

## **VILLAGE OF WALDO**

### **Clerk / Treasurer Job Duties**

#### **GENERAL TASKS**

- Reply to correspondence, phone calls, etc. from residents or forward to necessary Village Board
- File all documents as necessary.
- Issue letters to residents when directed.
- Perform regular backups of computer data
- Establish and maintain personnel files on Village employees
- Run errands for the office, such as post office, banks, shopping for office supplies, election supplies, etc.
- Inform and update Village President & Administrator on Village activities/complaints/concerns on a regular basis
- Complete special assessments as required (every house sale)
- Help issue building permits, receive payments
- Organize and scan all building permits as issued and forward to Grota Appraisals each month
- Provide zoning upon inquiries
- Keep Village Hall & bathrooms clean, outside planter area dealt with, sweep sidewalk

#### **ACCOUNTING**

- Receive bills and claims for Village- examine and validate each document, verify/confirm budget appropriation, accurate cost and reception of product or service
- Review and print checks for all Village, Water, Wastewater accounts.
- Co-sign all checks for all funds disbursed in all accounts (Village, Water, Wastewater)
- Assemble check listing for approval for payment of all bills at the Village Board Meeting.
- Enter all deposits into QuickBooks. Physically do the banking. Also help with loan management.
- Write all checks from QuickBooks.
- Reconcile all bank accounts monthly/quarterly/annually (Village, Water, Wastewater, Tax)
- Create paychecks for all Village employees biweekly.
- Create paychecks for Village Board members and Utility Commission annually.

#### **VILLAGE BOARD MEETING/Various Committee meetings**

- Prepare agenda, distribute, post and file.
- Prepare meeting packets. Attend Village Board meetings
- Prepare meeting minutes – distribute via email. Administer oaths to President, Village Board members when new terms begin.
- Track all Village meetings for Board members.

## **PLANNING COMMISSION MEETING**

Prepare agenda, distribute, post and file.

Publish Notices.

Prepare and mail notice to affected residents.

Attend meeting – prepare meeting minutes – distribute via email.

Prepare determination notice for applicant. (infrequent)

## **OPEN BOOK & BOARD OF REVIEW**

Coordinate with Grota Appraisals on available dates for Open Book & Board of Review

Manage Objection applications-when applicable

Publish notices for Open Book and Board of Review

Attend the Board of Review meeting.

Ensure training is completed by members and myself – forward to Dept of Revenue.

Prepare meeting minutes and file.

## **TAXES** (subset of this includes pet licensing, receipting, & reporting)

Complete Levy Limit Worksheet for DOR

Verify Statement of Assessment with County Treasurer

Organize budget numbers in Excel for meeting(s)

Prepare agenda for Budget Hearing

Publish Notice of Budget Hearing

Attend Budget Hearing

Prepare meeting minutes

Update Budget as needed

Complete Statement of Taxes

Attend yearly training for tax collection with County Treasurer

Perform tax collection for Village – keeping constant correct balance

Certify the levy to the appropriate authorities

Complete January Settlement for tax year

Complete February Settlement for tax year

Complete Lottery Credit Certification (analyze parcels in Village for lottery credit)

## **RECREATION/COMMUNITY CONNECTIVENESS**

Minimum of one community newsletter per year-include community calendar & recycling schedule  
Contact organizations for event dates/info. Help facilitate Christmas tree decorating, parties, etc.

### **FINANCIALS**

Complete Spring and Fall Recycling Reports for eligibility for the DNR Recycling Grant

Prepare Quarterly Employer Tax Filing Reports with the State DOR and the Federal IRS (under supervision of accountant)

Complete Quarterly Unemployment reports for the State (as requested)

Help Prepare, review for accuracy, print and distribute W-2s for Village employees

Forward property tax payments and dog license fees to the County Treasurer's/Clerks Office

Complete Federal Tax deposit after each payroll.

Complete State of Wisconsin tax payment monthly

### **LIQUOR LICENSING**

Prepare and mail license renewal packets for each establishment

Collect fees and complete license renewal forms

Perform background checks on all Liquor License and Operator's License applicants

Publish legal notices for all Liquor Licenses to be renewed

Print, sign and distribute all approved Liquor Licenses, Cig Licenses, Op Licenses

Complete Annual Liquor License Renewal with State DOR

Complete Annual Tobacco License Report

### **ELECTIONS**

Prepare nomination packets for Village Offices

Process, certify and file all nomination papers for Village Offices

Attend mandatory training per the WEC for updated and revised procedures

Ensure all posting/publication requirements are met per the WEC

Train Election Inspectors and Chief Election Inspector and certify their training hours biennially with GAB

Inventory and order election supplies as needed

Process all absentee ballot requests and keep Absentee Ballot Log

Enter all Absentee Ballots in WisVote system within 24 hours (requirement)

Publish and Post all Election Notices as required by State statutes

Test Election equipment as required by State Statutes, one week prior to Election

Pick up and deliver election materials before and after each Election

Set up Village Hall for the election, and takedown after the Election

Arrive by 6:00am on Election Day to open the Polls

### **ELECTIONS-CONTINUED**

Be readily available on Election Day for questions, issues or replenishing supplies

Certify election results and deliver appropriate materials to the County Clerk

Finalize all election results in WisVote system – enter all EDRs (election day registrations) and process all voters after each election

Track election costs, payroll and training

Schedule and/or plan for cleaning before & after. Plan food for Inspectors.

Keep emergency management binder updated

### **WATER / SEWER BILLS**

Run water bills – monthly – print billing, proof billing – print bills, stamp and mail all water bills

Enter billing data into Quick Books, consumption & cost spreadsheets, utility deposits spreadsheet

Complete water bill payments – make deposits at bank

Help with preparation of annual PSC report

Prepare final water bills upon move out/sale of property – mail to seller.

Monitor leak reports.

Monitor water read system – work with Midwest Meter with problems with computer/reads

Run reports for Accountant -

Enter new/replacement meters in system – monitor

### **MISCELLANEOUS**

Help draft CODE and Resolution changes

Update Code Book annually, send copy to lawyer & website

Place publications for Code changes, etc.

Complete annual Insurance renewal questionnaire booklet

Track time for employees-separate spreadsheets

Complete annual Worker's Comp audit information

Send all notices, agendas, etc. to website support for publication (monthly)

### **MILL POND DAM**

Keep Operation and Maintenance binder updated and notified to DNR

Keep Emergency Action Plan updated, training scheduled. Notify DNR & contact list

Make copies of Minutes for meetings, prepare/reserve room for meetings

## **CEMETERY**

Sell plots and certify deeds with notary. Record keeping.

Schedule grave and monument stakings. Field calls for cemetery history & information.

## **FACILITY RENTALS**

Field calls and emails for rentals, provide applications and information, do background checks, report to Board, schedule calendar, receive payments, check on post-event status, issue security deposit refunds, keep track of supplies, schedule or participate in janitorial needs

## **WALDO FIRE DEPARTMENT**

Administer LOSA insurance site, payments, updates, emails

Quarterly payroll of WFD Maintenance employees

Annual payroll of the Chief

Reserve/prepare/clean up meeting space (when not covid)

Reserve/prepare hall when annual training sessions scheduled

Annual Operator Liquor License communications, event reservations

## **EMPLOYMENT COMMENTS FROM MICHELLE**

**Main DPW :** \$34.15/hour

**seasonal DPW help:** \$10/hour and \$20/hour based on their job responsibilities

**Clerk-Treasurer:** split with Village and Utility but one employee. Based on 40 hour work week. Village budgets for half and Utility budgets for half. Based on \$21.63/hour. Total \$47,980 in 2021 (\$23,900 Village. \$23,900 Utility). Overtime is not compensated in payroll but comp time is allowed.(hour for an hour). The Board also gives a "bonus check" of \$3000 at the beginning of the year for me to deposit in my personal HSA account. There are no other financial employee benefits. 2 weeks vacation. 8 paid holidays.

My personal comment: Info at WMCA is helpful, but it doesn't cover all the variations we all encounter. They are only listing Clerk info. So many are Clerk and Treasurer. And then some have deputies to help. Or have Utility responsibilities. You cannot compare just based on population either. For example, Adell and Waldo have the same population but we have variations in the hats we wear. I bill out of the utilities monthly. She has been billing only quarterly and just started doing it twice a quarter. I have cemetery and facility rentals to deal with. She has unique things with the Co-op and Whey factory being there. You get the idea. Comparing apples to apples is tricky and time consuming. The Board gave me raises when I got certifications, btw.

### ***Comments:***

Community Connectiveness needs someone present consistently-also very important during tax season because the early season, in particular, experiences multiple tax payment deliveries in a day

This office needs to be the main site. There is a very limited amount of work that can be done remotely. I can refer you to numerous clerks who will support this. Even Town clerks who have limited office hours, come in and park where not seen so they can work where the files, etc. are.

Election work must be done on a dedicated computer with a FIDO key or pay for extra access.

A suggestion for the Board is to split the position into two; sharing duties and responsibilities but BOTH knowing each other's job. If you do this, be careful to pay both equitably. If one is on vacation and the other is doing everything, they should be paid the same. They need to be responsible for all the same things---they should get paid the same. I have heard multiple complaints about this in the State.

Some warnings about taking the laptop home. The backups are here, not there. If they go home to work, you will want to get backup system for home. All the accounting needs to stay fluid and preserved. Utility software has limited amount of work that can be done remotely. As I said before, next to nothing with elections can be done remotely. And that is a good thing.

### **Training notes:**

- Make check boxes on this document as teach
- Remember Vault review, keys,etc
- Community keys review
- Update contact lists in drawer-show county contact booklet
- Review location of all election supplies (hidden key)
- Furnace filters
- Use file rack in fire dept. for communication-show door code
- Petty Cash protocol
-