



Notice is hereby given according to State Statutes that the VILLAGE BOARD of the Village of Hobart will meet on Thursday June 29th 2023 at 6:00 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 22nd day of June, 2023 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village website.

MEETING NOTICE – VILLAGE BOARD (Special) (Amended)

Date/Time: Thursday June 29th 2023 (6:00 P.M.)

Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda
3. Pledge of Allegiance

4. NEW BUSINESS

A. DISCUSSION AND ACTION - Motion to rescind a main motion

Several Board members have officially asked that the previous June 20th action accepting the carpeting bid from Perock Flooring LLC (\$6,118.40) and the painting bid from CertaPro (\$6,786.30) be bought back before the Board.

*** B. DISCUSSION AND ACTION – Staff Resignation**

Erica Berger has submitted her resignation as Deputy Clerk-Treasurer. The Board is being asked to formally accept the resignation at this time.

C. DISCUSSION AND ACTION – To abolish the position of Clerk-Treasurer

The Board is being asked at this time to eliminate the position of Clerk-Treasurer.

D. DISCUSSION AND ACTION – To create the position of Village Clerk

The Board is being asked at this time to create the position of Village Clerk and post the position for acceptance of employment applications.

E. DISCUSSION AND ACTION – To create the position of Village Treasurer

The Board is being asked at this time to create the position of Village Treasurer and post the position for acceptance of employment applications.

5. ADJOURN

Aaron Kramer, Village Administrator

* - Added the amended agenda on Wednesday June 28th.

Village Board of Trustees: Richard Heidel (President), Tim Carpenter, David Dillenburg, Vanya Koepke, Tammy Zittlow

UPCOMING BOARD MEETINGS

* Wednesday July 5th 2023 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday July 18th 2023 (6:00 PM) – Regular Board Meeting at Village Office

Tuesday August 1st 2023 (6:00 PM) – Regular Board Meeting at Village Office

* - Moved due to Independence Day falling on Tuesday July 4th.

NOTE: Page numbers refer to the meeting packet. All agendas and minutes of Village meetings are online: www.hobart-wi.org. Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk-Treasurer's office at 920-869-1011 with as much advanced notice as possible. Notice is hereby given that action by the Board may be considered and taken on any of the items described or listed in this agenda. There may be Board members attending this meeting by telephone if necessary.

VILLAGE OF HOBART - VILLAGE CLERK

JOB SUMMARY: This full-time, salaried position performs a wide variety of duties and functions mostly related to the statutory duties of the position of Village Clerk. The position reports to the Village Administrator and is expected to always exercise independent judgment and be able to work with minimal supervision. This position will be responsible for human resources duties, elections management, licensing, permitting, and reporting, and must routinely interact with residents and members of the public in a courteous and respectful manner. Further, this position supervises the front office. This position requires some evening work to attend monthly board and committee meetings and on election days. This position requires discretion and confidentiality as it relates to village business and employee records.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are expected of this position.

Clerk:

- Elections Administration
- Village Record Keeper in Accordance with FOIA, Wisconsin State Law, and Village Policy
- Takes minutes at Village Board and Committee/Commission meetings
- Supervise and Oversee the Business Office
- Maintain Village Website
- Create and send the weekly email Newsletter
- Create and send the bi-monthly employee newsletter
- Annual and Monthly Reporting
- Assist the Village Administrator as required
- Maintain Village Code Book
- Coordinate with Contracted IT Services
- Letters of Specials
- Administer Licensing and Permit Applications
- Serve as a Notary Public

Human Resources:

- Benefits Administration (health insurance, life insurance, WRS)
- Onboard new employees
- Offboard terminated employees
- Maintain Village Policy Book and Personnel Manual

NOTE: Duties are not limited to those on the list above.

MINIMUM REQUIREMENTS

- High School Diploma, college degree in relevant field preferred
- 2 Years Office Experience, Local Government Experience Preferred
- Supervisory Experience Preferred
- Valid Driver's License
- Must be able to operate a computer and basic software
- Ability to become a notary public
- Completion of the Wisconsin Municipal Clerks Institute and Treasurer's Completion within first 5 years of employment (paid for by Village)

COMPENSATION AND BENEFITS: This is a full-time (40 hours/week) salaried position. The salary range for this position has been established at \$_____.

Eligible for Full Benefits: Health Insurance (including HRA and FSA), Dental/Vision Insurance, Life Insurance, Wisconsin Retirement System, Vacation Time, Sick Time, and Holiday Pay.

EQUAL OPPORTUNITY EMPLOYER: The Village of Hobart is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

VILLAGE OF HOBART - VILLAGE TREASURER

JOB SUMMARY: This full-time, salaried position performs a wide variety of duties and functions mostly related to the statutory duties of the position of Village Treasurer. The position reports to the Village Administrator and is expected to always exercise independent judgment and be able to work with minimal supervision. This position will be responsible for accounting duties, tax preparation and collection, reporting, and must routinely interact with residents and members of the public in a courteous and respectful manner. This position requires some evening work to attend monthly board and committee meetings as needed. This position requires discretion and confidentiality as it relates to village business and employee records.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are expected of this position.

Treasurer:

- Annual Property Tax Calculation and Reporting
- 1st Installment Property Tax Collection
- Assist the Financial Consultant as required
- Monthly and Annual Reporting
- Assist Village Administrator with Annual Budget Process
- Provide documentation for the Annual Audit
- Manage Village Debt Payments and Loan Invoices
- Accounts Receivable and Invoicing
- Receipting and Petty Cash Management
- Annual Special Charges on the Tax Roll
- Delinquent Personal Property Tax Collection
- Property Tax Collection
- Deposits as soon as practicable to the Village designated public depository.
- Conduct banking transactions with designated Village Investment pools and depositories.
- Co-sign checks for all funds disbursed.
- Assist Village Clerk as directed by Village Administrator
- Assist in the accounts payable process.
- Oversee ACH receipts/withdrawals and wire transfers.
- Monitor bank accounts.

Human Resources:

- Payroll Administration

NOTES: Duties are not limited to those on the list above.

MINIMUM REQUIREMENTS

- High School Diploma, college degree in relevant field preferred
- 2 Years Office Experience, Local Government Experience Preferred
- Supervisory Experience Preferred
- Valid Driver's License
- Must be able to operate a computer and basic software
- Ability to become a notary public

- Must be bondable
- Completion of the Wisconsin Municipal Treasurer Institute and Clerk's Completion within first 5 years of employment (paid for by Village)

COMPENSATION AND BENEFITS: This is a full-time (40 hours/week) salaried position. The salary range for this position has been established at \$_____.

Eligible for Full Benefits: Health Insurance (including HRA and FSA), Dental/Vision Insurance, Life Insurance, Wisconsin Retirement System, Vacation Time, Sick Time, and Holiday Pay.

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