 2017. MOTION: Moved by Griffin, seconded by Springer to approve the report. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Noted.
 - a. Action Items From 2016 Audit
 - b. 2018 budget
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Springer to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:40 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

TITLE: Public Works Department Director
DEPARTMENT: Public Works
LOCATION: Public Works Department, 211 Hendricks Street
DATE: Approved: _____

GENERAL PURPOSE

Perform a variety of supervisory duties as a hands-on, in the field supervisor managing the Department of Public Works operations. Perform skilled and semi-skilled work for the operation and maintenance of streets, public right-of-way and municipal properties.

SUPERVISION RECEIVED

Work under the direction of the Mayor.

SUPERVISION EXERCISED

Provide direct supervision to Public Works staff; assigning and evaluating staff performance. Make recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate and direct work activities and schedule Public Works staff to maintain streets, storm water infrastructure, sanitary sewer conveyance system, department equipment, non-parks municipal grounds, forestry and to assist the Parks Director with maintenance of municipal parks as requested and achievable -- given other Public Work Department responsibilities.

In-field activities including, but not limited to:

1. Street repair and maintenance including traffic signage & striping
2. Street cleaning
3. Snow and ice control
4. Collection & disposal of tree and brush material
5. Storm sewer maintenance & repair
6. Sanitary sewer cleaning, maintenance & repair
7. Weed control
8. Minor building maintenance not including electrical or plumbing
9. Turf management
10. Municipal cemetery maintenance
11. Special event traffic control barricades
12. Maintain holiday decorations
13. Assist Police Dept. with stray animals & wildlife

Select, train, motivate and evaluate Public Works personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and terminations procedures. Meet with staff to identify and resolve problems.

Respond to and resolve difficult and sensitive citizen inquires and complaints.

Provide staff assistance to the Mayor on operational studies, investigations; recommend modifications to programs, policies and procedures.

Work in partnership with the City Engineer to review all public project development plans to ensure adequate infrastructure including street curb cuts, drainage facilities and stormwater management.

Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes and enforcement actions. Inspect City facilities to ensure ADA and safety compliance.

Attend various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.

Assure all work is carried out within budget; monitor revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepare annual department budget request.

Create and adhere to a department vehicle maintenance schedule.

Perform related duties as required.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal).
- Considerable knowledge of the practices, procedures, materials and equipment utilized in the repair and maintenance of public facilities and infrastructure.
- Ability to direct, evaluate and train staff and train and/or correct deficiencies including cross training within job classifications.
- Participate in the development and administration of long and short term departmental goal and procedures including preparing and administering budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and act to achieve department goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations. Ensure compliance with department safety rules and regulations including training per Federal (OSHA) and State regulations.
- Communicate clearly and concisely, both orally and in writing.
- Originate, process and complete specifications for bids and requests for proposals for department work functions.
- Ability to establish and maintain effective positive working relationships and communicate effectively with other city employees, the city council and the public, demonstrating tact and diplomacy with the public.
- Class B CDL minimum.
- Ability to lift 50 to 80 pounds, move 90 to 120 pound manhole covers.

TOOLS & EQUIPMENT USED

Computer, including word processing spreadsheet and database software, calculator and phone along with all tools and equipment at the disposal of department staff to carry out the above duties.

DISCLAIMER

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Director position and I certify that I can perform these functions.

Employee Signature

Date