

Village of Cottage Grove

Notice of Public

Meeting

FINANCE & PERSONNEL COMMITTEE

Thursday, February 11, 2021

5:30

P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/91953905839?pwd=SU1iR0R0THFsdXh5d2VLbEVxQndmZz09>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 919 5390 5839#

When asked for your Participant ID, just press # when asked for the [Passcode enter 221](#).

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes Of The Finance & Personnel Committee Meeting From October 13, 2020.

Documents:

[10-13-20 FINANCE PERSONNEL MINUTES.PDF](#)

5. Discuss And Consider Job Title And Job Description Change For Operations Foreman Position.

Documents:

[OPERATIONS FOREMAN TITLE CHANGE.PDF](#)
[COTTAGEGROVE_OPERATIONS FOREMAN.PDF](#)

6. Adjournment

This agenda has been prepared by Staff for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting.

It is possible that members of and possibly a quorum of members of other governmental bodies 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.

Village of Cottage Grove
FINANCE AND PERSONNEL COMMITTEE
Tuesday, October 13, 2020

MINUTES

1. **Call to Order**

Village President John Williams called the meeting to order at 6:33 p.m. this was a zoom meeting.

2. **Determination of Quorum and that the Agenda was properly posted**

It was determined that there was a quorum of members present and that the agenda was properly posted. Committee members present were Troy Allen, Heidi Murphy, John Williams, and Jim Elmore. Staff present were: Administrator Matt Giese, Treasurer Deb Winter, Clerk Lisa Kalata, Police Chief Dan Layber, Director of Public Works and Properties JJ Larson, Parks, Recreation & Forestry Director Sean Brusegar, Cable Coordinator Derek Westby and Zoning and Planning Director Erin Ruth.

3. **PUBLIC APPEARANCES** – *Public's Opportunity to Speak About Any Subject That Is Not A Specific Agenda Item.*

None

4. **Discuss and Consider the minutes of the Finance & Personnel Committee Meeting from October 14, 2019.**

Motion by Allen to approve the minutes of the October 14, 2019 Finance & Personnel Committee Meeting, seconded by Murphy. **Motion** carried with a voice vote of 4-0-0.

5. **Review Draft 2021 Budget Proposals and Discuss and Consider Recommendation to The Village Board.**

Administrator Giese reviewed the budget memo and staff walked through their individual budget requests as presented in the packet. **Motion** by Murphy to approve the Draft 2021 Budget Proposals and Recommend approval to the Village Board with the change of the CDA request funding source to be as follows: \$5,500 Capital Fund, \$20,000 TID#5, \$1,500 TID #8, \$1,500 TID #9, \$1,500 TID #10, seconded by Williams. **Motion** carried with a voice vote of 3-0-0 Jim Elmore dropped off the call at 7:45 p.m.

6. **Motion** by Allen to adjourn at 7:45 p.m., seconded by Murphy. **Motion** carried with a voice vote of 3-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.



Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: February 3, 2021

MTG. DATE: February 11, 2021

TO: Finance & Personnel Committee

CC:

FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry
JJ Larson - Director of Public Works

RE: Operations Foreman Title Change

BACKGROUND :

With the retirement of the current Operations Foreman, the Parks, Recreation & Forestry Department is seeking a change of the current position title to Parks Maintenance Supervisor.

For the 2019 budget cycle, the Parks & Recreation Department requested an FTE for Parks. DPW also requested an FTE for it's Department. The Finance and Personnel Committee recommended creating a position that both departments could share. The Operations Foreman position was created. At creation, the position was 60/40 parks. Since, short of vehicle maintenance (with the retirement of the current Operations Foreman, this responsibility will shift back to DPW), the occasional utility issue and snow removal, the position has been almost solely parks maintenance. The current Operations Foreman manages approximately 90 acres of parkland and 7 seasonal parks employees. The position would continue to benefit DPW by taking over responsibility for snow plowing approximately 3.7 miles (and growing) of multi-use paths, Village-owned sidewalks, parking lots, crosswalks, and medians.

The Department of Public Works recognizes that formally moving these specific snow removal responsibilities under this position is a benefit to our staff with less to manage and coordinate during snow events. The position would also assist the Village Forester with tree removals, pruning and planting. This would also reduce stress on DPW staff.

STAFF RECOMMENDATION :

Staff recommends changing the title of Operations Foreman to Parks Maintenance Supervisor. We feel that the change in title better reflects current job duties. In 2019, the position was posted on the Village Website and the WPRA (Wisconsin Parks & Recreation Association), we did not receive any applicants that were already in the industry. I feel the title of Operations Foreman was not specific enough to draw quality applicants. The title change will also help procure the most qualified candidates from throughout the state.

OPERATIONS FOREMAN

PARKS MAINTENANCE SUPERVISOR

REPORTS TO:

Parks, Recreation, and
Forestry Director

EMPLOYMENT CATEGORY:

Full Time

GENERAL DESCRIPTION:

The Operations Foreman will assist the Director of Parks, Recreation & Forestry as well as the Director of Public Works with planning day to day parks operations. The position will supervise, direct, coordinate and perform park maintenance activities and assist the Department of Public Works in day to day activities.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, prioritizes, implements and evaluates the maintenance of park grounds and facilities, including ball diamonds and all Village owned properties and buildings.
- Assists with the hiring, training, supervision, evaluation and termination of seasonal parks employees.
- ~~Assists the Department of Public Works with day to day operations as directed by the Director of Parks, Recreation & Forestry and the Director of Public Works.~~
- ~~Performs snow removal on sidewalks and streets during winter months. Performs snow removal on sidewalks, multi-use paths, parking lots, cross walks, and medians.~~
- Assist Village Forester with tree removal, pruning and planting.
- Assists with the coordination and implementation of all safety related issues and guidelines as they relate to seasonal employees and park maintenance operations.
- Coordinates volunteer groups during parks maintenance projects.
- Conducts safety inspections of parks equipment including but not limited to playgrounds, sport courts, athletic fields, shelters and chain link fences.
- Responsible for adhering to the adopted Turf Management Plan.
- Provides assistance and supervision of seasonal parks staff. Provides supervision for volunteer groups. Evaluates work methods, makes recommendations and implements new procedures to increase efficiencies.
- Provides field oversight and assistance for facility repair and construction projects. Serves as main contact person for contract crews and oversees project plans.
- Assists in the preparation of the annual park maintenance budget.
- Performs routine minor equipment and vehicle maintenance.
- Assists with the purchasing of parks maintenance supplies and assists the Director of Parks, Recreation & Forestry in purchasing of park equipment.
- Develops cost estimates for maintenance and construction projects.
- Assists with park development and maintenance planning.
- Operates a variety of machines such as 34,000 G.V.W. dump trucks, bucket truck, end loaders, sweepers, backhoe, skid steer, tool cat, jack hammers, various mowers, tractors, stump grinder, chainsaw, brush chipper, snow removal equipment (i.e. plow truck with

- wing and sander) and other equipment as needed.
- Assist the Village Forester in planting, removal and maintenance of all Village trees.

OTHER JOB FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works varying hours to meet the needs of the programs and Department due to programs and special events being conducted outside of normal office hours.
- Prepares athletic fields for practice and competition.
- Picks up litter daily.
- Performs other related functions as assigned or required.

REQUIREMENTS OF THE POSITION:

- High school diploma or equivalent with 2 – 4 years of equivalent experience and additional training which may include the combination of the following knowledge, experience and skills:
 - Machine operation
 - Light carpentry
 - Electrical
 - Plumbing
 - Landscaping
 - Knowledge of computer applications, including but not limited to Windows, MS Word, MS Excel and Publisher.
 - Experience in establishing and maintaining cooperative relationships with associates, subordinates, program participants, and the public.
 - Experience in supervising seasonal and part-time employees, including monitoring work activities, providing training, and evaluating performance.
 - Experience in being creative, working independently and within a team atmosphere.
- A valid driver's license from the State of Wisconsin with the ability to possess a class B Commercial Driver's endorsement within 90 days of hire.

REASONING ABILITY:

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objective.

- Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

PHYSICAL ABILITIES:

- Requires the ability to operate equipment and machinery such as trucks, mowers, end loaders, tools and survey equipment, requires monitoring multiple conditions and making multiple, complex and rapid adjustments.
- Requires the ability to coordinate eyes, hands, feet and limbs in movements requiring skill and training such as maintaining equipment.
- Tasks involve the regular and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling moderately heavy objects and materials twenty to fifty pounds.
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~
- Employee is regularly exposed to outside weather conditions during all seasons of the year.

Operations Foreman		Director
Parks Maintenance Supervisor	Date	Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

FLSA: Non-Exempt

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The Village of Cottage Grove is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.