AGENDA
Board of Trustees - Special Meeting
7:00 PM - Thursday, September 14, 2023
Village Hall, 620 W. Main St., Newburg, Wisconsin

Page

Documents related to agenda items are under review by the Village President and will be attached and posted by Wednesday, September 13, 2023.

CALL TO ORDER / ROLL CALL

- President Dave DeLuka *- Trustee Bill Sackett* *- Trustee Mike Heili*
- Trustee Mike Enright *- Trustee Brooke Stangel* *-Trustee Kevin Kohn*
- Trustee Paul Zimdars

PLEDGE OF ALLEGIANCE

"*I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*", should be rendered by standing at attention facing the flag with the right hand over the heart. A person in uniform should instead remain silent and render the military salute. Veterans may choose either method. (4 USC Sec. 4).

PUBLIC FORUM

Members of the public are invited to address the Village Board regarding any topic of public concern. Those who wish to speak are asked to complete a written card to register with the clerk.

MEETING MINUTES

1. Meeting Minutes - August 2023. 5 - 9
   Meeting Minutes - BOT - 2023 08 24

APPOINTMENTS

2. File 2023-XX [32] A resolution confirming the Village Presidents appointments to the Plan Commission. 11 - 13
   File 2023-XX [32] Resolution Confirming Appointees to Plan Commission Committee Assignment

PURCHASE AUTHORIZATIONS

3. File 2023-XX [33] - A Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County. 15 - 28
   File 2023-XX [33] Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County
   File 2023-XX[33] - Quote Attachement

CLOSED SESSION NOTICE

This body may entertain a motion to adjourn into Closed Session pursuant to Sec. 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The board may provide notice that it will adjourn from closed session without reconvening in open session. This notice is effective for all agenda items nested within this Closed Session Notice.

4. Admininstrator / Clerk / Treasurer contract and transitional duties. Present in Closed Session will be Village Board, Interim Village Administrator, Interim Village Clerk, Village Admininstrator / Clerk / Treasurer, and Village Attorney.
   Private file to be distributed at meeting.

5. Interim Village Administrator / DPW Director duties and performance. Present in Closed Session will be the Interim Village Administrator, Interim Village Clerk, Village Administrator / Clerk / Treasurer, and Village Attorney. 29 - 33

2023 Village Administrator-DPW Job Description

6. Interim Village Clerk & Treasurer duties and performance. Present in Closed Session will be Interim Village Administrator, Interim Village Clerk, Administrator / Clerk / Treasurer, and Village Attorney. 35 - 37

2023 Clerk - Treasurer Job Description

7. Compensation for newly established positions. Present in Closed Session will be Village Board, Administrator / Clerk / Treasurer Interim Village Administrator, and Interim Village Clerk.
Private file to be distributed at meeting.

8. Contract negotiations with interim Village Administrator. Present in Closed Session will be Village Board and interim Village Administrator.
Private file to be distributed at meeting.

9. Motion to return to Open Session pursuant to Section 19.85(2) Wis. Stats. to act on items from Closed Session.

SPECIAL MEETING BUSINESS

10. File 2023-XX [29] A Resolution Adopting Organizational Charts for Management of the Village. 39 - 41

File 2023-XX [29] Resolution Adopting the Organizational Chart for Management of the Village
2023-09-05 Newburg Organizational Chart

11. File 2023-XX [30] A Resolution Adopting a Job Description for the Position of Deputy Clerk / Deputy Treasurer. 43 - 46

File 2023-XX [30] Resolution Adopting a Job Description for the Position of Deputy Clerk - Deputy Treasurer
2023 Deputy Treasurer-Deputy Clerk Job Description

12. File 2023-XX [31] A Resolution Adopting a Job Description for the Position of Clerk / Treasurer. 47 - 51

File 2023-XX [31] Resolution Adopting a Job Description for the Position of Clerk - Treasurer
2023 Clerk - Treasurer Job Description

13. File 2023-XX [34] A Resolution Adopting a Job Description for the Position of Administrator / DPW Director. 53 - 59

File 2023-XX [34] Resolution Adopting a Job Description for the Position of Administrator - DPW Director
2023 Village Administrator-DPW Job Description

14. File 2023-25 - A Resolution Providing for Employee Pay Ranges Effective in 2024. 61 - 71

This item was reviewed in July and August 2023 and laid over. The effective date of the resolution will be updated to the date of adoption upon approval. There are three documents attached:

1) The pay ranges presently in effect.

2) The pay ranges originally reviewed for consideration in July and August 2023.

3) An alternative listing of pay ranges that incorporates newly created positions, which may be substituted for the original file.

Current Pay Ranges - July 2023

2023-25 Resolution Employee Pay Ranges for 2023-24

File 2023-XX[35] Resolution Employee Pay Ranges for 2023-24

ADJOURNMENT

MINUTES
Board of Trustees & Committee of the Whole Meeting
7:00 PM - Thursday, August 24, 2023
Village Hall, 620 W. Main St., Newburg, Wisconsin

CALL TO ORDER / ROLL CALL
- President Dave DeLuka *- Trustee Bill Sackett* *- Trustee Mike Heili*
- Trustee Mike Enright *- Trustee Brooke Stangel* *-Trustee Kevin Kohn*
- Trustee Paul Zimdars
All members present, none absent; a quorum was met (7-0).

PLEDGE OF ALLEGIANCE
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PUBLIC FORUM
Members of the public are invited to address the Village Board regarding any topic of public concern. Those who wish to speak are asked to complete a written card to register with the clerk.
No members of the public requested to speak at public forum.

CORRECTION AND APPROVAL OF PAST MINUTES
1. Meeting Minutes - July 2023

Motion to adopt the meeting minutes as presented.
Moved by Heili; seconded by Zimdars.
Motion prevailed by a voice vote (7-0).
Meeting Minutes - BOT - 2023-07-27 Cover Pages

PRESENTATIONS
2. County Updates
Tony Thoma, Washington County Supervisor - District 19.

- There is discussion about combining police and fire dispatch centers.
  - This would be a $250,000 savings to Hartford & Germantown.
  - West Bend would be the only community left to join.
  - Dispatch center will be adding 4 new stations and offering 2 new job positions.
- County Correction Officers were short 13 people and have hired 3 so there are still 10 positions to be filled.
  - Starting wage has been increased significantly to encourage more applicants.
  - Washington County is competing with MKE Corrections in hiring and that is making it difficult to find people.
- The new radio tower has been installed. Radios have been updated and along with the new tower has improved communication.

BUILDING INSPECTION / ZONING / EMERGENCY MANAGEMENT

Mr. Walt Grotelueschen, Building Inspector / Zoning Admin / EM Director

3. Department Update

- Including a return to the discussion of next steps on siren concerns.

- Emergency Management updates relating to planning, preparation, training, and emergency events.
- Building Inspection information on quantity and type of permits requested, along with approval or denial status and any notable concerns or follow-up.
- Zoning relating to any pending, upcoming or complex zoning concerns. Updates on pending or recent zoning and comprehensive plan changes in neighboring towns relating to territory within the Village of Newburg's extraterritorial review area.
    - Town of Trenton
    - Town of Saukville

- One new construction has been proposed on the corners of Connie Dr. & Diane Dr.
- Received zoning questions about the property on Hwy Y.
- Town of Trenton - Feed lots zoning discussions.
- Emergency Management tabletop training needs to be rescheduled.
- Siren (Information Provided by Nate Wendelborn)
    - Justin from American Signal will be setting up a meeting to review our options.
    - Tony Thoma agreed to find out if Washington County would be able to assist.

LAW ENFORCEMENT

Police Chief Mike Foeger or Police Captain Justin Jilling.

4. Department Update

- Worked past weekend at the Newburg Car Show, great attendance at show.
- Spoke to Pastor at St Johns regarding school intruder training. Officer Gehrke does student training at the school on regularly scheduled cycle.

DPW: PUBLIC WORKS & SANITARY SEWER

DPW Director Nate Wendelborn.

5. Department Update

- Our Public Meeting regarding Main Street is slated for October.
- SEH Meetings are going well, we will need a temp clarifier during the project.
- The property on Hwy Y when built will not require the Village to put in a new lift station. Upon review with SEH a low pressure septic tank will be able to do the job.

6. File 2023-26 - A Resolution Declaring Official Intent to Reimburse Expenditures From Proceeds of Borrowing Through the State of Wisconsin Environmental Improvement Fund - Clean Water Fund Loan Program.

Motion to adopt File 2023-26 - A Resolution Declaring Official Intent to Reimburse Expenditures From Proceeds of Borrowing Through the State of Wisconsin Environmental Improvement Fund - Clean Water Fund Loan Program.
Moved by Heili, seconded by Zimdars.
Motion prevailed by a roll call of 7-0.

File 2023-XX 26 Resolution Declaring Official Intent to Reimburse Expenditures CWF Loan
File 2023-26 Resolution Declaring Official Intent to Reimburse Expenditures CWF Loan

PERSONNEL & FINANCE

Administrator/Clerk/Treasurer Deanna Alexander.

7. Department Updates - Verbal

- Accounting file have been sent to auditors, approximated to be completed by September.
- File clerk interviews will be scheduled for next week.
- Brandy Loveland Seelow, Interim Clerk / Deputy Treasurer, is being trained on Clerk & Deputy Treasurer roles as well election training.
- Meetings with Walt Grotelueschen, Building Inspector, have begun. Process Improvements and work flow needs to be established.
- We will be meeting with Washington County to discuss IT services that will be partially paid through shared revenue.
- Maliki Fortney has submitted information to begin a dividing his parcel on Main Street.

8. Financial reports for the period ending July 31, 2023.

Reports provided are in final form for internal management purposes as of the date of publication. Information may be updated in subsequent periods as corrections are made in reconciliation with new information or the auditor determines appropriate adjustments to prior periods.

- **General Fund - Balance Sheet.** *Shows the assets the village held, the liabilities the village owes to others, and the allocation of equity holdings remaining as of a certain date.*
- **General Fund - Income Statement.** *Shows actual revenue and expenses logged over a period of time (year to date) compared to the annual budget for the same. A balance of "profit" or "loss" at the bottom line indicates the resulting change that would affect equity on the Balance Sheet. Note: The Capital Fund is shown as a subset of the General Fund for internal management purposes.*
- **Sanitary Fund - Balance Sheet.** *Shows the assets the SF held, the liabilities the SF owes to others, and the allocation of equity holdings remaining as of a certain date.*
- **Sanitary Fund - Income Statement.** *Shows the actual revenue and expenses logged over a period of time (year to date) compared to the annual budget for the same. A balance of "profit" or "loss" at the bottom line indicates the resulting change that would affect equity on the Balance Sheet.*
- **All Funds - Payroll Summary.** *Shows hours and dollars paid per category over a period of time (year to date) compared to the prior year. Because all payroll functions are initiated within the GF, this report also includes time for sanitary or capital project functions.*

Trustees reviewed the financial reports provided and had no questions or discussion.

Financial Report - GF - Balance Sheet - 2023-07-31

Financial Report - GF - Income Statement - 2023-07-31
Financial Report - SF - Balance Sheet - 2023-07-31
Financial Report - SF - Income Statement - 2023-07-31
Financial Report - AF - Payroll Summary - 2023-07-31

9. File 2023-25 - A Resolution Providing for Employee Pay Ranges Effective in 2024.
This item was reviewed in July 2023 and laid over for one meeting. The effective date of the resolution will be updated to the date of adoption upon approval. Employee pay ranges potentially adopted through this file may be subject to modification through Board Approval before the end of 2023 depending on the outcome of File 2023-27.

Motion to adopt File 2023-25 - A Resolution Providing for Employee Pay Ranges Effective in 2024.
Moved by Sackett; seconded by DeLuka
Motion failed by roll call vote of 3 - 4. (No - Enright, Kohn, Stangel & Zimdars)
The board requested reconsideration of the file at the next meeting.

Current Pay Ranges - July 2023
2023-25 Resolution Employee Pay Ranges for 2023-24

ANNOUNCEMENTS

CLOSED SESSION NOTICE

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10. Discussion and Action on Acknowledging Village Administrator Contract ending December 31, 2023 and Intent for Staffing the Administrator, Clerk, and Treasurer Roles in 2024.

The Village Administrator / Clerk / Treasurer has recommended the Board separate the three positions and use internal advancement for existing staff prior to recruiting to fill the upcoming vacancy.

Confidential files are provided to Trustees under separate cover. Discussion may occur in closed session. All voting will occur in open session or be postponed to a future meeting.

File 2023-27 A Resolution of Intent to Restructure Administrative Village Positions and Acknowledge the Conclusion of the Contract for Village Administrator / Clerk / Treasurer Ending on December 31, 2023

Motion to enter into closed session for the purpose as planned on the agenda, and with the intention to reenter into open session.
Moved by Zimdars, seconded by Enright.
Motion prevailed by a roll call vote of 7-0.

The board reconvened into Open Session at 845pm. Amendments to the original document were recommended as a result of closed session discussion. The amendments included the following changes: Clerk / Deputy Treasurer to Interim Clerk / Deputy Treasurer (line 22), eliminating "training in full" (line 23), eliminating "training in full" (line 25) and replacing with Interim. Replacing the third bullet point to address the current Village Administrator / Clerk / Treasurer's role going forward.

Motion to amend & adopt File 2023-27 - A Resolution of Intent to Restructure Administrative Village Positions and Acknowledge the Conclusion of the Contract for Village Administrator / Clerk / Treasurer Ending on December 31, 2023

Moved by Zimdars, seconded by Heili.

Motion prevailed by roll call vote of 7-0.

File 2023-27 Resolution Acknowledging Conclusion of Village Administrator Contract and Succession Planning

ADJOURNMENT

The meeting adjourned at 9:05 PM.

Village of Newburg, Wisconsin

File No. 2023-XX [32]

Resolution Confirming Appointees to Plan Commission

WHEREAS, Village Ordinances provides opportunities for both elected officials and citizens or persons whom are not members of the Board of Trustees, to participate in focused areas of Village government through committees and commissions; and

WHEREAS, there exists vacancies on commissions and the previously appointed members continue to volunteer their time and efforts to serve; and

WHEREAS, the Village President has appointed members to such commissions, pending confirmation by the Board of Trustees; and now therefore,

BE IT RESOLVED, the Board of Trustees hereby confirms the appointment of the following individuals to the respective appointments:

- **Sandy Stockhausen**, Plan Commission, Term Ending 6/30/2025.
- **Roger Zorn**, Plan Commission, Term Ending 6/30/2026.

Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____ _____

David DeLuka, Village President Deanna Alexander, Clerk

Village of Newburg Committees and Commission Membership

Board of Trustees	Term End
Dave DeLuka	4/17/2025
Bill Sackett	4/17/2025
Mike Enright	4/15/2024
Brooke Stangel	4/15/2024
Paul Zimdars	4/17/2025
Mike Heili	4/17/2025
Kevin Kohn	4/15/2024

Board of Review	Term End
(Village President, Clerk, 3 Trustees, and 1 alternate Trustee)	
Trustee Member - Dave DeLuka, Chair (ex-officio)	4/17/2025
Village Clerk - Brandy Loveland Seelow (ex-officio)	N/A
Trustee Member - Mike Heili	4/17/2025
Trustee Member - Paul Zimdars	4/17/2025
Trustee Member - Kevin Kohn	4/15/2024
Trustee Member - Brooke Stangel (alternate)	4/15/2024

Plan Commission	Term End
(2 Board + Minimum 3 Citizens; Total 7 members)	
Trustee Member - Dave DeLuka, Chair (ex-officio)	4/17/2025
Trustee Member - Bill Sackett	4/17/2025
Trustee Member - Mike Heili	4/17/2025
Trustee Member - Mike Enright	4/18/2024
Citizen Member - Al Wollner	6/30/2024
Citizen Member - Sandy Stockhausen (Pending Conf.)	6/30/2025
Citizen Member - Roger Zorn (Pending Conf.)	6/30/2026

Board of Zoning Appeals (BOZA)	Term End
(5 Citizens and one Alternate)	
Citizen Member - **Vacant,** previously Harry Gramoll, Chair	6/30/2022
Citizen Member - **Vacant,** previously Bill Chesak, Jr.	6/30/2021
Citizen Member - Craig Wermager	6/30/2023
Citizen Member - Jeff Williamson	6/30/2023
Citizen Member - **Vacant,** previously Roger Zorn	6/30/2021
Citizen Member - **Vacant,** previouslyJames Marcsisak (Alte	6/30/2021

Administrative Review Appeals Board	Term End
(Village President and 2 Citizens)	
Dave DeLuka, Chair (ex-officio)	4/17/2023
Citizen Member - **Vacant,** previously Chuck Karnitz	6/30/2021
Citizen Member - **Vacant,** previously Linda Thies	6/30/2021

Emergency Management Committee (All ex-officio)	Term End
Dave DeLuka, Chair, Village President	4/17/2025
Walt Grotelueschen, Director of Emergency Management	NA
Tom Zajdel, Dep. Dir. Of Emergency Management	NA
Mike Foeger, Chief of Police	NA
Mark Chesak, Fire Chief Newburg Fire Dept.	NA
Brad Karnitz, Assistant Fire Chief, NFD	NA

Police Committee	Term End
(3 Citizens)	
Citizen Member - Diane Wermager, Chair	6/30/2024
Citizen Member - **Vacant**, previously Tom Mayer	6/30/2022
Citizen Member - Harry Gramoll	6/30/2023

Village of Newburg, Wisconsin

File No. 2023-XX [33]

Resolution Authorizing the Purchase of Computer Hardware and Software through Washington County IT Department

WHEREAS, the Village of Newburg is in need of upgrading computer hardware and software equipment to conduct its day to day office operations as a municipal government agency, and

WHEREAS, the Village currently has services through Ozaukee County that will be discontinued and the current server is to expire on 10/10/23; and

BE IT RESOLVED, the Board of Trustees authorizes and directs staff to accept and proceed with proposals for such upgrading of computer hardware and software through the Washington County IT Department.

Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____	_____
David DeLuka, Village President	Deanna Alexander, Clerk

Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JOEL WOPPERT,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

1

Convert Quote to Order

ACCOUNT MANAGER NOTES:

Thank you. Have a great day!

Adam Flynn
Executive Account Manager
866-723-3621
adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNFM242	8/31/2023	CISCO MERAKI	25001009	$12,763.54

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Meraki MX68 - Security Appliance Mfg. Part#: MX68-HW UNSPSC: 43222501 Contract: Wisconsin Counties Association	2	5256298	$644.19	$1,288.38
Cisco Meraki Advanced Security - subscription license (5 years) + 5 Years E Mfg. Part#: LIC-MX68-SEC-5YR UNSPSC: 43233205 Electronic distribution - NO MEDIA Contract: MARKET	2	5258290	$1,403.54	$2,807.08
Cisco Meraki MR36 - wireless access point - Wi-Fi 6 - cloud-managed Mfg. Part#: MR36-HW Contract: Wisconsin Counties Association	4	5980320	$466.94	$1,867.76
Cisco Meraki MR Series Enterprise - subscription license (5 years) - 1 acce Mfg. Part#: LIC-ENT-5YR UNSPSC: 43232901 Electronic distribution - NO MEDIA Contract: MARKET	4	3354009	$305.61	$1,222.44
Cisco Meraki Cloud Managed MS125-48FP - switch - 48 ports - managed	1	5625996	$4,479.15	$4,479.15

QUOTE DETAILS (CONT.)				
Mfg. Part#: MS125-48FP-HW UNSPSC: 43222612 Contract: Wisconsin Counties Association				
Cisco Meraki Enterprise - subscription license (5 years) + 5 Years Enterpri Mfg. Part#: LIC-MS125-48FP-5Y UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: MARKET	1	5651004	$774.23	$774.23
Cisco AnyConnect Plus - subscription license (5 years) + 5 Years Software A Mfg. Part#: L-AC-PLS-5Y-S1 UNSPSC: 43233204 ***** 25 minimum ***** Electronic distribution - NO MEDIA Contract: MARKET	25	4082434	$12.98	$324.50

SUBTOTAL	$12,763.54
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$12,763.54**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: VILLAGE OF NEWBURG ACCOUNTS PAYABLE 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Payment Terms:** Request Terms	**Shipping Address:** VILLAGE OF NEWBURG JOEL WOPPERT 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Adam Flynn | (866) 723-3621 | adamfly@cdwg.com

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QUOTE CONFIRMATION

JOEL WOPPERT,

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2

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

ACCOUNT MANAGER NOTES:	Thank you. Have a great day! Adam Flynn Executive Account Manager 866-723-3621 adamfly@cdwg.com

Quote Expiration Date: 10/5/2023

Quote valid for 30 days, subject to OEM price changes.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNHC131	9/5/2023	CROWDSTRIKE FALCON EPP ENT	25001009	$550.80

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
CROWDSTRIKE FALCON EPP ENT 5-249U Mfg. Part#: CS.ENTCDW.SOLN Electronic distribution - NO MEDIA Contract: SVAR_WI_L_505ENT-M23-NASPOSVAR-01 (505ENT-M23-NASPOSVAR-01)	10 ~~8~~ 9	7155028	$55.08	~~$550.80~~ 495.72

SUBTOTAL	$550.80
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$550.80**

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Billing Address: VILLAGE OF NEWBURG ACCOUNTS PAYABLE 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Payment Terms:** Request Terms	**Shipping Address:** VILLAGE OF NEWBURG JOEL WOPPERT 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Shipping Method:** ELECTRONIC DISTRIBUTION
	Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

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Adam Flynn | (866) 723-3621 | adamfly@cdwg.com

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ACCOUNT MANAGER NOTES:

Thank you. Have a great day!

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866-723-3621
adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNFM184	8/31/2023	DELL T350	25001009	$5,695.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
DELL CTO PE T350 E-2378 32GB PS Mfg. Part#: 3000160353677 *** PowerEdge T350 Server Trusted Platform Module 2.0 V3 3.5" Chassis with up to 8 Hot Plug Hard Drives and AIC PERC, hot-plug PSU Intel Xeon E-2378 2.6GHz, 16M Cache, 8C/16T, Turbo (65W), 3200 MT/s Standard Heatsink Performance Optimized 3200MT/s UDIMM Qty 2 - 16GB UDIMM, 3200MT/s, ECC C4, RAID 5 for 3 or more HDDs or SSDs (Matching Type/Speed/Capacity) PERC H755 Adapter FH Qty 4 -- 1.2TB Hard Drive SAS ISE 12Gbps 10k 512n 2.5in with 3.5in HYB CARR Performance BIOS Setting UEFI BIOS Boot Mode with GPT Partition Dual, Hot-Plug, Redundant Power Supply (1+1), 600W Qty 2 - NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America PowerEdge T350 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM iDRAC9, Basic 15G On-Board Broadcom 5720 Dual Port 1Gb LOM Security Bezel BOSS-S2 controller card + with 2	1	7581345	$5,695.00	$5,695.00

QUOTE DETAILS (CONT.)

M.2 240GB (RAID 1)
iDRAC,Factory Generated Password, No OMQR
iDRAC Group Manager, Disabled
VMware ESXi 8.0 Embedded Image (License Not Included)
Windows Server 2022 Standard,16CORE,Secondary OS,Media Kit, Multi Lang, (Downgrade not included)
Windows Server 2022 Standard,No Media, WS2019 Std Downgrade w/DVD Media,Multi Lang
10-pack of Windows Server 2022/2019 User CALs (Standard or Datacenter)
Windows Server 2022 Standard,16CORE,Secondary OS,No MEDIA
No Internal Optical Drive
OpenManage DVD Kit,PowerEdge T350
PowerEdge T350 Shipping
PowerEdge T350 Shipping Material
PowerEdge T350 CCC Marking, No BIS or CE Marking
7 Years ProSupport and Mission Critical 4-Hour Onsite Service
No Installation
**
Contract: Wisconsin Counties Association

SUBTOTAL	$5,695.00
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$5,695.00**

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JOEL WOPPERT,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

4

Convert Quote to Order

ACCOUNT MANAGER NOTES:	Thank you. Have a great day! Adam Flynn Executive Account Manager 866-723-3621 adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNGG970	8/31/2023	M365 G3	25001009	$8,405.32

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GOV MS MPSA M365 E3UNG P U Mfg. Part#: AAD-38071-CCD-12MO Electronic distribution - NO MEDIA Contract: MARKET	22	5765609	$382.06	$8,405.32

SUBTOTAL	$8,405.32
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$8,405.32**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: VILLAGE OF NEWBURG ACCOUNTS PAYABLE 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Payment Terms:** Request Terms	**Shipping Address:** VILLAGE OF NEWBURG JOEL WOPPERT 620 MAIN ST NEWBURG, WI 53060-9801 **Phone:** (262) 675-2160 **Shipping Method:** ELECTRONIC DISTRIBUTION
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Adam Flynn | (866) 723-3621 | adamfly@cdwg.com

Need Help?

My Account | Support | Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

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QUOTE CONFIRMATION

JOEL WOPPERT,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

Quote Expiration Date: 9/30/2023

Quote valid for 30 days, subject to OEM price changes.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNFM209	8/31/2023	CROWDSTRIKE FALCON PRO	25001009	$117.80

IMPORTANT - PLEASE READ

Special Instructions: "Quote is valid for 30 days."

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
CROWDSTRIKE FALCON PRO 5-249U AUTO Mfg. Part#: CS.PROCDW.SOLN Electronic distribution - NO MEDIA Contract: SVAR_WI_L_505ENT-M23-NASPOSVAR-01 (505ENT-M23-NASPOSVAR-01)	10	7155025	$11.78	$117.80

SUBTOTAL	$117.80
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$117.80**

PURCHASER BILLING INFO

Billing Address:
VILLAGE OF NEWBURG
ACCOUNTS PAYABLE
620 MAIN ST
NEWBURG, WI 53060-9801
Phone: (262) 675-2160
Payment Terms: Request Terms

DELIVER TO

Shipping Address:
VILLAGE OF NEWBURG
JOEL WOPPERT
620 MAIN ST
NEWBURG, WI 53060-9801
Phone: (262) 675-2160
Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Sales Contact Info

Adam Flynn | (866) 723-3621 | adamfly@cdwg.com

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VILLAGE ADMINISTRATOR/DPW Director

Functions, duties and powers.

a) The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village shall be the Chief Administrative Officer of the Village, responsible only to the Village Board for the proper administration of the business and affairs of the Village pursuant to the State statutes, ordinances of the Village and direction of the Village Board.
b) The Village Administrator may examine or inquire into the affairs or operations of any Village department.
c) The Village Administrator shall:
    1) Coordinate the administrative activities of Village departments.
    2) Establish such methods of handling details of administration, including all employees, who will, in his/her opinion, best promote efficiency in municipal government.
    3) Stay informed on the latest County, State and Federal legislation and the availability of obtaining funds from such sources.
    4) Meet regularly with the Village Board President.
    5) Attend all Village Board meetings, unless excused by the Village Board President, committee meetings as needed or whose membership appointed, and make recommendations from time to time for improving the quality and efficiency of service performed by the Village.
    6) Effectuate all actions of the Village Board which require administrative action and report any problems or difficulties to the board.
    7) Report to the Village Board at such times as the board may require, keeping the board apprised of the nature and reason for actions taken by him/her.
    8) Serve as press liaison for the Village. As such, he/she shall be the spokesperson on all matters within his/her authority and responsibility and shall ensure that the news media are kept fully informed about the operations of the Village.
    9) Represent the Village in intergovernmental and legislative functions.
    10) See that all Village ordinances and resolutions are efficiently and equally enforced.
    11) Supervise the bookkeeping and accounting systems in all departments so as to increase the efficiency of the operations of each.
    12) Oversee all Village owned buildings and grounds; administer the operation and maintenance of all Village owned property, lands, buildings and equipment and all public ways, ditches, drains, sewer systems and construction or improvements undertaken either directly or indirectly by the Village.

13) Prepare periodic and special reports concerning activities and programs of the Village.
14) Hear, discuss, and investigate citizen and other complaints as necessary.
15) Make presentations and confer, on behalf of the Village, with the general public and representatives of other public and private agencies.
16) Conduct staff meetings.
17) Work with various Village Board Committees to develop program goals and objectives for departments and the Village.
18) Perform research and develop plans for new and innovative approaches for municipal services.
19) Responsible for risk management and Village-wide safety programs, working with the Village's insurance carrier and consultants.
20) Coordinate all legal matters affecting the Village.
21) Coordinate all engineering matters for the Village.
22) Assist in the long-term planning of the Village related to land use and financial matters.
23) Approve, along with the Village Board President, agendas for all official meetings.

Public Works/Sanitary

1. Oversee day to day operations within the departments including but not limited to: road repair, snow removal, parks maintenance, building maintenance, testing, sanitary calls for service, and personnel matters.
2. Shall hold all required licensure in accordance with the DNR requirements for Wastewater operations.
3. Shall be responsible for adhering to the Wastewater permit and the reporting and testing requirements within.
4. Shall be responsible for any and all DPW reports and grants on an annual basis.
5. Shall train staff on work related tasks, operation of equipment, safety protocols, and emergency response.
6. Coordinate with other staff on engineering matters.
7. May be required to sit, stand, bend, or lift up to 50lbs.
8. Job functions are mainly in an office setting, but may be required to operate in various outdoor weather conditions as needed.
9. May be required to operate equipment
10. CDL is required
11. May be required to work outside of normal working hours.

Personnel.

The Village Administrator shall:

1) Be entitled to the cooperation and assistance of all officers and employees of the Village so that the affairs of the Village will be most economically and harmoniously administered.
2) Act as personnel officer for the Village; recommend salary and wage scales and working conditions for those officers, officials or employees; develop job classifications and periodically evaluate job classifications; perform employee evaluations; and, when necessary, formulate and propose new job classifications.
3) Except as otherwise required by state statute or local ordinance, recommend to the Village Board the appointment, suspension or removal of employees of the Village; take warning or disciplinary action on non-statutory employees; and permit suspension of employees for a maximum of three days only with Village Board action. However, neither statutory officers nor the Village Attorney may be appointed, suspended or removed except by action of the Village Board.
4) Submit to the board a plan of administration and procedure, including an organizational chart. Such plan shall be so construed as to define authority and responsibility as clearly as possible. Upon approval by the Village Board, such plan and amendments and changes of such plan and amendments shall constitute the official administrative and organizational plan.

Budgets and purchasing.

The Village Administrator shall:

1) Prepare annually and submit to the Village Board a budget of anticipated income and expenditures for the ensuing fiscal year, and supervise and control the expenditures of money and the administration of such budget as adopted.
2) Subject to the limitations contained in Wis. Stats. 61.55, purchase on behalf of Village, supplies and services in the sum of the budgeted amounts not to exceed $2,500 without prior approval of the Village Board.
3) Delegate the authority to make purchases to department heads for operating supplies, provided proper purchase order forms are prepared and circulated and the purchase is of sufficient urgency to make it impractical to follow regular procedure and the purchase amount is within the departmental operating budget for the fiscal year.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of municipal government and financial administration; good knowledge of sources of information related to problems of local government; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with Village Board, department heads, as well as with all employees and the general public; possess tact and courtesy as well as good professional judgement. Computer literate and skilled using Microsoft Office; and able to read as well as understand diagrams, maps, blueprints and GIS mapping systems.

DESIRED EXPERIENCE AND TRAINING

Extensive experience in municipal government and/ or graduation from a college or university of recognized standing with major course work in public administration or related field. Equivalent combination of experience and training which provides the required knowledge, skills and ability to effectively carry out the duties of the position. Membership in the International City Manager's Association is desired.

PHYSICAL DEMANDS

The physical demands described here 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 frequently required to sit, talk or hear, use hands to finger, handle, feel or operate objects, keyboards, calculators, or controls; and reach with hands and arms, bend, twist, lift, and carry. The employee is occasionally required to walk or move about a room, the building, or the community including travel by automobile. Occasional local and overnight travel for meetings, conferences and training as well as evening meeting attendance is required. The employee may also work in all climate conditions and work environments as required for the public works portion of their duties.

The employee must occasionally lift and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily an office setting with some work outdoors in varying climate conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level. At times the employee will be working alone.

Village of Newburg
Clerk / Treasurer Job Description

General Summary: The Clerk / Treasurer, under the supervision of the Administrator, is responsible for assisting with budgeting, accounting, cash management, elections and administrative assistance. This full-time position is also responsible for performing all the functions of the Administrator/ DPW Director in their absence.

Treasurer's Functions and Duties:

- Collect tax payments, issue refunds of overpayments of taxes.
- Balance tax collections and prepare tax collection reports.
- Make required payments to all taxing jurisdictions (Counties, School Districts, Village, etc.) by the due dates.
- Collect delinquent personal property taxes.
- Comply with mandates and processes as required by law and directed by the Washington and Ozaukee County Treasurers, and the Wisconsin Department of Revenue.
- Conduct banking transactions and reconcile accounts monthly for the Village and Sanitary funds.
- Deposit all collected monies as soon as practical, but no less than once a week, in the correct accounts for the Village and Sanitary funds.
- Enter bills into financial software and process disbursements for approval at the first Village Board meeting of the month.
- Process loan payments by their due dates.
- Transfer required funds to the checking account from the appropriate savings account prior to disbursements of loan payments.
- Collect, review, and enter all timecard and payroll data, and process paychecks for approval at the first Village Board meeting of the month.
- Prepare and file all payroll related withholding tax and forms, including W-3 and W-2's, by the required due dates.
- Prepare and file Form 1096 and all 1099's by the required due dates.
- Prepare all sanitary bills in a timely manner to be mailed on the last day of each quarter.
- Collect and post all sanitary payments, adding late fees when necessary.
- Maintain records to insure that sanitary payments have been posted accurately and are in balance.
- Prepare a listing of all delinquent sanitary amounts, and any other special assessments, to be forwarded to the two counties for inclusion on the property tax bills by mid-November.
- Collect all applications and fees for dog licenses, building permits, bartender/operator licenses, liquor/beer licenses, verify for completeness and maintain records to insure accuracy.
- Assist Administrator with budgeting and provide needed reports as requested.
- Enter approved budgets into financial software.
- Prepare comparative financial statements monthly, including a Profit and Loss Statement showing budget to actual, to be given to the Village Board.
- Work with the auditors to facilitate the annual audit.
- Attend the annual Treasurer's Institute at UWGB for Treasurer Certification.
- Complete and file Form C or review if filed by village auditors.

Clerk Functions and Duties:

- Preparing agendas and other notices, and posting them in the Village, on the website and in the newspaper as required.

- Attend all Village Board and committee meetings as needed, and keep a complete and accurate record of those proceedings.
- Attend meetings as directed by the Administrator.
- Attend and achieve completion of the Clerks institute.
- Attend any trainings from either county for Tax payment collection or elections.
- Issue absentee ballots as needed.
- Work with Election inspectors for training and staffing of poll workers.
- Work with Administrator on any Open Records Requests.
- Attend WisVote training and maintain certification to complete all election work.
- Have a working knowledge of the Clerk's duties in accordance with Wisconsin State Statute and Village of Newburg code of ordinances.

Other Duties:

- Perform routine tasks such as answering phones, assisting the public, photocopying and typing.
- Interact/communicate with public officials at all levels of government.
- Maintain office supplies.
- Publish Bridges newsletter quarterly for the Village including any item submitted by residents that might be of interest to the residents, such as Trick or Treat date and time, car show, and Rummage Map.
- Assist Police Department with clerical work as needed.
- Other duties as assigned.

Essential knowledge, skill and abilities:

- Proficient in Government Fund Accounting, Excel, Word and Internet Explorer.
- Good problem solving skills and initiative to perform tasks without direct supervision or direction.
- Strong listening, verbal and written communication and organizational skills.
- Ability to establish and maintain effective working relationships with Village Board, other Village officials and employees as well as the general public.
- Possess and use tact, courtesy and good professional judgment.
- Available to attend evening meetings both scheduled regular meetings as well as specially scheduled meetings.
- Strong attention to detail.
- Ability to deal with various personalities in a variety of situations.
- Hold and maintain a valid Wisconsin driver's license.

Desired experience and training:

- Associate degree in accounting.
- 5+ years of office accounting and/or bookkeeping.
- WisVote election database entry.
- Experience in public sector accounting, accrual and modified accrual basis.
- Previous experience as a Municipal Clerk/Deputy Clerk and/or Municipal Treasurer/Deputy Treasurer.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to walk; climb stairs; carry medium heavy objects (up to 25 pounds); lift on and off shelves, including overhead, medium heavy objects; attend meetings after normal business hours in the evening; work extended hours on an election day; type and read on a personal computer as well as operate a 10-key calculator; talk and hear; specific vision abilities include close vision and ability to adjust focus when reading and entering data.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily a year-round indoor setting. This includes occasional work outdoors going to and from the bank, Post Office and County Offices. Most work is indoors in an office with the heat/air set in a range of 68 – 72 degrees relatively free of dust and dirt. Tasks are normally performed on the first floor however the majority of documents being retained for retention per Wisconsin State Statute are stored in a lower level basement without elevator access. This work environment has a low to moderate noise level. On occasion the employee will be working alone without direct supervision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Village of Newburg, Wisconsin

File No. 2023-XX[29]

Resolution Adopting the Village of Newburg Organizational Chart for Management of the Village

WHEREAS, the Village of Newburg recognizes the need for an Organizational Chart establishing an employee personnel policy and wishes to provide equal opportunity in employment practices to all qualified employees and applicants for employment; and

WHEREAS, written policies increase the understanding of Village policies and help to ensure uniformity though out the Village organization; and

WHEREAS, the Village Administrator has recommended a Organizational updates to the Newburg Organizational Chart for Management of the Village and has collaborated with employees and trustees to develop a current chart for adoption; and now therefore,

BE IT RESOLVED, the Board of Trustees hereby approves the revision of the document, hereby called "Newburg Organizational Chart", incorporating all changes and amendments published and not otherwise modified though this day, while reserving the right to make further modifications by resolution of the Board of Trustees, and

BE IT RESOLVED, the adoption of the revised Newburg Organizational Chart shall not supersede any provisions of any existing employee contracts to the employee's detriment; and

---

Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____	_____
David DeLuka, Village President	Deanna Alexander, Clerk

Village of Newburg
Bridging the Past and the Future 1848

Organizational Chart

Electors
(Newburg Voters)

BOARD OF TRUSTEES

- **Trustee** Bill Sackett — Term End April 2025
- **Trustee** Paul Zimdars — Term End April 2025
- **Trustee** Mike Heili — Term End April 2025
- **Village President** Dave DeLuka — Term End April 2025
- **Trustee** Kevin Kohn — Term End April 2024
- **Trustee** Brooke Stangel — Term End April 2024
- **Trustee** Mike Enright — Term End April 2024

Administration

Administrator/DPW Director
Nate Wendelborn (1.0 FTE)

Clerk / Treasurer
Brandy Loveland (1.0FTE)

Deputy Clerk / Deputy Treasurer
(0.5 FTE)

Election Staff
Chief Inspector: Tom Zajdel
Chief Inspector: Barb DeLuka
5-10 additional poll workers

DPW

Public Works

DPW Lead- Duane Bernard (1.0 FTE)
1 PT (0.25 FTE)

Sanitary

1 part-time workers
(.25 FTE)

Building Inspector Zoning Admin. Em. Mgmt. Director

Walter Groteluesch
Deputy Em. Mgmg: Tom Zajdel

Police

Chief of Police
Mike Foeger (.3 FTE)

Captain (.2 FTE)
4-5 Officers (.6 FTE)
2 Clerical (.06 FTE)

Other Government Bodies Confirmed by or Advising the Board of Trustees
- -Plan Commission
- -Board of Review
- -Police Commission
- -Board of Zoning Appeals
- -Admin. Review Appeals Board
- -Emergency Mgmt. Committee

Updated 2023-09-05

Village of Newburg, Wisconsin

File No. 2023-XX[30]

Resolution Adopting a Job Description for the Position of Deputy Clerk / Deputy Treasurer

WHEREAS, the Village of Newburg recognizes the need for job descriptions establishing an employee's job duties and wishes to provide equal opportunity in employment practices to all qualified employees; and

WHEREAS, written job descriptions increase the understanding of Village expectations of employees and help to ensure uniformity though out the Village organization; and

WHEREAS, the Village Administrator has recommended updates to the Job Description for the Position of Deputy Clerk / Deputy Treasurer and has collaborated with employees and trustees to develop these updates; and now therefore,

BE IT RESOLVED, the Board of Trustees hereby approves the revision of the document, hereby called "Deputy Clerk / Deputy Treasurer Job Description", incorporating all changes and amendments published and not otherwise modified though this day, while reserving the right to make further modifications by resolution of the Board of Trustees, and

BE IT RESOLVED, the adoption of the revised Deputy Clerk / Deputy Treasurer Job Description shall not supersede any provisions of any existing employee contracts to the employee's detriment; and

---

Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____	_____
David DeLuka, Village President	Deanna Alexander, Clerk

Village of Newburg
Deputy Clerk /Deputy Treasurer Job Description

General Summary: The Deputy Treasurer/Deputy Clerk, under the supervision of the Clerk/ Treasurer and the Village Administrator, is responsible for assisting with budgeting, accounting, cash management, elections and administrative assistance. This part- time position is also responsible for performing all the functions of the Treasurer/ Clerk in their absence.

Deputy Treasurer's Functions and Duties:

- Collect tax payments.
- Collect delinquent personal property taxes.
- Comply with mandates and processes as required by law and directed by the Washington and Ozaukee County Treasurers, and the Wisconsin Department of Revenue.
- Conduct banking transactions and reconcile accounts monthly for the Village and Sanitary funds.
- Deposit all collected monies as soon as practical, but no less than once a week, in the correct accounts for the Village and Sanitary funds.
- Enter bills into financial software and process disbursements for approval by the Treasurer/ Clerk.
- Process loan payments by their due dates.
- Transfer required funds to the checking account from the appropriate savings account prior to disbursements of loan payments.
- Collect, review, and enter all timecard and payroll data, and process paychecks for approval.
- Prepare and file all payroll related withholding tax and forms, including W-3 and W-2's, by the required due dates.
- Prepare all sanitary bills in a timely manner to be mailed on the last day of each quarter.
- Collect and post all sanitary payments, adding late fees when necessary.
- Maintain records to insure that sanitary payments have been posted accurately and are in balance.
- Prepare a listing of all delinquent sanitary amounts, and any other special assessments, to be forwarded to the two counties for inclusion on the property tax bills by mid-November.
- Collect all applications and fees for dog licenses, building permits, bartender/operator licenses, liquor/beer licenses, verify for completeness and maintain records to insure accuracy.
- Enter approved budgets into financial software.

Deputy Clerk Functions and Duties:

- Assist in preparing agendas and other notices, and posting them in the Village, on the website and in the newspaper as required.
- Attend Village Board and committee meetings as needed, and keep a complete and accurate record of those proceedings.
- Attend meetings as directed by the Administrator or Clerk.
- Assist with elections as directed by the Clerk.
- Attend WisVote training and maintain certification to assist with election work.
- Have a working knowledge of the Clerk's duties to act as the Clerk in their absence in accordance with Wisconsin State Statute and Village of Newburg code of ordinances.

Other Duties:

- Perform routine tasks such as answering phones, assisting the public, photocopying and typing.
- Interact/communicate with public officials at all levels of government.
- Maintain office supplies.

- Publish Bridges newsletter quarterly for the Village including any item submitted by residents that might be of interest to the residents.
- Maintain the Community Center rental inquiries, contracts, calendar and events.
- Cleaning Duties as required with Village Hall or the Community Center.
- Assist Police Department with clerical work as needed.

Essential knowledge, skill and abilities:

- Proficient in Government Fund Accounting, Excel, Word and Internet Explorer.
- Good problem solving skills and initiative to perform tasks without direct supervision or direction.
- Strong listening, verbal and written communication and organizational skills.
- Ability to establish and maintain effective working relationships with Village Board, other Village officials and employees as well as the general public.
- Possess and use tact, courtesy and good professional judgment.
- Available to attend evening meetings both scheduled regular meetings as well as specially scheduled meetings.
- Strong attention to detail.
- Ability to deal with various personalities in a variety of situations.
- Hold and maintain a valid Wisconsin driver's license.

Desired experience and training:

- 2+ years of office accounting and/or bookkeeping.
- WisVote election database entry.
- Experience in public sector accounting, accrual and modified accrual basis.
- Previous experience as a Municipal Clerk/Deputy Clerk and/or Municipal Treasurer/Deputy Treasurer.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to walk; climb stairs; carry medium heavy objects (up to 25 pounds); lift on and off shelves, including overhead, medium heavy objects; attend meetings after normal business hours in the evening; work extended hours on an election day; type and read on a personal computer as well as operate a 10-key calculator; talk and hear; specific vision abilities include close vision and ability to adjust focus when reading and entering data.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily a year-round indoor setting. This includes occasional work outdoors going to and from the bank, Post Office and County Offices. Most work is indoors in an office with the heat/air set in a range of 68 – 72 degrees relatively free of dust and dirt. Tasks are normally performed on the first floor however the majority of documents being retained for retention per Wisconsin State Statute are stored in a lower level basement without elevator access. This work environment has a low to moderate noise level. On occasion the employee will be working alone without direct supervision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Village of Newburg, Wisconsin

File No. 2023-XX[31]

Resolution Adopting a Job Description for the Position of Clerk / Treasurer

WHEREAS, the Village of Newburg recognizes the need for job descriptions establishing an employee's job duties and wishes to provide equal opportunity in employment practices to all qualified employees; and

WHEREAS, written job descriptions increase the understanding of Village expectations of employees and help to ensure uniformity though out the Village organization; and

WHEREAS, the Village Administrator has recommended updates to the Job Description for the Position of Clerk / Treasurer and has collaborated with employees and trustees to develop these updates; and now therefore,

BE IT RESOLVED, the Board of Trustees hereby approves the revision of the document, hereby called "Clerk / Treasurer Job Description", incorporating all changes and amendments published and not otherwise modified though this day, while reserving the right to make further modifications by resolution of the Board of Trustees, and

BE IT RESOLVED, the adoption of the revised Clerk / Treasurer Job Description shall not supersede any provisions of any existing employee contracts to the employee's detriment; and

---

Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____ _____

David DeLuka, Village President Deanna Alexander, Clerk

Village of Newburg
Clerk / Treasurer Job Description

General Summary: The Clerk / Treasurer, under the supervision of the Administrator, is responsible for assisting with budgeting, accounting, cash management, elections and administrative assistance. This full-time position is also responsible for performing all the functions of the Administrator/ DPW Director in their absence.

Treasurer's Functions and Duties:

- Collect tax payments, issue refunds of overpayments of taxes.
- Balance tax collections and prepare tax collection reports.
- Make required payments to all taxing jurisdictions (Counties, School Districts, Village, etc.) by the due dates.
- Collect delinquent personal property taxes.
- Comply with mandates and processes as required by law and directed by the Washington and Ozaukee County Treasurers, and the Wisconsin Department of Revenue.
- Conduct banking transactions and reconcile accounts monthly for the Village and Sanitary funds.
- Deposit all collected monies as soon as practical, but no less than once a week, in the correct accounts for the Village and Sanitary funds.
- Enter bills into financial software and process disbursements for approval at the first Village Board meeting of the month.
- Process loan payments by their due dates.
- Transfer required funds to the checking account from the appropriate savings account prior to disbursements of loan payments.
- Collect, review, and enter all timecard and payroll data, and process paychecks for approval at the first Village Board meeting of the month.
- Prepare and file all payroll related withholding tax and forms, including W-3 and W-2's, by the required due dates.
- Prepare and file Form 1096 and all 1099's by the required due dates.
- Prepare all sanitary bills in a timely manner to be mailed on the last day of each quarter.
- Collect and post all sanitary payments, adding late fees when necessary.
- Maintain records to insure that sanitary payments have been posted accurately and are in balance.
- Prepare a listing of all delinquent sanitary amounts, and any other special assessments, to be forwarded to the two counties for inclusion on the property tax bills by mid-November.
- Collect all applications and fees for dog licenses, building permits, bartender/operator licenses, liquor/beer licenses, verify for completeness and maintain records to insure accuracy.
- Assist Administrator with budgeting and provide needed reports as requested.
- Enter approved budgets into financial software.
- Prepare comparative financial statements monthly, including a Profit and Loss Statement showing budget to actual, to be given to the Village Board.
- Work with the auditors to facilitate the annual audit.
- Attend the annual Treasurer's Institute at UWGB for Treasurer Certification.
- Complete and file Form C or review if filed by village auditors.

Clerk Functions and Duties:

- Preparing agendas and other notices, and posting them in the Village, on the website and in the newspaper as required.

- Attend all Village Board and committee meetings as needed, and keep a complete and accurate record of those proceedings.
- Attend meetings as directed by the Administrator.
- Attend and achieve completion of the Clerks institute.
- Attend any trainings from either county for Tax payment collection or elections.
- Issue absentee ballots as needed.
- Work with Election inspectors for training and staffing of poll workers.
- Work with Administrator on any Open Records Requests.
- Attend WisVote training and maintain certification to complete all election work.
- Have a working knowledge of the Clerk's duties in accordance with Wisconsin State Statute and Village of Newburg code of ordinances.

Other Duties:

- Perform routine tasks such as answering phones, assisting the public, photocopying and typing.
- Interact/communicate with public officials at all levels of government.
- Maintain office supplies.
- Publish Bridges newsletter quarterly for the Village including any item submitted by residents that might be of interest to the residents, such as Trick or Treat date and time, car show, and Rummage Map.
- Assist Police Department with clerical work as needed.
- Other duties as assigned.

Essential knowledge, skill and abilities:

- Proficient in Government Fund Accounting, Excel, Word and Internet Explorer.
- Good problem solving skills and initiative to perform tasks without direct supervision or direction.
- Strong listening, verbal and written communication and organizational skills.
- Ability to establish and maintain effective working relationships with Village Board, other Village officials and employees as well as the general public.
- Possess and use tact, courtesy and good professional judgment.
- Available to attend evening meetings both scheduled regular meetings as well as specially scheduled meetings.
- Strong attention to detail.
- Ability to deal with various personalities in a variety of situations.
- Hold and maintain a valid Wisconsin driver's license.

Desired experience and training:

- Associate degree in accounting.
- 5+ years of office accounting and/or bookkeeping.
- WisVote election database entry.
- Experience in public sector accounting, accrual and modified accrual basis.
- Previous experience as a Municipal Clerk/Deputy Clerk and/or Municipal Treasurer/Deputy Treasurer.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to walk; climb stairs; carry medium heavy objects (up to 25 pounds); lift on and off shelves, including overhead, medium heavy objects; attend meetings after normal business hours in the evening; work extended hours on an election day; type and read on a personal computer as well as operate a 10-key calculator; talk and hear; specific vision abilities include close vision and ability to adjust focus when reading and entering data.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily a year-round indoor setting. This includes occasional work outdoors going to and from the bank, Post Office and County Offices. Most work is indoors in an office with the heat/air set in a range of 68 – 72 degrees relatively free of dust and dirt. Tasks are normally performed on the first floor however the majority of documents being retained for retention per Wisconsin State Statute are stored in a lower level basement without elevator access. This work environment has a low to moderate noise level. On occasion the employee will be working alone without direct supervision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Village of Newburg, Wisconsin

File No. 2023-XX[34]

Resolution Adopting a Job Description for the Position of Administrator / DPW Director

WHEREAS, the Village of Newburg recognizes the need for job descriptions establishing an employee's job duties and wishes to provide equal opportunity in employment practices to all qualified employees; and

WHEREAS, written job descriptions increase the understanding of Village expectations of employees and help to ensure uniformity though out the Village organization; and

WHEREAS, the Village Administrator has recommended updates to the Job Description for the Position of Administrator / DPW Director and has collaborated with employees and trustees to develop these updates; and now therefore,

BE IT RESOLVED, the Board of Trustees hereby approves the revision of the document, hereby called "Administrator / DPW Director Job Description", incorporating all changes and amendments published and not otherwise modified though this day, while reserving the right to make further modifications by resolution of the Board of Trustees, and

BE IT RESOLVED, the adoption of the revised Administrator / DPW Director Job Description shall not supersede any provisions of any existing employee contracts to the employee's detriment; and

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Adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, and recorded this 14nd day of September, 2023.

_____	_____
David DeLuka, Village President	Deanna Alexander, Clerk

VILLAGE ADMINISTRATOR/DPW Director

Functions, duties and powers.

a) The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village shall be the Chief Administrative Officer of the Village, responsible only to the Village Board for the proper administration of the business and affairs of the Village pursuant to the State statutes, ordinances of the Village and direction of the Village Board.
b) The Village Administrator may examine or inquire into the affairs or operations of any Village department.
c) The Village Administrator shall:
    1) Coordinate the administrative activities of Village departments.
    2) Establish such methods of handling details of administration, including all employees, who will, in his/her opinion, best promote efficiency in municipal government.
    3) Stay informed on the latest County, State and Federal legislation and the availability of obtaining funds from such sources.
    4) Meet regularly with the Village Board President.
    5) Attend all Village Board meetings, unless excused by the Village Board President, committee meetings as needed or whose membership appointed, and make recommendations from time to time for improving the quality and efficiency of service performed by the Village.
    6) Effectuate all actions of the Village Board which require administrative action and report any problems or difficulties to the board.
    7) Report to the Village Board at such times as the board may require, keeping the board apprised of the nature and reason for actions taken by him/her.
    8) Serve as press liaison for the Village. As such, he/she shall be the spokesperson on all matters within his/her authority and responsibility and shall ensure that the news media are kept fully informed about the operations of the Village.
    9) Represent the Village in intergovernmental and legislative functions.
    10) See that all Village ordinances and resolutions are efficiently and equally enforced.
    11) Supervise the bookkeeping and accounting systems in all departments so as to increase the efficiency of the operations of each.
    12) Oversee all Village owned buildings and grounds; administer the operation and maintenance of all Village owned property, lands, buildings and equipment and all public ways, ditches, drains, sewer systems and construction or improvements undertaken either directly or indirectly by the Village.

13) Prepare periodic and special reports concerning activities and programs of the Village.
14) Hear, discuss, and investigate citizen and other complaints as necessary.
15) Make presentations and confer, on behalf of the Village, with the general public and representatives of other public and private agencies.
16) Conduct staff meetings.
17) Work with various Village Board Committees to develop program goals and objectives for departments and the Village.
18) Perform research and develop plans for new and innovative approaches for municipal services.
19) Responsible for risk management and Village-wide safety programs, working with the Village's insurance carrier and consultants.
20) Coordinate all legal matters affecting the Village.
21) Coordinate all engineering matters for the Village.
22) Assist in the long-term planning of the Village related to land use and financial matters.
23) Approve, along with the Village Board President, agendas for all official meetings.

Public Works/Sanitary

1. Oversee day to day operations within the departments including but not limited to: road repair, snow removal, parks maintenance, building maintenance, testing, sanitary calls for service, and personnel matters.
2. Shall hold all required licensure in accordance with the DNR requirements for Wastewater operations.
3. Shall be responsible for adhering to the Wastewater permit and the reporting and testing requirements within.
4. Shall be responsible for any and all DPW reports and grants on an annual basis.
5. Shall train staff on work related tasks, operation of equipment, safety protocols, and emergency response.
6. Coordinate with other staff on engineering matters.
7. May be required to sit, stand, bend, or lift up to 50lbs.
8. Job functions are mainly in an office setting, but may be required to operate in various outdoor weather conditions as needed.
9. May be required to operate equipment
10. CDL is required
11. May be required to work outside of normal working hours.

Personnel.

The Village Administrator shall:

1) Be entitled to the cooperation and assistance of all officers and employees of the Village so that the affairs of the Village will be most economically and harmoniously administered.
2) Act as personnel officer for the Village; recommend salary and wage scales and working conditions for those officers, officials or employees; develop job classifications and periodically evaluate job classifications; perform employee evaluations; and, when necessary, formulate and propose new job classifications.
3) Except as otherwise required by state statute or local ordinance, recommend to the Village Board the appointment, suspension or removal of employees of the Village; take warning or disciplinary action on non-statutory employees; and permit suspension of employees for a maximum of three days only with Village Board action. However, neither statutory officers nor the Village Attorney may be appointed, suspended or removed except by action of the Village Board.
4) Submit to the board a plan of administration and procedure, including an organizational chart. Such plan shall be so construed as to define authority and responsibility as clearly as possible. Upon approval by the Village Board, such plan and amendments and changes of such plan and amendments shall constitute the official administrative and organizational plan.

Budgets and purchasing.

The Village Administrator shall:

1) Prepare annually and submit to the Village Board a budget of anticipated income and expenditures for the ensuing fiscal year, and supervise and control the expenditures of money and the administration of such budget as adopted.
2) Subject to the limitations contained in Wis. Stats. 61.55, purchase on behalf of Village, supplies and services in the sum of the budgeted amounts not to exceed $2,500 without prior approval of the Village Board.
3) Delegate the authority to make purchases to department heads for operating supplies, provided proper purchase order forms are prepared and circulated and the purchase is of sufficient urgency to make it impractical to follow regular procedure and the purchase amount is within the departmental operating budget for the fiscal year.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices of municipal government and financial administration; good knowledge of sources of information related to problems of local government; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with Village Board, department heads, as well as with all employees and the general public; possess tact and courtesy as well as good professional judgement. Computer literate and skilled using Microsoft Office; and able to read as well as understand diagrams, maps, blueprints and GIS mapping systems.

DESIRED EXPERIENCE AND TRAINING

Extensive experience in municipal government and/ or graduation from a college or university of recognized standing with major course work in public administration or related field. Equivalent combination of experience and training which provides the required knowledge, skills and ability to effectively carry out the duties of the position. Membership in the International City Manager's Association is desired.

PHYSICAL DEMANDS

The physical demands described here 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 frequently required to sit, talk or hear, use hands to finger, handle, feel or operate objects, keyboards, calculators, or controls; and reach with hands and arms, bend, twist, lift, and carry. The employee is occasionally required to walk or move about a room, the building, or the community including travel by automobile. Occasional local and overnight travel for meetings, conferences and training as well as evening meeting attendance is required. The employee may also work in all climate conditions and work environments as required for the public works portion of their duties.

The employee must occasionally lift and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily an office setting with some work outdoors in varying climate conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level. At times the employee will be working alone.

CURRENT PAY RANGES

Village of Newburg, Wisconsin

ADOPTED IN 2022

File No. 2022-01

A RESOLUTION ESTABLISHING EMPLOYEE PAY RANGES

WHEREAS the Village Board of the Village of Newburg, Ozaukee and Washington Counties, Wisconsin; ("the village") in 2019 began a system allowing for pay "ranges" for each position; and

WHEREAS, compensation is reviewed on occasion and adjustment are made based on recommendations by the Administrator and employee's supervisors, and in consultation with the Personnel & Finance Chair as may be appropriate; and

WHEREAS, compensation for elected officials, by state statute, may not be changed during the time one is serving a term, and instead must be determined prior to the first day to circulate nomination papers for the election of the position; and

WHEREAS, the below resolved pay ranges update existing parameters to account for inflationary adjustments and alignment with the Administrator's and Village President's goals to provide staff with competitive wages, and to allow performance-based wage adjustments documented with formal written performance reviews, while allowing department heads to allocate their budgets, hours, and spending according to their management of their department's resources; and

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees ordains that the following new pay scale overrides the rates established in File 2020-24 and is hereby adopted effective upon passage and posting, as follows:

Elected Officials:

Village President: *Part-time, elected.*	*$4,400/yr*	*($1,100/qtr)*
Trustee: *Part-time, elected before April 1, 2021.*	*$1,750/yr*	*($437.50/qtr)*
Trustee: *Part-time, elected after April 1, 2021.*	*$1,800/yr*	*($450.00/qtr)*

Administrative / Village Hall:

Administrator / Clerk / Treasurer: *Full-time, salaried, per contract.*

2022: $75,000 per year plus stipend.

2023: $77,250 per year plus stipend.

Deputy Clerk / Deputy Treasurer: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$17.00/hr	$21.00/hr	$25.00/hr

File Clerk: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

Office Cleaner: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

<u>Department of Public Works:</u>

Director: *Full-time, salaried, overseeing Public Works & Sanitary.*

Minimum	Midpoint	Maximum
$48,880/yr	$59,440/yr	$70,000/yr

Public Works / Sanitary Sewer Lead Worker: *Full or Part-time, hourly.*

Minimum	Midpoint	Maximum
$19.00/hr	$22.00/hr	$26.00/hr

Public Works / Sanitary Sewer General Laborer Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$15.00/hr	$18.00/hr	$22.00/hr

Public Works / Sanitary Sewer General Laborer Non-Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$12.00/hr	$14.00/hr	$16.00/hr

DPW Snow-Plow Driver Time: $26.00/hr. for hourly employees.

Sanitary Sewer Advisory Operator: *Part-time, hourly, consulting basis.*

Minimum	Midpoint	Maximum
$22.00/hr	$26.00/hr	$30.00/hr

<u>Law Enforcement:</u>

Police Chief: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$25.00/hr	$27.75/hr	$30.50/hr

Police Captain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$22.00/hr	$25.75/hr	$29.50/hr

Police Officer: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$20.50/hr	$23.50/hr	$26.50/hr

Police Chaplain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$20.00/hr	$22.50/hr	$25.00/hr

Police Clerk / Secretary: *Part-time hourly.*

Minimum	Midpoint	Maximum
$15.50/hr	$18.00/hr	$20.50/hr

Election Workers:

Chief Inspector: *Part-time, hourly, and seasonal.* $13.50/hr

Election Worker Experienced: *Part-time, hourly, and seasonal.* $11.00/hr

Election Worker New: *Part-time, hourly, seasonal, 1st or 2nd election.* $ 9.00/hr

Other Village Positions:

Zoning Administrator: *Part-time, as needed.* $300 per quarter plus $25/hr

The Zoning Administrator shall be paid a stipend of $300 per quarter to compensate for the short phone calls lasting 10 minutes or less or similar conversations that may come up regarding zoning administration, and for reporting as needed at BOT or COW meetings. The rate of $25 per hour will be invoiced quarterly to the village for time spent on zoning matters where the conversation or activity lasts longer than 10 minutes, or involves Board of Zoning Appeals meetings or Plan Commission meetings on zoning matters.

Building Inspector: *Part-time as needed.*

60% of permit fees collected for residential or as subcontracted for commercial. Invoiced quarterly.

Emergency Government Coordinator: *Part-time, as needed.* $125/qtr

Deputy Emergency Govt. Coordinator: *Part-time, as needed.* $125/qtr

Citizen Members of Commissions: *Volunteer; may decline pmt.* $20/meeting

Mileage Reimbursement Current published IRS rates

Passed and adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, this _____ day of _____, 2022.

_____ _____

David DeLuka, Village President Deanna Alexander, Clerk

Village of Newburg, Wisconsin

File No. 2023-XX

A RESOLUTION ESTABLISHING EMPLOYEE PAY RANGES

WHEREAS the Village Board of the Village of Newburg, Ozaukee and Washington Counties, Wisconsin; ("the village") in 2019 began a system allowing for pay "ranges" for each position; and

WHEREAS, compensation is reviewed on occasion and adjustment are made based on recommendations by the Administrator and employee's supervisors, and in consultation with the Village President as may be appropriate; and

WHEREAS, compensation for elected officials, by state statute, may not be changed during the time one is serving a term, and instead must be determined prior to the first day to circulate nomination papers for the election of the position; and

WHEREAS, the below resolved pay ranges update existing parameters to account for inflationary adjustments and alignment with the Administrator's and Village President's goals to provide staff with competitive wages, and to allow performance-based wage adjustments documented with formal written performance reviews, while allowing department heads to allocate their budgets, hours, and spending according to their management of their department's resources; and

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees ordains that the following new pay scale overrides the rates established in previous files and is hereby adopted effective with all payments on or after January 1, 2024 for all positions except for elected officials as noted in relation to their respective election dates, and except for "Other Village Positions" of Emergency Management Director / Deputy, Zoning Administrator, and Building Inspector which shall be effective August 1, 2023 as follows:

<u>Elected Officials:</u>

Village President: *Part-time, elected.*	*$6,000/yr*
Trustee: *Part-time, elected <u>before</u> April 1, 2024.*	*$1,800/yr*
Trustee: *Part-time, elected <u>after</u> April 1, 2024.*	*$2,400/yr*

<u>Administrative / Village Hall:</u>

Administrator / Clerk / Treasurer: *Full-time, salaried, per contract.*

2023: $77,250 per year plus stipend.

2024: TBD per contract.

Deputy Clerk / Deputy Treasurer: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$18.00/hr	$22.00/hr	$26.00/hr

File Clerk: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

Office Cleaner: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

Department of Public Works:

Director: *Full-time, salaried, overseeing Public Works & Sanitary.*

Minimum	Midpoint	Maximum
$50,500/yr	$63,500/yr	$76,500/yr

Public Works / Sanitary Sewer Lead Worker: *Full or Part-time, hourly.*

Minimum	Midpoint	Maximum
$19.00/hr	$22.50/hr	$27.00/hr

Public Works / Sanitary Sewer General Laborer Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$16.00/hr	$20.00/hr	$24.00/hr

Public Works / Sanitary Sewer General Laborer Non-Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$12.50/hr	$14.50/hr	$16.50/hr

DPW Snow-Plow Driver Time: $26.00/hr. for hourly employees.

Sanitary Sewer Advisory Operator: *Part-time, hourly, consulting basis.*

Minimum	Midpoint	Maximum
$24.00/hr	$29.00/hr	$34.00/hr

Law Enforcement:

Police Chief: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$26.00/hr	$29.50/hr	$33.00/hr

Police Captain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$24.00/hr	$28.00/hr	$32.00/hr

Police Officer: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$22.00/hr	$25.25/hr	$28.50/hr

Police Chaplain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$20.00/hr	$22.50/hr	$25.00/hr

Police Clerk / Secretary: *Part-time hourly.*

Minimum	Midpoint	Maximum
$16.00/hr	$19.00/hr	$22.00/hr

Election Workers:

Chief Inspector: *Part-time, hourly, and seasonal.* $15.00/hr

Election Worker: *Part-time, hourly, and seasonal.* $11.00/hr

Other Village Positions:

Zoning Administrator: *Part-time, as needed.* $25.00/hr - $30.00/hr

Building Inspector: *Part-time as needed.* $25.00/hr - $30.00/hr

Emergency Government Coordinator: *Part-time, as needed.* $25.00/hr - $30.00/hr

Deputy Emergency Govt. Coordinator: *Part-time, as needed.* $25.00/hr - $30.00/hr

Mileage Reimbursement Current published IRS rates

Passed and adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, this _____ day of _____, 2023.

_____ _____

David DeLuka, Village President Deanna Alexander, Clerk

Village of Newburg, Wisconsin

File No. 2023-XX [35]

A RESOLUTION ESTABLISHING EMPLOYEE PAY RANGES
A substitute Resolution for file 2023-25 Establishing Employee pay ranges

WHEREAS the Village Board of the Village of Newburg, Ozaukee and Washington Counties, Wisconsin; ("the village") in 2019 began a system allowing for pay "ranges" for each position; and

WHEREAS, compensation is reviewed on occasion and adjustment are made based on recommendations by the Administrator and employee's supervisors, and in consultation with the Village President as may be appropriate; and

WHEREAS, compensation for elected officials, by state statute, may not be changed during the time one is serving a term, and instead must be determined prior to the first day to circulate nomination papers for the election of the position; and

WHEREAS, the below resolved pay ranges update existing parameters to account for inflationary adjustments and alignment with the Administrator's and Village President's goals to provide staff with competitive wages, and to allow performance-based wage adjustments documented with formal written performance reviews, while allowing department heads to allocate their budgets, hours, and spending according to their management of their department's resources; and

NOW, THEREFORE, BE IT RESOLVED that: The Board of Trustees ordains that the following new pay scale overrides the rates established in previous files and is hereby adopted effective with all payments on or after January 1, 2024 for all positions except for elected officials as noted in relation to their respective election dates, and except for "Other Village Positions" of Emergency Management Director / Deputy, Zoning Administrator, and Building Inspector which shall be effective August 1, 2023 as follows:

<u>Elected Officials:</u>

Village President: *Part-time, elected.*	*$4,400/yr*
Trustee: *Part-time, elected.*	*$1,800/yr*

<u>Administrative / Village Hall:</u>

Administrator / DPW Director: *Full-time, salaried, per contract.*

2024: $**XX.XX** per year.

Clerk / Treasurer: *Full-time, salaried.*

Minimum	Midpoint	Maximum
$60,000/yr	$65,000/yr	$70,000/yr

Deputy Clerk / Deputy Treasurer: Part-time, *hourly*

Minimum	Midpoint	Maximum
$18.00/hr	$22.00/hr	$26.00/hr

File Clerk: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

Office Cleaner: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$14.00/hr	$16.50/hr	$19.00/hr

Department of Public Works:

Director: *Full-time, salaried, overseeing Public Works & Sanitary.*

Minimum	Midpoint	Maximum
$50,500/yr	$63,500/yr	$76,500/yr

Public Works / Sanitary Sewer Lead Worker: *Full or Part-time, hourly.*

Minimum	Midpoint	Maximum
$19.00/hr	$22.50/hr	$27.00/hr

Public Works / Sanitary Sewer General Laborer Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$16.00/hr	$20.00/hr	$24.00/hr

Public Works / Sanitary Sewer General Laborer Non-Experienced: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$12.50/hr	$14.50/hr	$16.50/hr

DPW Snow-Plow Driver Time: $26.00/hr. for hourly employees.

Sanitary Sewer Advisory Operator: *Part-time, hourly, consulting basis.*

Minimum	Midpoint	Maximum
$24.00/hr	$29.00/hr	$34.00/hr

Law Enforcement:

Police Chief: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$26.00/hr	$29.50/hr	$33.00/hr

Police Captain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$24.00/hr	$28.00/hr	$32.00/hr

Police Officer: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$22.00/hr	$25.25/hr	$28.50/hr

Police Chaplain: *Part-time, hourly.*

Minimum	Midpoint	Maximum
$20.00/hr	$22.50/hr	$25.00/hr

Police Clerk / Secretary: *Part-time hourly.*

Minimum	Midpoint	Maximum
$16.00/hr	$19.00/hr	$22.00/hr

Election Workers:

Chief Inspector: *Part-time, hourly, and seasonal.* $15.00/hr

Election Worker: *Part-time, hourly, and seasonal.* $11.00/hr

Other Village Positions:

Zoning Administrator: *Part-time, as needed.* $40.00/hr - $50.00/hr

Building Inspector: *Part-time as needed.* $40.00/hr - $50.00/hr

Emergency Government Coordinator: *Part-time, as needed.* $125.00/ Qtr

Deputy Emergency Govt. Coordinator: *Part-time, as needed.* $125.00/Qtr

Mileage Reimbursement Current published IRS rates

Passed and adopted by the Village Board of the Village of Newburg, Washington and Ozaukee Counties, Wisconsin, this _____day of _____, 2023.

_____ _____

David DeLuka, Village President Deanna Alexander, Clerk