



PERSONNEL COMMITTEE MEETING

Tuesday, October 6, 2026, at 9:00 A.M.

Sister Bay Liberty Grove Fire Station – 2258 Mill Road, Large Conference Room

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Minutes:
 - a) August 5, 2026
 - b) August 11, 2026
 - c) September 22, 2026
5. Comments, Correspondence, and Concerns from the Public
6. Executive Session
 - a) Per Wisc. Stats. 19.85(1)(c), the Personnel Committee, by majority roll call approval, may go into executive session to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Parks and Streets Department; Personnel Matters
 - b) Per Wis. Stats. § 19.85(1)(f), the Personnel Committee, by majority roll call vote, may convene in closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, or preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or data:
 - i. Village Administrator
 - c) Reconvene into Open Session
 - d) Motion or Action, as Appropriate
7. Discussion/Action Items
 - a) Job Description Review; Utility Department
 - b) Compensation Schedule Reviews
 - c) Employee Certification Programs; Requirements and Compensation/Incentives
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
9. Next Meeting Date
10. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Benjamin Andrews, Village Administrator, at administrator@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids or accommodations at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review online.

The Village of Sister Bay is an Equal Opportunity Provider and Employer

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Wednesday, August 5, 2026, 9:00 AM**

3 **(Unapproved)**

4
5 **1. Call to Order**

6 Chair Howson called the Personnel Committee meeting to order on Wednesday, August 5, 2026, at 9:00
7 AM.

8
9 **2. Roll Call**

10 Present: Lousie Howson, Brigid White. Excused: Patrice Champeau

11 Also Present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen

12
13 **3. Approve Agenda**

14 *Motion to approve the agenda was made by White and seconded by Howson. Motion carried — all ayes.*

15
16 **4. Approve Minutes**

17 a. July 20, 2026

18 *Motion to approve the minutes of July 20, 2026 was made by White and seconded by Howson. Motion*
19 *carried — all ayes*

20
21 **5. Comments, Correspondence, and Concerns from the Public**

22 There were no public comments, correspondence, or concerns.

23
24 **6. Discussion/Action Items**

25 **a. Job Description Review**

26 The committee reviewed the draft Zoning Administrator job description and agreed that the core
27 responsibilities were accurately reflected. Members recommend reorganizing the document into sections
28 for interpersonal skills, project management/detail orientation, and technical zoning duties using the
29 Town of Ledgeview's format as a model.

30
31 The committee agreed that short-term rental administration should be specifically included in both the
32 position summary and essential duties.

33
34 After discussing workload estimates, the committee concluded that combining zoning administration and
35 code compliance would support a full-time position and preferred recommending a single full-time role
36 over separate part-time positions.

37
38 The committee agreed to require a minimum of two years of relevant zoning, planning, code enforcement,
39 or permit review experience and to revise the physical requirements to remove the 50-pound lifting
40 requirement in favor of general occupational hazard language.

41
42 The committee also agreed that zoning responsibilities should be removed from the Village Administrator
43 job description once the new position is established, with a broader review of the Administrator job
44 description to occur as part of the village-wide job description update.

45
46 **Future Action Items:**

- Andrews to prepare a redlined draft of the Zoning Administrator job description, reformatted per the Ledgeview model, incorporating short-term rental language, updated minimum qualifications, and revised physical requirements language.
- Upon committee approval, the finalized Zoning Administrator job description is to be included in the Village Board packet, with all materials due no later than August 13, 2026, for the August 18, 2026 Board meeting.
- Andrews to update the Village Administrator job description to remove zoning-related duties as part of the ongoing comprehensive job description review.

b. Local Government Professional Recruitment

Andrews provided an overview of three recruitment firms currently utilized in Wisconsin for local government professional recruitment, including MGT (formerly GovHR). The committee acknowledged familiarity with two of the three firms. It was noted that the selected firm would likely provide market-rate salary data to inform compensation recommendations for the position.

The committee agreed to move forward with firm selection following Village Board review and approval of the finalized job description.

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

The committee identified the following items for future agendas: continued job description review for all village positions, and an organizational chart to be presented by Andrews at the September 1, 2026 regular meeting.

8. Next Meeting Date

The next regularly scheduled Personnel Committee meeting is September 1, 2026, at 10:00 AM. A special Zoom meeting is tentatively scheduled for August 11, 2026, at 9:00 A.M., pending member availability confirmation.

10. Adjourn

Motion to adjourn at 9:55 AM was made by Howson and seconded by White. Motion carried — all ayes.

Minutes submitted by Julie Thyssen, Village Clerk

PERSONNEL COMMITTEE MEETING MINUTES
Tuesday, August 11, 2026, 9:00 AM
(Unapproved)

1. Call to Order

Chair Howson called the Personnel Committee meeting to order on Tuesday, August 11, 2026, at 9:02 AM.

2. Roll Call

Present: Lousie Howson, Patrice Champeau. Brigid White was excused.

Also Present: Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges, Laurel Harff, and Kurt Harff.

3. Approve Agenda

Motion to approve the agenda was made by Champeau and second by Howson. Motion carried — all ayes.

4. Approve Minutes

a. August 5, 2026

Approval of the minutes from the August 5, 2026 meeting was deferred to the next meeting. As Champeau was not present at the August 5 meeting, the committee determined it was appropriate to hold approval until full committee attendance could be achieved.

5. Comments, Correspondence, and Concerns from the Public

There were no public comments, correspondence, or concerns.

6. Discussion/Action Items

a. Job Description Reviews

Andrews provided context on the revised job descriptions, noting that content from the previous version was reorganized to align with the formatting used by the Town of Ledgeview for their zoning administrator position. The revised document incorporated short-term rental application items as a distinct component, as previously directed. Andrews acknowledged that a red-line draft was not produced, as the reformatting made a traditional red-line comparison impractical.

The committee reviewed the zoning administrator job description (page 6 of the packet) and the village administrator job description (page 9 of the packet). Given the absence of a committee member, the committee determined it was preferable to defer action on both descriptions until full attendance could be secured.

Both job descriptions and the organizational chart are tabled to the September 1, 2026 meeting for further review and action.

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

The following items are to be placed on the agenda for next Personnel Committee meeting:

- Organizational chart review
- Job description reviews

8. Next Meeting Date

a. September 1, 2026 at 10:00 A.M.

The next Personnel Committee meeting is scheduled for Tuesday, September 1, 2026 at 10:00 A.M.

9. Adjourn

- 1 Motion to adjourn was made by Howson, second by Champeau. Motion carried — all ayes.
- 2 Meeting was adjourned at 9:10 AM.
- 3
- 4 *Minutes submitted by Sarah Bertges, Administrative Assistant*

PERSONNEL COMMITTEE MEETING MINUTES
Tuesday, September 22, 2026, 9:00 AM
(Unapproved)

1. Call to Order

Chair Howson called the Personnel Committee meeting to order on Tuesday, September 22, 2026, at 9:02 AM.

2. Roll Call

Present: Lousie Howson, Patrice Champeau, Brigid White

Also Present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen, Corey Ramsey, Wesley Collins, Peter, Mitchel Maskewitz, Peder Lauscher.

3. Approve Agenda

Motion to approve the agenda was made by White and second by Champeau. Motion carried — all ayes.

4. Approve Minutes

a. September 10, 2026

Page 2, line 22, Champeau spelled wrong.

Motion to approve minutes as amended was made by Howson, seconded by White. Motion carried — all ayes.

5. Comments, Correspondence, and Concerns from the Public

There were no public comments, correspondence, or concerns.

6. Executive Session

a. Parks and Streets Department; Personnel Matters

The Committee convened into executive session at 9:04 via roll call per Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees.

b. Reconvene into Open Session

The Committee reconvened into open session at 10:58 via roll call.

c. Motion or Action

Motion to schedule a follow-up personnel committee meeting was made by White and seconded. Motion carried — all ayes.

7. Discussion/Action Items

a. Organizational Chart Review

Andrews presented an updated organizational chart incorporating recommendations from the prior personnel committee meeting. Revisions included adding FTE counts, trustee and president quantities, election workers, and part-time ice rink workers. The 2027 proposed chart reflects removal of the code compliance officer position and inclusion of a TBD zoning administrator position. The Committee approved the organizational chart as presented for use in the 2027 proposed budget.

b. Job Description & Compensation Reviews

i. Utility Department

Given time constraints, the Committee moved to postpone this item.

Motion to table the Utility Department job description and compensation review to a future meeting was made by White and seconded by Champeau. Motion carried — all ayes.

ii. Zoning Administrator

Andrews presented three compensation scenarios for a zoning administrator position:

- Scenario 1 (Full-Time/Exempt): 2,080 hours at \$75,000 base salary, with full benefits totaling approximately \$117,000.
- Scenario 2 (Non-Exempt/Variable Hours): 1,430 hours (20 hours/week winter, 35 hours/week summer) at \$36.06/hour, totaling approximately \$51,000 base with retirement and social security benefits only.
- Scenario 3 (Part-Time): 1,040 hours at \$36.06/hour, totaling approximately \$37,000 base with Social Security only.

The Committee discussed the compensation options for the zoning administrator position.

Champeau favored Scenario 1 to improve recruitment, while White leaned toward Scenario 2 due to budget and workload considerations. Scenario 3 was viewed as not viable. Andrews noted the current code compliance officer position costs about \$30,000 annually. The Committee agreed to forward Scenarios 1 and 2 to the Village Board with cost comparisons, including current code compliance costs, for the board to determine the preferred structure. The Committee also agreed to remove references to engineering and criminal justice from the job description and emphasize hands-on experience.

Motion to recommend to the Village Board the addition of a zoning administrator position, and to forward wage and salary cost estimates for both a full-time exempt and a non-exempt scenario, was made by Howson and seconded by White. Motion carried — all ayes.

iii. Village Administrator

Andrews presented the revised village administrator job description, which incorporated minor language edits and additions related to planning and zoning skills as recommended at the prior meeting.

Motion to approve the amended village administrator job description was made by Champeau and seconded by White. Motion carried — all ayes.

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

a. Comprehensive Employee Handbook Review

The following items were identified for placement on a future personnel committee agenda:

- Utility Department job description and compensation review.
- Parks Department compensation review, including consideration of wage adjustments for the 2027 budget.
- Certification and professional development incentive programs.

9. Next Meeting Date/Time

Tuesday, October 6, 2026, at 9:00 AM

10. Adjourn

Motion to adjourn at 11:33 was made by Howson and seconded by Champeau. Motion carried — all ayes.

Minutes submitted by Julie Thyssen, Village Clerk



STAFF REPORT

Date: October 6th, 2026

To: Personnel Committee
Re: Job Description Review; Utility Department
Author(s): Benjamin Andrews, Village Administrator

The utility department job descriptions were reviewed by Village Staff. The working/proposed copy is attached. Both the Village administrator and the Utility Director reviewed and made edits to the job descriptions.

Attached are the working/proposed copies of the job description as well as the current approved job description. The intention of this agenda item is to make any necessary recommendations for changes.

Once changes are recommended, the next department would be identified for job description review (administration, parks and public works, marina).



VILLAGE OF SISTER BAY JOB DESCRIPTION

Job Title: Utilities Director
Reports To: Village Administrator
Employment Category: Full-Time
Approved By: Village Board

Department: Utilities
FLSA Classification: Exempt
Pay Type: Salaried
Approval Date: [Date]

Commented [MB1]: under minimum education and experience requirements: Possibly add requirements for Municipal Waterworks Operator Certification through the Wisconsin Department of Natural Resources including Distribution and Groundwater subclass certifications.

Also requirement for Wastewater Operator Certification including subclasses Biological Solids/Sludge Handling, Processing & Reuse, Biological Treatment: Suspended Growth Processes, Disinfection, Laboratory, Nutrient Removal: Total Phosphorus, Sanitary Sewage Collection System, and Solids Separation

JOB SUMMARY

The Utilities Director is a highly responsible professional position serving the Village Board and Administrator. The Director oversees the prudent management and operation of the wastewater treatment plant, water and wastewater infrastructure, stormwater systems, and department personnel. This position includes administrative, supervisory, budgeting, regulatory, and operational responsibilities necessary to ensure safe, efficient, and compliant utility operations for the Village.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Duties

- Manage and direct the daily work of department employees.
- Coordinate purchasing, repair, and use of department equipment.
- Coordinate and provide project management of professional consultants serving the Village.
- Collaborate with engineers and consultants on planning water, wastewater, and stormwater infrastructure.
- Serve as Operator in Charge ~~Lead Operator~~ of the wastewater treatment plant.
- Prepare PSC, DNR, budget, and other required operational reports.
- Work with the Utilities Clerk on billing, budget, and customer issues.
- Write grants and administer associated contracts.
- Coordinate with Parks and Streets Director on stormwater issues and road planning.
- Represent the Village as authorized by the Administrator.
- Serve as staff support to the Sewer and Water Utility Committee.
- Perform other duties as assigned by the Administrator.

Commented [MB2]: Most utilities call it the "Operator in Charge (OIC)" but that is just typical industry terminology

Administrative Responsibilities

- Assist the Administrator in planning and implementing Board priorities.
- Develop and implement departmental work plans and performance goals.
- Supervise department employees, including temporary and seasonal staff.
- Model professional standards of conduct and communication.
- Remain current on trends, standards, and best practices in utility management.

Personnel Responsibilities

- Organize, direct, and supervise utilities staff to ensure high-quality services.
- Recommend employee assignments, promotions, suspensions, or terminations.
- Conduct regular staff performance reviews.
- Provide leadership to support productivity, training, and safety. Implement and enforce Village work policies and procedures.

Budget Responsibilities

- Prepare capital and operating budgets with Contracted Engineers under Administrator direction.
- Administrator adopted budgets or amended budgets.
- Follow purchasing procedures to obtain quality goods and services at competitive prices.

SECONDARY, INCIDENTAL DUTIES AND RESPONSIBILITIES

Secondary duties for the Utilities Director may include support activities as necessary to ensure continuity of Village operations, attendance at meetings and community events, or engagement with consultants, residents, or other governmental agencies on matters related to utilities operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- An associate's degree in water/wastewater technology or equivalent combination of education and experience providing the required skills.
- Municipal Waterworks Operator Certification through the Wisconsin Department of Natural Resources including Distribution and Groundwater subclass certifications.
- Additional license requirements include Wastewater Operator Certification including subclasses Biological Solids/Sludge Handling, Processing & Reuse, Biological Treatment: Suspended Growth Processes, Disinfection, Laboratory, Nutrient Removal: Total Phosphorus, Sanitary Sewage Collection System, and Solids Separation.
- Demonstrated administrative, supervisory, and leadership experience.
- Minimum of five (5) years of progressive experience in water and wastewater utilities or public works, including supervisory experience.
- Valid Wisconsin driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Municipal public works and utilities principles and practices.
- Construction project management.
- Applicable state laws and regulatory codes.
- Personnel management techniques.
- Anticipate issues and recommend solutions.
- Work independently with minimal supervision.
- Communicate effectively in oral and written form.
- Use Village word processing, database, and spreadsheet software.
- Build effective working relationships with the Village Board, Administrator, staff, and citizens.
- Implement policies and procedural directives.
- Plan, organize, direct, and evaluate staff work.
- Read, interpret, and analyze technical materials, regulations, correspondence, and reports.
- Perform mathematical operations and analyze numerical data.
- Write and administer grants.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Work involves long periods of physical activity including lifting 50 pounds and occasionally up to 100 pounds.
- Tasks may require sitting, climbing, kneeling, crouching, crawling, or other strenuous movements.
- Must be able to see, recognize, and manipulate job-related objects.
- Must be able to listen, speak, and write English fluently.
- Work occurs in both office settings and field conditions, including construction sites and inclement weather.
- Subject to 24-hour emergency call-in.
- Attendance at evening meetings required.

SUPERVISION / DECISION-MAKING:

The Utilities Director supervises department staff, provides leadership and direction, and recommends personnel actions. Decision-making involves budget planning, operational management, regulatory compliance, and implementation of Administrator and Board directives.

This job description is intended to describe the functions and minimum requirements for the performance of this job and does not constitute an employment contract. Duties may be added, changed, or removed as needed by the Village Board.

Job Description

JOB TITLE: Utilities Director

EXEMPT: Yes

REPORTS TO: Village Administrator

General Nature of Position:

This is a highly responsible position providing professional service to the Village Board and Administrator. The Utilities Director is accountable to the Administrator for prudent management and operations of the wastewater treatment plant, its operations, waste and water infrastructure, and underground stormwater system, and for the supervision and management of department employees.

Duties and Responsibilities:

1. General Duties
 - a. Manage employees and direct the daily work of department employees.
 - b. Coordinate purchasing, repair, and use of department equipment.
 - c. Coordinate and provide project management of professional consultants and their service to the village.
 - d. Plan and assist consultants and contracted engineers in planning water and wastewater utilities infrastructure and storm water infrastructure.
 - e. Serves as Lead Operator of the wastewater treatment plant.
 - f. Prepares P.S.C., D.N.R., budget, and all reports necessary for Utilities operation.
 - g. Confers with Utilities Clerk on billing, budget, and customer issues.
 - h. Write grants and administer associated contracts.
 - i. Coordinates with the Parks and Streets Director on stormwater issues and road planning.
 - j. Represent the Village as authorized and directed by the Administrator.
 - k. Serves as staff to the Sewer and Water Utility Committee.
 - l. Other duties as assigned by Administrator.
2. Administrative Responsibilities
 - a. Assist the Administrator in planning for and implementing Board priorities.
 - b. Develop and implement work plans to meet department performance goals as directed by the Administrator.
 - c. Supervises department employees, clerk as well as temporary and seasonal employees.
 - d. Model professional standards of conduct and communication between staff and the public.
 - e. Keep abreast of current trends in utilities related matters, management and other industry standards.

3. Personnel Responsibilities
 - a. Organize, direct, and supervise utilities staff in order to develop high-quality, efficient Village public works services.
 - b. Recommend assignment, re-assignment, appointment, promotion, suspension, and/or termination of utilities staff.
 - c. Regularly review department staff performance.
 - d. Provide leadership to promote productivity and good employee relationships by:
 - (i) Assuring that employees receive opportunities for training to improve job-related knowledge and skills;
 - (ii) Developing, rewarding, and enforcing high standards of performance and safety; and,
 - (iii) Implementing and enforcing Village work policies and procedures.
4. Budget Responsibilities
 - a. Prepare departmental capital and operating budgets in conjunction with the Contracted Engineers under the general direction of the Administrator.
 - b. Administer the departmental budgets as adopted and/or amended.
 - c. Follow appropriate purchasing procedures to ensure that quality goods/services are obtained in a timely manner and at a competitive price.

Work Environment:

The physical demands here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

1. Perform tasks involving long periods of work that may involve physical effort to lift, carry, push and pull objects weighing 50 pounds, and occasionally up to 100 pounds.
2. Perform tasks that may require the ability to sit, climb, kneel, crouch, crawl, or other demanding movements.
3. Ability to see, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.
4. Listen to, speak, and write English fluently.
5. Works in normal office setting and under field conditions including uneven construction site terrain and inclement weather and associated field conditions.
6. Subject to 24-hour emergency call-in.
7. Attendance at evening meetings required.

Required Education, Experience, Knowledge, and Abilities

1. Education
 - a. Any combination equivalent to education and experience that provides the required skills is qualifying. Typical qualifications would be equivalent to: associate's degree in water/wastewater technology, at least five (5) years' experience working with water and wastewater systems. Demonstrated administrative, supervisory and leadership experience.

- b. Valid Wisconsin driver's license.
2. Experience
- a. Minimum of five (5) years of progressive experience in water and wastewater as an assistant director of public works or utilities, or a combination thereof.
 - b. Supervisory experience.
3. Knowledge of:
- a. Principles and practices of municipal public works and utilities.
 - b. Construction project management.
 - c. Applicable state laws and regulatory codes.
 - d. Personnel management functions and techniques.
4. Ability to:
- a. Anticipate issues and recommend solutions.
 - b. Work independently and with minimal supervision.
 - c. Communicate effectively in oral and written form, including use of Village word processing, database, and spreadsheet programs.
 - d. Establish and maintain effective working relationships with the Village Board, Administrator, other department heads, employees, and citizens.
 - e. Implement policies and procedural directions from the Administrator.
 - f. Plan, organize, direct, and evaluate the work of department personnel.
 - g. Read, interpret, and analyze professional journals and government regulations.
 - h. Read and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
 - i. Perform mathematical operations to calculate figures and analyze simple and complex numerical data.
 - j. Write and administer grants.

The Village of Sister Bay is an Equal Opportunity Provider and Employer



VILLAGE OF SISTER BAY JOB DESCRIPTION

Job Title: Utilities Clerk
Reports To: Utilities Director
Employment Category: Full-Time
Approved By: Village Board

Department: Utilities
FLSA Classification: Non-Exempt
Pay Type: Hourly
Approval Date: [Date]

JOB SUMMARY

The Utilities Clerk performs a variety of clerical, administrative, financial, and customer service duties to support the operation of the Water and Sewer Utility. This position is responsible for the billing, collection, receipting, accounting, deposit, and dispersal of Utility funds. The Utilities Clerk maintains customer account information and Utility records, processes utility billing cycles, and assists customers with inquiries related to utility services and charges. The position requires accuracy, timeliness, and a strong understanding of utility accounting and billing procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative & Financial Duties

- Collect, receipt, account for, and deposit all Utility funds.
- Process and post Accounts Payable and Accounts Receivable transactions.
- Prepare invoices, vouchers, checks, refunds, and bank deposits.
- Monitor bank documentation for timeliness and accuracy.
- Maintain and update utility asset and customer information databases.
- Compile information required for the annual audit.
- Serve as the official records custodian for the Utility and ensure proper record retention in coordination with the Utilities ~~Department Staff Director~~ and ~~Committee Chair~~.
- Respond to customer and vendor inquiries.
- Receive and process daily mail and date-stamp all incoming paperwork.

Commented [MB1]: add in coordination with the Utilities Assistant as well

Utility Billing

- Prepare, process, and mail quarterly water and sewer utility bills.
- Enter and post billing data, meter readings, adjustments, and payment information.
- Maintain customer account records including new accounts, terminations, and address changes.
- Assess finance charges and process past-due notices.
- Conduct follow-up collection actions for delinquent accounts.
- Print and prepare quarterly utility billing reports.

Customer Service & Public Interaction

- Provide general information on utility bills, connection fees, permits, and related topics.
- Provide applications and forms to citizens and applicants.
- Handle in-person complaints and inquiries ~~at the Administration Building~~.
- Maintain positive public relations with customers, vendors, and all interested parties.

Commented [MB2]: change from Administrative Building to Wastewater Treatment Plant.

Records, Reports & Other Duties

- Prepare monthly, quarterly, and annual reports including water sales, usage, and sewer service reports.
- Maintain special assessment records and process annual tax roll billing.
- Prepare sanitary assessment certificates for title companies.
- Prepare monthly hauler invoices and maintain related records.
- Attend meetings and training seminars to maintain knowledge of state and federal regulations.
- Perform general secretarial tasks and process departmental mail, as assigned, and in coordination with Utility Department Staff.

Commented [MB3]: "Coordinates with the Utilities Assistant to perform general secretarial tasks and process departmental mail as assigned "

SECONDARY, INCIDENTAL DUTIES AND RESPONSIBILITIES

Secondary duties may include assisting Utility staff, supporting the department's administrative needs, completing miscellaneous reports, participating in training sessions, or performing other duties as assigned to ensure smooth Utility operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or GED required.
- Coursework in bookkeeping, accounting, typing, or general office procedures preferred.
- Minimum of three (3) years of office experience including accounting duties and customer service responsibilities.
- Any combination of education and experience providing the required knowledge and abilities may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Governmental and utility accounting principles.
- Municipal utility billing and collection procedures.
- Enterprise fund accounting and PSC regulations.
- Sister Bay Municipal Code chapters related to Utility operations.
- Modern office practices, electronic data processing, recordkeeping, and proofreading.
- Statistical and reporting methods. Perform complex arithmetic calculations with speed and accuracy.
- Perform accurate data entry and accounting tasks.
- Communicate clearly and courteously both verbally and in writing.
- Maintain effective working relationships with staff, citizens, vendors, and elected officials.
- Handle emotional situations and interact tactfully with the public.
- Use computers, network systems, and utility billing software.
- Research and retrieve information from various sources.
- Use proper grammar, punctuation, and spelling.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Work is performed primarily in a quiet office environment.
- Duties require sitting, talking, hearing, typing, handling objects, and reaching with hands and arms.
- Must be able to lift and move up to 30 pounds occasionally.
- Requires close vision and ability to adjust focus.
- Reasonable accommodation may be made for individuals with disabilities.

TOOLS AND EQUIPMENT USED:

- Personal computers and associated utility billing software.
- Networked printers and computer systems.
- Telephones, calculators, copy machines, fax machines, and other standard office equipment.

LICENSES / CERTIFICATIONS:

- Valid Wisconsin Motor Vehicle Operator's License preferred.

LICENSES / CERTIFICATIONS:

The Utilities Clerk works under the direct supervision of the Utilities Director. Decision-making involves routine clerical, billing, and financial tasks within established policies, procedures, and regulatory requirements.

This job description is intended to describe the functions and minimum requirements for the performance of this job and does not constitute an employment contract. Duties may be added, changed, or removed as needed by the Village Board.



Village of Sister Bay

Job Title: Utility Clerk

Department: Water and Sewer Utility

FLSA Classification: Non-exempt

Summary Job Description

This is a part time position with a variety of clerical and administrative duties. The Utility Clerk is responsible for the collection, receipting, accounting, dispersal and deposit of all Utility funds.

Major Duties/Essential Functions

The Utility Clerk manages the preparation of sewer and water utility bills, mails and processes sewer and water utility bills and enters all billing information into the billing system. He or she also maintains customer information and Utility asset data bases.

The Utility Clerk manages the collection and receipting of all Utility monies received from customers. He or she also prepares appropriate invoices, vouchers, checks and refunds, monitors the timely receipt and accuracy of bank documentation related to the Utility's bank accounts, ensures that Accounts Payable and Accounts Receivable are accurately posted, and is responsible for compiling information required for the Utility's annual audit.

The Utility Clerk provides general information to citizens on utility bills, connection fees, permit fees and other related information, and provides application forms to applicants and the general public.

The Utility Clerk processes all delinquent water/sewer invoices and other chargeable items for the Utility, and monitors collection performance and reporting.

The Utility Clerk serves as the official records custodian for the Utility; works with Utility staff and the Utilities Committee Chair to ensure retention of required records, and prepares monthly and quarterly reports as needed.

The Utility Clerk answers telephone inquiries from staff, citizens, vendors and other municipalities, and handles in-person complaints and inquiries at the Administration Building.

The Utility Clerk maintains public relations with customers, vendors and all interested parties.

Minor Duties/Responsibilities

The Utility Clerk processes all special assessment letter requests which are sent to the Utility and posts all payments received.

The Utility Clerk completes miscellaneous reports, annual report information, year-end water sales and usage reports and the Annual Sewer Service Report.

The Utility Clerk performs general secretarial tasks, processes mail, and handles correspondence for the Utilities Department as assigned.

The Utility Clerk attends meetings and training seminars in order to maintain current knowledge of state and federal regulations and requirements, and performs related duties as assigned.

Supervision/Accountability

The Utility Clerk is under direct supervision of the Utilities Director.

Required Knowledge

The Utility Clerk must have knowledge of governmental and utility accounting principles, and have knowledge of the principles and methods of utility billing and collections, municipal accounting practices, and the principles and procedures related to governmental enterprise accounting in order to direct and carry out functions in accordance with PSC regulations and generally accepted accounting principles. The Utility Clerk must also have knowledge of the related chapters of the Sister Bay Municipal Code; have knowledge of modern office methods and procedures, be familiar with electronic data processing systems, and be able to operate office equipment and maintain filing systems. He or she must be able to write business letters and reports; do proofreading; and have knowledge of statistical and record-keeping principles and procedures; and be able to proficiently utilize computerized accounting systems and spreadsheets.

Skills/Abilities

The Utility Clerk must have the ability to perform complicated arithmetic calculations; be able to perform accounting duties with speed and accuracy; be capable of doing data entry, be able to use personal computers, and have the ability to understand and apply basic input procedures. He or she must also have the ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling; be able to maintain verbal and written interpersonal communications with a diverse range of people, and be able to handle emotional situations, establish and maintain cooperative relationships with co-workers and citizens contacted in the course of work; be able to meet the public tactfully, and be able to courteously answer questions in person and over the telephone. The Utility Clerk must be able to communicate clearly and courteously with Village staff members, Utility Commissioners, elected officials and the public, have the ability to research and obtain pertinent information through various resources, and have the ability to use networked personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned.

Education/Experience

Any combination of equivalent education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D., with course work in bookkeeping, accounting, typing and general office procedures, and three (3) years experience in an office environment with a variety of accounting duties, including customer service tasks.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to use hands to type, finger, handle, or feel objects, tools, or controls; and must be able to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



Work Environment

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

The noise level in the work environment is usually quiet and would be representative of a business office.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computers, spreadsheet and word processing software, including but not limited to Civic Systems – Caselle/Clarity Utility Billing Software, Windows, Microsoft Word, Microsoft Excel and Microsoft Outlook; networked computer systems including various printers; telephones; 10-key calculators; copy and fax machines and other standard office equipment.

License/Certifications

Possession of a valid Wisconsin Motor Vehicle operator's license is preferred.

Special Conditions of Work

None.

The duties listed above are intended only as illustrations of the various 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. This 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.

A spreadsheet on which the majority of the Utility Clerk's job duties are outlined is hereby attached and incorporated by reference.

VILLAGE OF SISTER BAY WATER & SEWER UTILITY
OUTLINE OF UTILITY CLERK JOB DUTIES

I. Administrative

- A. Receive mail daily
 - ~ Date stamp any and all paperwork received
- B. Process cash receipts
 - ~ From quarterly billings
 - ~ From "other income"
 - ~ From hauling invoices
- C. Process accounts payables
 - ~ Code/allocate payables as needed
 - ~ Enter and post all Utility payables; Issue checks
- D. Prepare bank deposits
- E. Make banking transactions as necessary
 - ~ Deposits; fund transfers
- F. Complete and fax Sanitary Assessment Certificates to Title Companies
- G. Respond to customer/vendor questions or inquiries.

II. Utility Billing

Follow Utility Billing Steps Checklist

- A. Post payments received
- B. Prepare and post adjustments
- C. Maintain and update customer information
 - ~ Terminated customers
 - ~ New customers
 - ~ Address changes
- D. Enter meter readings – quarterly
- E. Process and print quarterly billings; mail; post
- F. Print quarterly reports
- G. Assess finance charges
- H. Print past due billing cards; mail
- I. Take whatever follow-up collections actions are necessary

III. Miscellaneous

- A. Prepare hauler invoices – monthly
- B. Maintain special assessment records
 - ~ Annual billing for tax roll – November
 - ~ Quarterly and year-end reconciliation
- C. Complete miscellaneous reports
- D. Maintain public relations with customers, vendors and all interested parties
- E. Must be able to operate a computer and be capable of learning to use the following software/equipment:
 - ~ Civic Systems – Caselle/Clarity Utility Billing Software
 - ~ Windows; Microsoft Word; Microsoft Excel, Microsoft Outlook



VILLAGE OF SISTER BAY JOB DESCRIPTION

Job Title: Utility Operator (Water and Wastewater) **Department:** Utilities
Reports To: Utilities Director **FLSA Classification:** Non-Exempt
Employment Category: Full-Time **Pay Type:** Hourly
Approved By: Village Board **Approval Date:** [Date]

JOB SUMMARY

The Utility Operator (Water and Wastewater) is a full-time position responsible for performing skilled technical work in wastewater and water treatment operations, plant operation, sampling, testing, equipment monitoring, and reporting. The Utility Operator works under the general supervision of the Utility Director. Weekend and holiday stand-by duty is required on a rotational basis for wastewater testing, data recording, and SCADA system monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct daily inspections of water treatment processes, lift stations, flow stations, and pumping stations; record meter and gauge readings.
- Perform wastewater and water laboratory tests and document results.
- ~~Read, service, and replace water meters; maintain related records and supplies.~~
- ~~Read, service, and replace water meters; work in coordination with the Utility Department Staff to maintain related records and order/stock necessary meter supplies~~
- Operate and monitor SCADA systems to identify and correct system issues.
- Work safely in confined spaces, trenches, and on ladders.
- Maintain storm sewers; clean catch basins and grates.
- Flush hydrants annually and exercise all water system valves.
- Operate stationary and portable electric generators and bypass pumps.
- Locate and mark district utilities for all Digger Hotline notifications.
- Complete residential cross-connection inspections.
- Learn and apply basic principles of chemical, physical, and bacteriological examination and treatment of water, wastewater, sludge, effluent, and related by-products.
- Conduct routine maintenance on fire hydrants, valves, manholes, and lift stations.
- Use computers, tablets, and handheld devices for meter reading; use standard office software.
- Apply common-sense understanding to carry out detailed instructions.
- Perform other related tasks as assigned.

Commented [MB1]: Read, service, and replace water meters; work in coordination with the Utilities Clerk to maintain related records and with the Utilities Assistant to order and stock necessary meter supplies.

Commented [MB2]: add residential after complete. We don't do commercial inspections (hydrocorp does) so it would just clarify that

Commented [MB3]: add water

Commented [MB4]: add valves

SECONDARY, INCIDENTAL DUTIES AND RESPONSIBILITIES

Secondary duties may include assisting other Utility staff, participating in department-wide maintenance activities, supporting recordkeeping needs, completing miscellaneous reports, or performing other duties assigned to support effective Utility operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Valid Wisconsin Driver's License (loss of license may result in demotion, layoff, or termination).
- DNR Water and Wastewater certifications are desirable upon hire, but may be obtained during employment.
 - Basic wastewater certification exam and at least one subcategory must be passed within 18 months of employment.
 - Drinking water certification exam must be passed within 24 months of employment.
- Successful completion of a physical exam and alcohol/drug screening is required.
- Certification in CPR, First Aid, Bloodborne Pathogens, and other safety courses as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of wastewater and water treatment operations, testing, and equipment.
- Ability to operate SCADA systems and interpret system data.
- Ability to safely perform field work in confined spaces, trenches, and elevated environments.
- Ability to perform manual labor including lifting, pulling, bending, kneeling, climbing, crouching, and crawling.
- Ability to learn chemical, physical, and bacteriological treatment principles.
- Ability to complete accurate recordkeeping and operate electronic devices.
- Strong problem-solving skills and ability to follow detailed written and verbal instructions.
- Ability to maintain effective working relationships with coworkers, vendors, and the public.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Outdoor work in public spaces under various and sometimes extreme weather conditions.
- Exposure to hazards including mechanical, electrical, air contaminants, noise, and heights.
- Work near moving mechanical and electrical equipment.
- Perform manual labor; lift, pull, and move 50 pounds for extended periods and up to 100 pounds occasionally.
- Frequent physical movements including stooping, twisting, bending, climbing, kneeling, crouching, and crawling.
- Audio, visual, and verbal functions are vital aspects of the position.

SUPERVISION / DECISION-MAKING:

The Utility Operator works under the general supervision of the Utility Director. Decision-making involves performing routine technical and operational tasks in accordance with established procedures, safety protocols, regulatory requirements, and industry standards.

This job description is intended to describe the functions and minimum requirements for the performance of this job and does not constitute an employment contract. Duties may be added, changed, or removed as needed by the Village Board.



Village of Sister Bay Utilities

Job Title: Water/Wastewater Operator

Department: Utilities

FLSA Classification: Non-exempt

Summary Description

The Water/Wastewater Operator is a full-time position at Sister Bay Utilities. This is a skilled position, and the person in this position is expected to perform, understand, and complete a variety of tasks in the field of wastewater and water treatment, plant operation, and testing. The Operator will receive work assignments and instructions primarily from the Lead Operator but may also receive assignments and instructions from the Public Works Director. Weekend and holiday stand-by will be required on a rotational basis for wastewater testing, data recording, and SCADA monitoring.

Job Duties and Responsibilities

The duties and responsibilities of this position will include, but are not limited to:

- Daily checks of water treatment processes, lift, flow, and pumping stations and recording of meter and gauge readings.
- Perform wastewater and water tests in laboratory and document results
- Reading, servicing, and replacement of water meters and maintenance of associated records and supplies.
- Use a SCADA system to identify and correct problems.
- Work in confined spaces, in trenches, and on ladders.
- Maintain storm sewers and clean catch basins and grates
- Annually flush all hydrants and exercise every water system valve.
- Operate stationary and portable electric generators and bypass pumps.
- Locate and mark all district utilities for all Digger Hotline notifications.
- Complete cross connection inspections.
- Ability to learn basic principles of chemical, physical, and bacteriological examination and treatment of wastewater, sludge, effluent, and by-products.
- Perform routine maintenance on fire hydrants, manholes, and lift stations.
- Utilization of a computer, tablet, or handheld devices for meter reading and knowledge of basic computer operations including common office productivity software.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Perform other related tasks as assigned.

Working Conditions

The working conditions described below are conditions employees may encounter while performing the job duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work outdoors in public spaces under various, and occasionally extreme, weather conditions and in public facilities and may be subject to irregular hours and overtime.

- Exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, noisy environments, and heights.
- Work near moving mechanical and electrical equipment.
- Perform manual labor
- Lift, pull, and/or move 50 pounds for extended periods of time and occasionally lift, pull, or move up to 100 pounds.
- Movements such as stooping, twisting, bending, climbing, kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions are vital aspects of this position.

Licenses and Certifications

Any equivalent combination of education and experience that provides the required skills and abilities is qualifying.

- Possess a high school diploma or equivalent
- Hold and maintain a valid Wisconsin Driver's License. Loss of license may be cause for demotion, lay-off or termination.
- Department of Natural Resources (DNR) Water and Wastewater certifications are desirable upon hire but may be obtained during employment. Basic wastewater certification exam and at least one subcategory must be passed within the first 18 months of employment. Drinking water certification exam must be passed within the first 24 months of employment.
- Successful completion of a physical and alcohol/drug screen are conditions of employment.
- Certification in CPR, First Aid, Bloodborne Pathogens, and other safety courses deemed necessary during employment.

The duties listed above are intended only as illustrations of the various 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 to, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requires of the position change.

The Village of Sister Bay is an equal opportunity employer.



STAFF REPORT

Date: October 6, 2026

To: Personnel Committee
Re: Compensation Schedule Reviews
Author(s): Benjamin Andrews, Village Administrator

At a previous Personnel Committee meeting, the committee requested a review of the Compensation Schedule. Attached is the most recent compensation schedule for the committee's review.

The Personnel Committee's bylaws include the following: "Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions"

Position	Cost of Living Adjustment Step Adjustment	0%		Longevity Adjustment					Longevity Adjustment								
		3%					5%				5%						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	
Public Works Technician II		\$ 24.50	\$ 25.24	\$ 25.99	\$ 26.77	\$ 27.57	\$ 28.95	\$ 29.82	\$ 30.72	\$ 31.64	\$ 32.59	\$ 34.22	\$ 35.24	\$ 36.30	\$ 37.39	\$ 38.51	
Public Works Technician I		\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 28.36	\$ 29.21	\$ 30.09	\$ 30.99	\$ 31.92	\$ 33.52	\$ 34.52	\$ 35.56	\$ 36.63	\$ 37.73	
Public Works Part-time FT Seasonal, 1000 hrs. max (Employee works summers; mandatory part of weekend rotation)		\$ 22.00 (Same pay as above)	\$ 22.66	\$ 23.34	\$ 24.04	\$ 24.76	\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.73	\$ 31.65	\$ 32.60	\$ 33.57	\$ 34.58	
Ice Rink Manager (PT employees work minimal hours so annual increases NA)		\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.92	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.30	
Bus Driver - No CDL/<2 yrs. exp.		\$ 25.00															
Bus Driver - CDL/>2 yrs. exp.		\$ 27.00															
Summer Student/PT Mower		\$16-18 dependant on skills (\$1 annual increase up to \$22/hr.) (Two seasonal PT, max 1000 hrs. ea., M-W, W-F)															

Village of Sister Bay
Compensation Schedule

Sister Bay Utilities

Position	Step Adjustment	Longevity Adjustment					Longevity Adjustment									
		3%		5%			5%									
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Utility Operator (W & WW Certified)		\$ 29.50	\$ 30.39	\$ 31.30	\$ 32.24	\$ 33.20	\$ 34.86	\$ 35.91	\$ 36.99	\$ 38.10	\$ 39.24	\$ 41.20	\$ 42.44	\$ 43.71	\$ 45.02	\$ 46.37
Utility Operator (WW Certified - 3+ subcerts)		\$ 28.00	\$ 28.84	\$ 29.71	\$ 30.60	\$ 31.51	\$ 33.09	\$ 34.08	\$ 35.11	\$ 36.16	\$ 37.24	\$ 39.11	\$ 40.28	\$ 41.49	\$ 42.73	\$ 44.01
Utility Operator (WW Certified - 1-2 subcerts)		\$ 27.50	\$ 28.33	\$ 29.17	\$ 30.05	\$ 30.95	\$ 32.50	\$ 33.47	\$ 34.48	\$ 35.51	\$ 36.58	\$ 38.41	\$ 39.56	\$ 40.75	\$ 41.97	\$ 43.23
Utility Operator - Uncertified		\$ 26.00	\$ 26.78	\$ 27.58	\$ 28.41	\$ 29.26	\$ 30.73	\$ 31.65	\$ 32.60	\$ 33.58	\$ 34.58	\$ 36.31	\$ 37.40	\$ 38.52	\$ 39.68	\$ 40.87
Utility Clerk &/or Deputy Clerk (certified)		\$ 27.00	\$ 27.81	\$ 28.64	\$ 29.50	\$ 30.39	\$ 31.91	\$ 32.87	\$ 33.85	\$ 34.87	\$ 35.91	\$ 37.71	\$ 38.84	\$ 40.01	\$ 41.21	\$ 42.44
Utility Clerk &/or Deputy Clerk (uncertified)		\$ 25.50	\$ 26.27	\$ 27.05	\$ 27.86	\$ 28.70	\$ 30.14	\$ 31.04	\$ 31.97	\$ 32.93	\$ 33.92	\$ 35.61	\$ 36.68	\$ 37.78	\$ 38.92	\$ 40.08
Utility Clerk (uncertified)		\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.92	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.30

Village of Sister Bay
Compensation Schedule

Administrative Positions

Position	Step Adjustment	Longevity Adjustment					Longevity Adjustment					Longevity Adjustment				
		3%					5%					5%				
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Village Clerk - Certified	\$	30.50	\$ 31.42	\$ 32.36	\$ 33.33	\$ 34.33	\$ 36.04	\$ 37.13	\$ 38.24	\$ 39.39	\$ 40.57	\$ 42.60	\$ 43.87	\$ 45.19	\$ 46.55	\$ 47.94
Village Clerk - Uncertified	\$	29.00	\$ 29.87	\$ 30.77	\$ 31.69	\$ 32.64	\$ 34.27	\$ 35.30	\$ 36.36	\$ 37.45	\$ 38.57	\$ 40.50	\$ 41.72	\$ 42.97	\$ 44.26	\$ 45.59
Deputy Clerk - Certified	\$	26.50	\$ 27.30	\$ 28.11	\$ 28.96	\$ 29.83	\$ 31.32	\$ 32.26	\$ 33.22	\$ 34.22	\$ 35.25	\$ 37.01	\$ 38.12	\$ 39.26	\$ 40.44	\$ 41.66
Deputy Clerk - Uncertified	\$	25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.92	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.30
Financial Specialist/Treasurer		\$37.50	\$38.63	\$39.78	\$40.98	\$42.21	\$44.32	\$45.65	\$47.02	\$48.43	\$49.88	\$52.37	\$53.94	\$55.56	\$57.23	\$58.95
Admin. Assistant/Deputy Clerk	\$	25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.92	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.30
Admin. Assistant/Deputy Treasurer	\$	26.50	\$ 27.30	\$ 28.11	\$ 28.96	\$ 29.83	\$ 31.32	\$ 32.26	\$ 33.22	\$ 34.22	\$ 35.25	\$ 37.01	\$ 38.12	\$ 39.26	\$ 40.44	\$ 41.66
Administrative Assistant	\$	24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 28.36	\$ 29.21	\$ 30.09	\$ 30.99	\$ 31.92	\$ 33.52	\$ 34.52	\$ 35.56	\$ 36.63	\$ 37.73
Compliance Officer	\$	25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.92	\$ 35.96	\$ 37.04	\$ 38.15	\$ 39.30



STAFF REPORT

Date: October 6, 2026

To: Personnel Committee
Re: Employee Certification Programs; Requirements and Compensation/Incentives
Author(s): Benjamin Andrews, Village Administrator

At a previous Personnel Committee meeting, the committee requested information on the certification program. The attachment identifies current certification programs, as well as other industry certifications for departments/functions that currently do not have certification incentive programs.

The scope of the review has not been determined. If the Personnel Committee is seeking to propose additional programs, it would be ideal for the committee to identify whether to pursue some or all.

The next identifiable step would then be for staff to identify general pay increases for the certification being obtained for positions.

Overview of Certification Programs

Updated: 10/01/2026

Department/Function	Current Certification Program	Certification Provider	Certification Program	Website	Explanation of Certification Program
Village Administration	N	International City/County Management Association (ICMA)	International City/County Management Association - Certified Manager (ICMA-CM)	Website	The ICMA Voluntary Credentialing Program recognizes professional local government managers who through their education and experience, their adherence to high standards of integrity, and their commitment to lifelong learning and professional development are deserving of the credential. Credentialed Managers gain this recognition from ICMA through a peer review credentialing process that emphasizes not only their participation in professional development activities but, more importantly, what they learned from these activities. What distinguishes Credentialed Managers and Candidates is their commitment to plan for continuous personal improvement, to reflect upon their development activities, and to document their learning for peer review.
Finance/Treasury	N	Municipal Treasurers Association of Wisconsin (MTAW)	Certified Municipal Treasurer of Wisconsin (CMTW)	Website	This Professional Certification Program of the Municipal Treasurers Association of Wisconsin (MTAW) is designed to advance the professionalism of the municipal treasurer, the deputy or assistant treasurer, or other municipal officer charged with treasury responsibility. Municipal finance requires special study, knowledge, and skill as well as a high level of professional competence. This program establishes standards that recognize professional attainment and provides a system through which the required standards can be met.
		Association of Public Treasurers of the United States and Canada (APT US&C)	Certified Public Finance Administrator (CPFA)	Website	The Certified Public Finance Administrator (CPFA) designation recognizes professionals committed to advanced education and experience in public finance. To qualify, applicants must work in or directly with a treasurer's office, be active APT US&C members for at least two years, follow the organization's Code of Ethics, and earn at least 100 education and experience points. The CPFA is valid for five years, after which holders must submit a recertification application before June 1 of their expiration year.
Clerkship *Village Clerk certification on compensation schedules does not designate tiers; rather, it is currently based on Certified vs. Uncertified *Includes Utility Clerk	Y	Wisconsin Municipal Clerks Association (WMCA)	Wisconsin Certified Municipal Clerk (WCMC)	Website	The Wisconsin Certified Municipal Clerk (WCMC) designation recognizes municipal clerks who have demonstrated a commitment to professional development, continuing education, ethical service, and the municipal clerk profession. To qualify for WCMC certification, applicants must earn a minimum of 100 certification points through a combination of education, career experience, and lifelong learning activities.
			Wisconsin Certified Professional Clerk (WCPC)	Website	The Wisconsin Certified Professional Clerk (WCPC) designation is WMCA's advanced certification and recognizes experienced municipal clerks who demonstrate continued professional growth, leadership, lifelong learning, and service to the municipal clerk profession. The WCPC program encourages clerks to remain engaged in professional development, exchange new information and ideas, challenge assumptions, and share knowledge, experience, and perspectives with others in the profession.
		International Institute of Municipal Clerks (IIMC)	Certified Municipal Clerk (CMC)	Website	The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.
Community Development/ Zoning Administration	N	American Planning Association (APA)	American Institute of Certified Planners (AICP)	Website	The American Institute of Certified Planners provides the only nationwide, independent verification of planners' qualifications. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct and to keep their skills sharp and up to date by continuously pursuing advanced professional education.
Parks and Streets	N	UW System's Local Technical Assistance Program	Public Works Supervisory Academy (PWSA)	Website	The Public Works PWSA and PWMI Certificates offer comprehensive training in public works supervision and management. The certificate courses are practical, taught by experienced instructors, and provide an opportunity to network and learn from other public works supervisors, managers, and instructors.
			Public Works Management Institute (PWMI)		
Utility	Y	Wisconsin Department of Natural Resources (WDNR)	WW Certified - 1-2 subcerts	Website	WASTEWATER OPERATOR CERTIFICATION • Solids Treatment - o Biological Solids/Sludge Handling, Processing, and Reuse • Biological Treatment - o Suspended Growth Processes • Disinfection • Laboratory • Nutrient Removal - o Total Phosphorus • Sanitary Sewage Collection System WATERWORKS OPERATOR CERTIFICATION • Distribution Certification • Groundwater Certification
			WW Certified - 3+ subcerts		
			W & WW Certified	Website	
Marina	Y	Association of Marina Industries (AMI)	The Certified Marina Operator (CMO)	Website	The Certified Marina Operator(CMO) certification is specifically designed for those who manage the daily operations of the marina but are not the full-charge facility manager (i.e. manager of marina operations, harbormaster, dockmaster, etc) or owners/operators of a small marina with at least 50 slips (wet and dry combined) OR at least \$500,000 in gross revenues. Other prerequisites include:
			Certified Marina Manager (CMM)	Website	CMMs represent the elite in the marina and recreational boating industry. They value true personal and professional excellence and strive to maintain the highest levels of ethical and moral conduct in their commitment to the marina industry. CMMs have a deeply-rooted respect for the environment and recognize their role in keeping it safe for boaters and the communities that support them. CMMs are marina professionals who have completed an extensive training and certification process through the globally recognized AMI Training Institute, and embrace the continuance of education and training for themselves and those who work within the marina industry.