



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, May 18, 2020
7:00 PM

- 1. Roll Call.**
- 2. Pledge of Allegiance.**
- 3. Comments from citizens present.** Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.
- 4. New Business.**
 - A. Discussion and necessary action on Town Hall staffing positions.
- 5. Discussion and necessary action to enter into Closed Session pursuant to Wisconsin Statute 19.85(1)(g),** conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically more specifically the arbitration between the Town of Lisbon and the Village of Sussex. Also pursuant to **Wisconsin Statute 19.85(1)(c),** considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically for pay negotiation for an Interim Administrator and the Town Clerk.
- 6. Discussion and necessary action to reconvene into Open Session for possible action on Closed Session deliberations.**
- 7. Adjournment.**

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
Town Administrator

NOTE: Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



Position Description

Department: Town Hall / Clerk's Office
Title: Town Treasurer
Reports To: Town Board

Purpose of Position

The purpose of this position is to perform the functions of the Town Treasurer as defined by State Statutes and Municipal Ordinance, including, but not limited to the proper administration of the financial affairs and fiscal records of the Town.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintenance of the accounting records for the Town, including but not limited to: general ledger, accounts payable, accounts receivable, invoice collections, balance ambulance billing, banking, cash management and investments, etc.
- Preparation of financial statements and state and federal reports.
- Administration of cash management functions; cash flow analysis, investments and reconciliation.
- Assist the Town Board, Administrator and department heads in preparing annual budgets and short-range and long-range financial plans budget.
- Keep the Town Board regularly informed about the activities of the Treasurer's office by oral or written reports at regular meetings of the Town Board.
- Preparation of the tax roll, tax billing and the collection of property taxes for the Town. Manage settlement process.
- Representation of the Town in state, regional and national organizations.
- Initiate proposals for debt financing and the administration of debt service calculations and payments.

- Performs other duties as circumstances may require at the direction of the Town Board or Town Administrator.
- Audit Preparation as required by the Town Auditor and Town Administrator.
- Maintain, regular, predictable, and punctual on-site attendance.

Additional Tasks and Responsibilities

- Bachelor's degree in Public Administration, Public Finance, Business Administration or related field preferred.
- At least one to two years professional experience in a financial capacity within municipal government, preferably as a treasurer or an deputy.

Essential Knowledge and Abilities

- Thorough knowledge of generally accepted accounting procedures, especially with regard to municipal finance.
- Working knowledge of municipal tax billing, collection and settlement procedures.
- Excellent time management skills; must be highly organized and exhibit keen administrative and management skill, especially in the area of cash management.
- Working knowledge of municipal accounting, budgeting and financial forecasting.
- Understanding of the payroll process; accounting, reporting and related fringe-benefits.
- Working Microsoft Office, financial software products, word processing, spreadsheet and database applications.
- Well-developed interpersonal and written communication skills.
- Ability to prepare financial statements and state and federal reports.
- Must be able to plan, prioritize, take initiative and meet deadlines.

- Demonstrate excellent customer service skills.
- High attention to detail is a must, along with the ability to multi-task.
- Strong written and oral communication skills are required.
- Must be bondable according to State Statutes.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan, requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instruction and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as billing statements, invoices, department forms, budgets, purchase orders, computer software operating manuals, maps, ordinances, resolutions, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with customers, Town employees and vendor representatives.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks may involve extended periods of time in a seated position and at a keyboard or workstation.
- Ability to exert light physical effort in sedentary to light work, but which may involve some bending, reaching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use and irate individuals may cause discomfort and poses a limited risk of injury.

Other Duties

Nothing in this job description limits the Town's right to assign or reassign duties and responsibilities to this job at any time. The job description may be changed at any time by the Town. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All essential functions must be performed in a manner satisfactory to the Town. The job description does not constitute an employment agreement between the Town and the employee and is subject to change by Town as the needs of the Town and requirements of the job change.

Equal Opportunity Employer

The Town of Lisbon is an Equal Opportunity Employer. The Town prohibits discrimination on the basis of race, color, national origin, religion, sex, age, disability, and any other characteristic protected by applicable state or federal law. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship on the Town, and encourage both prospective and current employees to discuss potential accommodations with the Town.

Revised: 2019-11-25

Approved: 2020-01-13

AMY BUCHMAN - TREASURER

GENERAL FUND (PRE-ALLOCATIONS)															
	2019 SALARY	\$	35,500												
2.0%	APPROVED INCREASE	\$	710												
	TOTAL APPROVED SALARY	\$	36,210												
	7.65% FICA	\$	2,770												
	6.75% WRS	\$	2,444												
	0% HEALTH	\$	-												
	0% DENTAL	\$	-												
	0% AD&D	\$	-												
\$ -	H.S.A.	\$	-												
	TOTAL BENEFITS	\$	5,214												
	TOTAL SALARY & BENEFITS	\$	41,424												
STORM WATER				COMPOST				TID #1				GENERAL FUND (POST ALLOCATIONS)			
10%	SALARY ALLOCATION	\$	3,621	0%	SALARY ALLOCATION	\$	-	3%	SALARY ALLOCATION	\$	1,086	GF SALARY FOR BUDGET	\$	31,503	
	FICA	\$	277		FICA	\$	-		FICA	\$	83	FICA	\$	2,410	
	WRS	\$	244		WRS	\$	-		WRS	\$	73	WRS	\$	2,126	
	HEALTH	\$	-		HEALTH	\$	-		HEALTH	\$	-	HEALTH	\$	-	
	DENTAL	\$	-		DENTAL	\$	-		DENTAL	\$	-	DENTAL	\$	-	
	AD&D	\$	-		AD&D	\$	-		AD&D	\$	-	AD&D	\$	-	
	H.S.A.	\$	-		H.S.A.	\$	-		H.S.A.	\$	-	H.S.A.	\$	-	



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Town Clerk Salary

PREPARED BY: Gina C. Gresch, Interim Administrator

REPORT DATE: Friday, May 15, 2020

RECOMMENDATION: Approve New Salary

EXPLANATION

I am requesting the Town Board please approve the Town Clerk salary at \$60,000, effective the same day my appointment as Town Clerk takes effect, Friday, May 22. I figured out my wages from when I was the Clerk in 2018 and increased it by 2% as if I had remained in the position, receiving the same budgeted increase.

Thank you for your consideration.