

A meeting of the City of Evansville Finance and Labor Relations Committee will be held on the date and time stated below. Notice is further given that members of the City Council may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

Finance and Labor Relations Committee
Regular Meeting
City Hall 31 S. Madison Street, Evansville, WI
Thursday, August 3, 2023 at 1:00pm

AGENDA

1. Call to order.
2. Roll call.
3. Approval of Agenda.
4. Motion to waive the reading of the minutes of the July 6, 2023 regular meeting and to approve them as printed.
5. Civility reminder.
6. Citizen appearances other than agenda items listed.
7. Motion to accept the July 2023 City bills as presented in the amount of \$2,583,721.07.
8. New Business:
 - a. Discussion and motion to recommend to Common Council Recreation Coordinator Position Description.
 - b. Discussion and motion to Approve Municipal Services Director Position Description and discuss next steps.
 - c. Discussion and motion to recommend to Common Council Compensation Philosophy.
 - d. Discussion and motion to approve revised staff Position Descriptions revising Line worker title, Wastewater Treatment Plant Operator titles, and all pay grades.
 - e. Motion to recommend to Common Council approval of a Letter of Intent for a Certified Local Government grant from the State of Wisconsin Historic Preservation Office.
 - f. Motion to recommend to Common Council Resolution number 2023-20 Authorizing the Direct Charge of Public Fire Protection.
9. City Administrator/Finance Director Report.
10. Meeting Reminder:
 - a. Next regular meeting September 7, 2023 at 1:00 p.m.
11. Motion to adjourn.

Jim Brooks, Chair

Finance and Labor Relations Committee
Regular Meeting
City Hall 31 S. Madison Street, Evansville, WI
Thursday, July 6, 2023 at 1:00pm

MINUTES

1. **Call to order.** Brooks called the meeting to order at 1:00pm.
2. **Roll call.**

Members	Present/Absent	Others Present
Aldersperson Jim Brooks	P	City Administrator/Jason Sergeant
Aldersperson Cory Neeley	P	Treasurer, Julie Roberts
Aldersperson Joy Morrison	P	Mayor, Dianne Duggan

3. **Motion to Approve the Agenda by Morrison, seconded by Neeley. Motion passed 3-0.**
4. **Motion to waive the reading of the minutes of the June 8, 2023 regular meeting and June 9, 2023 Special Meeting and to approve them as printed by Neeley, seconded by Morrison. Motion passed 3-0.** Morrison mentioned that in #8, change ~~ites~~ to rights. Morrison next mentioned the awkwardness of # 9, for the “~~returned~~” to the city to “return control back” to the city.
5. **Civility reminder.** Brooks issued a reminder that all meetings are held with civility and decorum.
6. **Citizen appearances other than agenda items listed.**
7. **Motion to accept the June 2023 City bills as presented in the amount of \$1,249,754.92 by Neeley, seconded by Morrison. Motion passed by Roll Call 3-0.**

Morrison inquired on the number of Utility Refunds, to which Roberts informed that the budget plans had been redone. Morrison next brought up a service charge by Aramark. Sergeant informed the Committee, that routinely the company would have a service charge for showing up. Then if something has to be replaced, they charge an additional service fee. Brooks wanted to know about the DOJ EPay Records Check. Brooks inquired if it could be in relation to the Alcohol Licensing. Roberts felt that the timing of the fees would coincide with the licensing time frame. Morrison inquired on a weekly restroom for soccer. Sergeant reported that we are providing a portable restroom at the Cemetery for the temporary soccer fields. Lastly, Morrison inquired about a reoccurring fee for Project Manager on pages 30, and 34. Sergeant wasn't sure what it was for and was going to look into it. Neeley wanted a little more clarity on the Utility Bills. Roberts shared that the budgets are looked at every six months. Roberts also shared how the budgets are calculated, which is to add the last 12 months of bills, divide by 11, and round to the nearest \$5 increments. Neeley verified with Roberts that the Child Support payments are the city paying and then regrouping from the payroll.

8. **New Business:**
 - a. **Discussion and Possible Motion to Approve Wisconsin Help for Homeowners Vendor Agreement.**

Morrison shared that there was discussion on this during Municipal Services. Brooks verified that these funds are an extension to the American Rescue Plan Act 2021. Morrison shared that the discussion at Municipal Services, did surround the question if this would add any burden or add any additional responsibilities to the staff. Donna Hammett had indicated that it would not. Sergeant verified that this would just be another tool to be able to offer to those that are struggling with making payments.

Motion to Approve Wisconsin Help for Homeowners Vendor Agreement by Neeley, seconded by Morrison. Motion passed by Roll Call 3-0.

- b. **Discussion and Possible Motion to Approve the 2023 Weights and Measurers Contract with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.**
Motion by Morrison, seconded by Neeley. Motion passed by Roll Call 3-0.

Short discussion verified that all gas stations would be included, as well as the grocery store.

9. **City Administrator/Finance Director Report.** Sergeant shared that the City has been still having issues with the phone system for City Hall and the EMS building. The incoming internet is thought to be the issue, with the phones and internet competing with each other. The plan is to have a meeting with the phone company to figure out the specifics. Sergeant mentioned that it may be required to upgrade to fiber to fix the issue. Sergeant mentioned that they are starting to look at the applications that have been received for the Municipal Services Director. Sergeant did reiterate that this was only the first round. There was continued discussion about the qualification items, wage, and separation of Department of Public Works and the Utilities. There was some discussion about where the Municipal Services Director position posting had gone to. Sergeant also mentioned that this month will have the first introductory meeting for Northstar, and the start of the work to switch from Google to Microsoft will occur for email. There was additional discussion about the addition of cybersecurity to our systems with the changeover.

10. Meeting Reminder:

- a. Next regular meeting August 3, 2023 at 1:00 p.m.

11. **Motion to adjourn** by Morrison, seconded by Neeley. Motion passed 3-0 at 1:39pm

*Respectfully Submitted,
Elle Natrop*

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
01-1000130	UTILITY CASH CLEARING	922872	AMY GRIBBLE	UTILITY REFUND	2023 REFUN	07/12/2023	317.24	50598	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	JOHN & ELIZABETH SUET	UTILITY REFUND	2023 REFUN	07/12/2023	263.87	50624	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	ALLIANT ENERGY	REFUND KAREN DAMALKA 879-700-3042	2023 REFUN	07/25/2023	98.00	50658	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	ANTHONY WICHERSHAM	UTILITY REFUND	2023 REFUN	07/25/2023	108.89	50660	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	EVANVILLE COMMUNITY	UTILITY REFUND	2023 REFUN	07/25/2023	280.38	50679	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	JOSHUA & VANESSA GRA	UTILITY REFUND	2023 REFUN	07/25/2023	800.00	50735	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	PAULETTE MORNING	UTILITY REFUND	2023 REFUN	07/25/2023	2.90	50747	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	KYLE & KATIE HOLFORD	UTILITY REFUND	2023 REFUN	07/25/2023	23.62	50737	.00	0	
01-1000130	UTILITY CASH CLEARING	922872	RHETT & JENNA REUTER	UTILITY REFUND	2023 REFUN	07/25/2023	234.31	50752	.00	0	
Total 011000130:							2,129.21		.00		
10-1650000	PREPAYMENTS	1850	COMPUTER KNOW HOW L	20 PRE PAID SERVICE HOURS	39153	07/25/2023	2,000.00	50672	.00	0	
Total 101650000:							2,000.00		.00		
10-2127500	REIMBURSABLE DEV COSTS	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57590	07/25/2023	726.00	50673	.00	0	
10-2127500	REIMBURSABLE DEV COSTS	4990	TOWN & COUNTRY ENGIN	2023 WESTFIELD MEADOWS SUPPORT	25365	07/12/2023	480.00	50648	.00	0	
10-2127500	REIMBURSABLE DEV COSTS	4990	TOWN & COUNTRY ENGIN	2023 SETTLER'S GROVE SUPPORT	25366	07/12/2023	1,000.00	50648	.00	0	
10-2127500	REIMBURSABLE DEV COSTS	4990	TOWN & COUNTRY ENGIN	PROJECT ORANGE REVIEW	25385	07/12/2023	340.00	50648	.00	0	
10-2127500	REIMBURSABLE DEV COSTS	9133	FORSTER ELECTRICAL E	E02-23C PROJECT ORANGE	24674	07/25/2023	320.00	50682	.00	0	
Total 102127500:							2,866.00		.00		
10-2127511	465 W MAIN STREET COSTS	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57591	07/25/2023	16.50	50673	.00	0	
Total 102127511:							16.50		.00		
10-2131100	FEDERAL W/H TAX DEDUCTIO	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT FEDERAL WITHHOLDING TAX Pay Period: 7/14/2023	PR0714231	07/26/2023	11,465.02	20132087	.00	0	
10-2131100	FEDERAL W/H TAX DEDUCTIO	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT FEDERAL WITHHOLDING TAX Pay Period: 6/30/2023	PR0630231	07/26/2023	11,311.67	20132087	.00	0	
Total 102131100:							22,776.69		.00		
10-2131200	STATE W/H TAX DEDUCTION	5550	WI DEPT OF REVENUE-EF	SWT STATE WITHHOLDING TAX Pay Period: 6/30/2023	PR0630231	07/26/2023	5,008.84	20132091	.00	0	
10-2131200	STATE W/H TAX DEDUCTION	5550	WI DEPT OF REVENUE-EF	SWT STATE WITHHOLDING TAX Pay Period: 7/14/2023	PR0714231	07/26/2023	5,080.98	20132091	.00	0	
Total 102131200:							10,089.82		.00		

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX)2 Pay Period: 6/16/2023	PR0616231	07/26/2023	1,728.00	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - SINGLE (PRE TAX) Pay Period: 6/16/2023	PR0616231	07/26/2023	314.44	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - SINGLE (PRE TAX) Pay Period: 6/16/2023	PR0616231	07/26/2023	2,812.24	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX) Pay Period: 6/16/2023	PR0616231	07/26/2023	3,715.40	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX) Pay Period: 6/16/2023	PR0616231	07/26/2023	25,536.00	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX)2 Pay Period: 6/16/2023	PR0616231	07/26/2023	193.23	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP RETIREE HEALTH CARE PAYMENTS Pay Period: 6/30/2023	PR0630231	07/26/2023	2,025.50	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - SINGLE (PRE TAX) Pay Period: 6/30/2023	PR0630231	07/26/2023	314.44	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - SINGLE (PRE TAX) Pay Period: 6/30/2023	PR0630231	07/26/2023	2,812.24	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX) Pay Period: 6/30/2023	PR0630231	07/26/2023	3,715.40	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS DED/EXP HEALTH INS - FAMILY (PRE TAX) Pay Period: 6/30/2023	PR0630231	07/26/2023	25,536.00	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS ADDITION	PR0630231J	07/26/2023	1,012.75-	20132092	.00	0	
10-2132110	HEALTH INSURANCE	1997	WI DEPT-EMPLOYEE TRU	HEALTH INS ADDITION	PR0630231	07/26/2023	908.48-	20132092	.00	0	
Total 102132110:							66,781.66		.00		
10-2132120	DENTAL INSURANCE	1998	DELTA DENTAL OF WISCO	DENTAL INS DED/EXP DENTAL INSURANCE Employer Pay Period: 6/30/2023	PR0630231	07/25/2023	4,349.86	50677	.00	0	
10-2132120	DENTAL INSURANCE	1998	DELTA DENTAL OF WISCO	ADJUSTMENT	PR0630231-	07/25/2023	149.15-	50677	.00	0	
10-2132120	DENTAL INSURANCE	1998	DELTA DENTAL OF WISCO	ADJUSTMENT	PR0630231-	07/25/2023	5.41-	50677	.00	0	
10-2132120	DENTAL INSURANCE	1998	DELTA DENTAL OF WISCO	ADJUSTMENT	PR0630231-	07/25/2023	86.70-	50677	.00	0	
Total 102132120:							4,108.60		.00		
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS ELECTED Pay Period: 6/2/2023	PR0602230	07/26/2023	70.26	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS GENERAL Pay Period: 6/2/2023	PR0602230	07/26/2023	5,774.30	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS GENERAL							

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				Pay Period: 6/2/2023	PR0602230	07/26/2023	5,774.30	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS PROTECTED UNION Pay Period: 6/2/2023	PR0602230	07/26/2023	2,252.62	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS PROTECTED UNION Pay Period: 6/2/2023	PR0602230	07/26/2023	4,379.36	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS ELECTED Pay Period: 6/2/2023	PR0602230	07/26/2023	70.26	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS PROTECTED UNION Pay Period: 6/16/2023	PR0616230	07/26/2023	4,280.16	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS GENERAL Pay Period: 6/16/2023	PR0616230	07/26/2023	5,075.76	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS GENERAL Pay Period: 6/16/2023	PR0616230	07/26/2023	5,075.76	20132095	.00	0	
10-2132130	RETIREMENT PAYABLE	5610	WISCONSIN RETIREMENT	WIS RETIRE EXP WRS PROTECTED UNION Pay Period: 6/16/2023	PR0616230	07/26/2023	2,201.60	20132095	.00	0	
Total 102132130:							34,954.38		.00		
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 7/14/2023	PR0714231	07/26/2023	8,375.36	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 7/14/2023	PR0714231	07/26/2023	7,680.10	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay Period: 7/14/2023	PR0714231	07/26/2023	1,796.14	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay Period: 7/14/2023	PR0714231	07/26/2023	1,796.14	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 6/30/2023	PR0630231	07/26/2023	8,560.40	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 6/30/2023	PR0630231	07/26/2023	7,713.85	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay Period: 6/30/2023	PR0630231	07/26/2023	1,804.03	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay Period: 6/30/2023	PR0630231	07/26/2023	1,804.03	20132087	.00	0	
10-2133100	FICA DEDUCTIONS	2442	INTERNAL REVENUE SER	39-6005445: 2ND QTR 2023 - 941 RECONCILIATION	PR 2ND QTR	07/25/2023	.75	50733	.00	0	
Total 102133100:							39,530.80		.00		
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR06030233	07/12/2023	.40-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	LIFE INS DED/EXP LIFE INSURANCE Pay Period: 6/30/2023	PR0630233	07/12/2023	452.39	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	LIFE INS DED/EXP LIFE INSURANCE Pay Period: 6/30/2023	PR0630233	07/12/2023	963.58	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.32-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	7.79-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.96-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.32-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	1.32-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.48-	50644	.00	0	

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-I	07/12/2023	.72-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	1.60-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	4.68-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	1.70-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	7.12-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.56-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	2.24-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	1.28-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.12-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.56-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	5.88-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.64-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.96-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	2.60-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	25.56-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT-ROUNDING	PR0630233-	07/12/2023	.01	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	.35-	50644	.00	0	
10-2134300	LIFE INS DEDUCTION	3515	SECURIAN FINANCIAL GR	ADJUSTMENT	PR0630233-	07/12/2023	1.00-	50644	.00	0	
Total 102134300:							1,346.82		.00		
10-2136100	UNION DUES DEDUCTIONS	5603	WI PROFESSIONAL POLIC	UNION DUES POLICE UNION DUES- POLICE Pay Period: 6/30/2023	PR0630231	07/12/2023	344.00	50653	.00	0	
Total 102136100:							344.00		.00		
10-2137000	PAYROLL DEDUCTION MISC	5708	WI SCTF	CHILD SUPPORT DED CHILD SUPPORT Pay Period: 7/14/2023	PR0714232	07/26/2023	693.43	20132093	.00	0	
10-2137000	PAYROLL DEDUCTION MISC	5708	WISCONSIN SCTF	CHILD SUPPORT DED CHILD SUPPORT Pay Period: 7/14/2023	PR0714232-	07/26/2023	65.00	20132096	.00	0	
10-2137000	PAYROLL DEDUCTION MISC	5708	WISCONSIN SCTF	CHILD SUPPORT DED CHILD SUPPORT Pay Period: 7/14/2023	PR0714232-	07/26/2023	65.00	20132096	.00	0	
10-2137000	PAYROLL DEDUCTION MISC	5708	WI SCTF	CHILD SUPPORT DED CHILD SUPPORT Pay Period: 6/30/2023	PR0630232	07/26/2023	693.43	20132093	.00	0	
Total 102137000:							1,516.86		.00		
10-2138000	ICMA RETIREMENT CORP DEF	2849	SECURITY BENEFIT LIFE I	DEF COMP-SBG DEFERRED COMP - SBG-% OF AMT Pay Period: 6/30/2023	PR0630231	07/26/2023	1,554.21	20132089	.00	0	
10-2138000	ICMA RETIREMENT CORP DEF	2849	SECURITY BENEFIT	POLICE/VIBA DEFERRED - SBG - AMOUNT Pay Period: 7/14/2023	PR0714230	07/26/2023	400.00	20132088	.00	0	
10-2138000	ICMA RETIREMENT CORP DEF	2849	SECURITY BENEFIT LIFE I	DEF COMP-SBG DEFERRED COMP - SBG-% OF AMT Pay Period: 7/14/2023	PR0714231	07/26/2023	1,573.25	20132089	.00	0	
10-2138000	ICMA RETIREMENT CORP DEF	2855	MISSION SQUARE RETIRE	DEF COMP DED DEFERRED COMP - ICMA - AMOUNT Pay Period: 6/30/2023	PR0630231	07/12/2023	250.00	50635	.00	0	
10-2138000	ICMA RETIREMENT CORP DEF	2855	MISSION SQUARE RETIRE	DEF COMP DED DEFERRED COMP - ICMA - AMOUNT Pay Period: 7/14/2023	PR0714231	07/25/2023	250.00	50743	.00	0	

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Total 102138000:							4,027.46		.00		
10-2140000	AFLAC ACC INS DEDUCTION	1065	AFLAC	ACC/MED/CCARE DED AFLAC ACCIDENT INSURANCE Pay Period: 7/14/2023	PR0714231	07/26/2023	12.42	20132085	.00	0	
10-2140000	AFLAC ACC INS DEDUCTION	1065	AFLAC	ACC/MED/CCARE DED AFLAC ACCIDENT INSURANCE Pay Period: 6/30/2023	PR0630231	07/26/2023	12.42	20132085	.00	0	
Total 102140000:							24.84		.00		
10-2141000	AFLAC MED INS DEDUCTIONS	1065	AFLAC	ACC/MED/CCARE DED AFLAC Pay Period: 7/14/2023	PR0714231	07/26/2023	28.27	20132085	.00	0	
10-2141000	AFLAC MED INS DEDUCTIONS	1065	AFLAC	ACC/MED/CCARE DED AFLAC MEDICAL Pay Period: 6/30/2023	PR0630231	07/26/2023	28.28	20132085	.00	0	
Total 102141000:							56.55		.00		
10-2142000	EMPLOYEES REIMBUR AFLAC	921882	MEGAN KLOECKNER	REIMB-AFLAC DEPENDENT CARE	2023-07	07/12/2023	1,465.00	50630	.00	0	
10-2142000	EMPLOYEES REIMBUR AFLAC	922879	MICHELLE NATROP	AFLAC REIMBURSMENTS	2023-07	07/12/2023	127.68	50632	.00	0	
Total 102142000:							1,592.68		.00		
10-44122-510	MISC LICENSES (SUNDRY)	5725	EQUAL RIGHTS DIVISION	WORK PERMITS-JUN	2023-06 WP	07/12/2023	52.50	50612	.00	0	
Total 1044122510:							52.50		.00		
10-45110-520	COURT PENALTIES & COSTS	4700	ST OF WIS CONTROLLER'	COURT FINES/ASSESS-	2023-06	07/12/2023	1,258.45	50645	.00	0	
Total 1045110520:							1,258.45		.00		
10-51010-300	COUNCIL EXPENSES & SUPPL	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	7.95	50730	.00	0	
10-51010-300	COUNCIL EXPENSES & SUPPL	2540	GORDON FLESCH CO INC	ROUNDING ISSUE	IN14277213	07/25/2023	.02	50730	.00	0	
10-51010-300	COUNCIL EXPENSES & SUPPL	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	23.84	50730	.00	0	
10-51010-300	COUNCIL EXPENSES & SUPPL	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	161.04	20132090	.00	0	
10-51010-300	COUNCIL EXPENSES & SUPPL	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	17.09	50750	.00	0	
Total 1051010300:							209.94		.00		
10-51020-300	MAYOR EXPENSES	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	26.84	20132090	.00	0	
10-51020-300	MAYOR EXPENSES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	.06	50750	.00	0	
Total 1051020300:							26.90		.00		

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10-51030-251	COURT IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	COURT LAPTOPS W/MICROSOFT OFFICE 2019	39111	07/12/2023	999.00	50606	.00	0	
10-51030-251	COURT IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	LENOVO UNIVERSAL DOCKING STATION	39111	07/12/2023	209.00	50606	.00	0	
Total 1051030251:							1,208.00		.00		
10-51030-281	MUNI COURT FINES/ASSESS	5160	CITY OF EVANSVILLE	NSF FEE FOR MATHIAS ETRINGER FROM 7-2011	2023-06 NSF	07/12/2023	25.00	50605	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	4320	ROCK COUNTY TREASUR	COURT FINES/ASSESS-JUNE	2023-06 CO	07/12/2023	280.00	50643	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	4320	ROCK COUNTY TREASUR	COURT FINES/ASSESS-JUNE	2023-06 CO	07/12/2023	13.00	50643	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	922628	KAETHER, MAX	REDIRECTED RESTITUTION	2023-06	07/12/2023	20.00	50627	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	922876	ALVERE PARKER	REFUND - OVERPAYMENT	2023 OVERP	07/12/2023	126.70	50597	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	922876	ERIC PETERSON	REFUND - OVERPAYMENT	2023 OVERP	07/12/2023	124.00	50613	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	922876	JORDY BARRANTES GALV	REFUND - OVERPAYMENT	2023 OVERP	07/12/2023	997.60	50626	.00	0	
10-51030-281	MUNI COURT FINES/ASSESS	922876	WILLIAM DREFAHL	REFUND - OVERPAYMENT	2023 OVERP	07/12/2023	10.00	50654	.00	0	
Total 1051030281:							1,596.30		.00		
10-51030-300	MUNICIPAL COURT EXPENSE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.80	50730	.00	0	
10-51030-300	MUNICIPAL COURT EXPENSE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	2.41	50730	.00	0	
10-51030-300	MUNICIPAL COURT EXPENSE	9017	US BANK	CC-ZOOM-T. ALISANKUS-MEETINGS	6004-0603	07/26/2023	15.99	20132090	.00	0	
10-51030-300	MUNICIPAL COURT EXPENSE	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	26.84	20132090	.00	0	
10-51030-300	MUNICIPAL COURT EXPENSE	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	11.02	50663	.00	0	
10-51030-300	MUNICIPAL COURT EXPENSE	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	22.78	50750	.00	0	
Total 1051030300:							79.84		.00		
10-51040-210	LEGAL SERVICES	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57591	07/25/2023	544.50	50673	.00	0	
Total 1051040210:							544.50		.00		
10-51040-215	LEGAL SERVICES MUNI COUR	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57589	07/25/2023	1,845.70	50673	.00	0	
10-51040-215	LEGAL SERVICES MUNI COUR	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57592	07/25/2023	926.00	50673	.00	0	
Total 1051040215:							2,771.70		.00		
10-51070-300	CLERK ELECTION EXP	9017	US BANK	LEAGUE OF WISCONSIN MUNIC	6887-0524-1	07/26/2023	230.00	20132090	.00	0	
Total 1051070300:							230.00		.00		
10-51090-210	ACCOUNTING/AUDITING	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	3,500.00	50625	.00	0	

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Total 1051090210:							3,500.00		.00		
10-51100-210	ASSESSOR SERVICES	1220	ASSOCIATED APPRAISAL	INTERNET POSTING OF PARCELS BY ASSESSMENT TECHNOLOGIES	169071	07/25/2023	43.20	50662	.00	0	
10-51100-210	ASSESSOR SERVICES	1220	ASSOCIATED APPRAISAL	PROFESSIONAL SERVICES-JULY	169071	07/25/2023	1,783.33	50662	.00	0	
Total 1051100210:							1,826.53		.00		
10-51100-310	ASSESSOR SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	2.48	50730	.00	0	
10-51100-310	ASSESSOR SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	7.43	50730	.00	0	
Total 1051100310:							9.91		.00		
10-51110-180	RECOGNITION PROGRAM	9017	US BANK	PIGGLY WIGGLY	6038-0525	07/26/2023	8.48	20132090	.00	0	
Total 1051110180:							8.48		.00		
10-51110-250	FINANCE OFFICE EQUIP CON	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	18.70	50730	.00	0	
10-51110-250	FINANCE OFFICE EQUIP CON	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	56.06	50730	.00	0	
Total 1051110250:							74.76		.00		
10-51110-251	FINANCE - IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	54.82	50672	.00	0	
Total 1051110251:							54.82		.00		
10-51110-252	FINANCE- IT EQUIP	1810	CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEE	CVC23428	07/25/2023	3,024.45	50671	.00	0	
Total 1051110252:							3,024.45		.00		
10-51110-290	FINANCE PUBLISHING CONTR	2380	THE EVANSVILLE REVIEW	MONTHLY PUBLICATION CHARGE	702	07/12/2023	675.00	50646	.00	0	
Total 1051110290:							675.00		.00		
10-51110-300	FINANCE ADMIN EXPENSE	9017	US BANK	MAIN ST CAFE	6887-0613	07/26/2023	22.46	20132090	.00	0	
Total 1051110300:							22.46		.00		
10-51110-310	FINANCE OFFICE SUPPLIES &	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.28	50730	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.84	50730	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	4430	SCHWAAB INC	EMBOSSER 2" LONG DESK SEAL	8370947	07/25/2023	30.50	50757	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	9017	US BANK	NOTARY APPLICATION FEE	0981-0526	07/26/2023	20.00	20132090	.00	0	

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10-51110-310	FINANCE OFFICE SUPPLIES &	9017	US BANK	BULLENTIN BOARD STRIPS	0981-0609	07/26/2023	44.89	20132090	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	9017	US BANK	CC-BOUNCIE	6123-0603	07/26/2023	8.00	20132090	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	4600	STAPLES BUSINESS CRE	SUPPLIES-CITY HALL	1649567722-	07/25/2023	408.81	50759	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	3956	PROFESSIONAL BUSINES	#10 REGULAR ENVELOPE - PRINT 2 SIDES	119189	07/25/2023	125.70	50748	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	194.18	50750	.00	0	
10-51110-310	FINANCE OFFICE SUPPLIES &	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	165.87	50750	.00	0	
Total 1051110310:							999.07		.00		
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	KWIK TRIP	6887-0608	07/26/2023	61.85	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	RESIDENCE INN	6123-0519	07/26/2023	1,965.10	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	HY-VEE GAS	6123-0605	07/26/2023	53.55	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	NOLABELLE KITCHEN	6123-0605-1	07/26/2023	54.61	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0605-2	07/26/2023	159.66	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0605-3	07/26/2023	159.66	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0605-4	07/26/2023	159.66	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0605-5	07/26/2023	159.66	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	KWIK TRIP	6123-0606	07/26/2023	68.93	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0606-1	07/26/2023	27.80	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	9017	US BANK	COURTYARD BY MARRIOTT	6123-0606-2	07/26/2023	18.88	20132090	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	1810	CIVIC SYSTEMS LLC	NEW EMPLOYEE TRAINING	CVC23752	07/25/2023	600.00	50671	.00	0	
10-51110-330	FINANCE PROFESSIONAL DE	1810	CIVIC SYSTEMS LLC	NEW EMPLOYEE TRAINING	CVC23752	07/25/2023	600.00	50671	.00	0	
Total 1051110330:							4,089.36		.00		
10-51110-361	FINANCE COMMUNICATIONS	1240	THRYV	ADVERTISING/WHITE PAGES-CITY HALL	800370190-0	07/25/2023	29.00	50760	.00	0	
10-51110-361	FINANCE COMMUNICATIONS	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	120.78	20132090	.00	0	
10-51110-361	FINANCE COMMUNICATIONS	9017	US BANK	ROUNDING ISSUES	6123-0601	07/26/2023	.05-	20132090	.00	0	
10-51110-361	FINANCE COMMUNICATIONS	1730	CHARTER COMMUNICATI	MONTHLY CHARTER SERVICE	0052351070	07/25/2023	103.49	50668	.00	0	
Total 1051110361:							253.22		.00		
10-51120-355	MUNICIPAL BUILDINGS	1060	EVANSVILLE HARDWARE	OCCUPANCY SENSOR WHT	200030-0630	07/12/2023	23.99	50614	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1230	ARAMARK	MAT_NYLON/RUBBER 3X10/4X6/SERVICE CHARGE	6140206024	07/12/2023	71.55	50599	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1230	ARAMARK	MAT_NYLON/RUBBER 3X10/4X6/SERVICE CHARGE	6140213990	07/25/2023	71.55	50661	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	5160	CITY OF EVANSVILLE	ELEC/WATER-CITY HALL	2023-06	07/26/2023	618.18	20132086	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	3955	PROFESSIONAL PEST CO	MONTHLY PEST CONTROL-CITY HALL	630343	07/25/2023	53.00	50749	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	11.02	50663	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1940	CULLIGAN / COMPLETE W	BOTTLED WATER	0201330	07/12/2023	39.50	50610	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1940	CULLIGAN / COMPLETE W	BOTTLED WATER	0203600	07/25/2023	30.00	50676	.00	0	

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10-51120-355	MUNICIPAL BUILDINGS	1940	CULLIGAN / COMPLETE W	FUEL SURCHARGE	0203600	07/25/2023	2.00	50676	.00	0	
10-51120-355	MUNICIPAL BUILDINGS	1940	CULLIGAN / COMPLETE W	COOLER RENTAL	1010672	07/12/2023	8.00	50610	.00	0	
Total 1051120355:							928.79		.00		
10-51140-285	DOG & CAT EXPENSE	4320	ROCK COUNTY TREASUR	DOG LICENSES - JUN	2023-06 DO	07/25/2023	47.00	50753	.00	0	
10-51140-285	DOG & CAT EXPENSE	4259	HUMANE SOCIETY OF SO	ANIMAL R&B / PICK UP CHARGE	199	07/12/2023	308.33	50621	.00	0	
Total 1051140285:							355.33		.00		
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0524	07/26/2023	14.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0524-1	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0531	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0531-1	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0605	07/26/2023	98.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0613-1	07/26/2023	14.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0613-2	07/26/2023	14.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0613-3	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0616	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0619	07/26/2023	14.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-0623	07/26/2023	7.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	9017	US BANK	DOJ EPAY RECORDS CHECK	7376-19-1	07/26/2023	14.00	20132090	.00	0	
10-52200-210	PROFESSIONAL SERVICES	4107	TRANS UNION RISK AND A	CREDIT CHECKS	5729311-202	07/12/2023	113.00	50649	.00	0	
10-52200-210	PROFESSIONAL SERVICES	922880	TIMECLOCK PLUS, LLC	SCHEDULE ANYWHERE LICENSE	INV0028331	07/25/2023	675.00	50761	.00	0	
Total 1052200210:							998.00		.00		
10-52200-251	POLICE - IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	149.00	50672	.00	0	
Total 1052200251:							149.00		.00		
10-52200-252	POLICE- IT EQUIP	3532	MOTOROLA SOLUTIONS I	EVIDENCE LIBRARY FOR PD	1411018886	07/12/2023	5.91	50636	.00	0	
Total 1052200252:							5.91		.00		
10-52200-310	POLICE OFFICE SUPPLIES	1776	CINTAS	RESTOCK MEDICINE CABINETTE	8406316615	07/12/2023	78.21	50604	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	17.53	50730	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	52.54	50730	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	9017	US BANK	UPS	9978-0625-0	07/26/2023	17.84	20132090	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	9017	US BANK	UPS	9978-0625-0	07/26/2023	13.00	20132090	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	9017	US BANK	AMAZON TONER	2472-0613	07/26/2023	187.49	20132090	.00	0	
10-52200-310	POLICE OFFICE SUPPLIES	9380	THE UPS STORE	EPD-BUSINESS CARDS	7062	07/12/2023	64.17	50647	.00	0	

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10-52200-310	POLICE OFFICE SUPPLIES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	75.52	50750	.00	0	
Total 1052200310:							506.30		.00		
10-52200-330	POLICE PROFESSIONAL DEV	9017	US BANK	GLOCK PROFESSIONAL	7376-0612	07/26/2023	250.00	20132090	.00	0	
Total 1052200330:							250.00		.00		
10-52200-343	POLICE VEHICLE FUEL	9017	US BANK	KWIK TRIP	7376-0612-1	07/26/2023	25.11	20132090	.00	0	
10-52200-343	POLICE VEHICLE FUEL	9017	US BANK	KWIK TRIP	7376-0613	07/26/2023	14.14	20132090	.00	0	
10-52200-343	POLICE VEHICLE FUEL	9017	US BANK	KWIK TRIP	7376-0615	07/26/2023	27.50	20132090	.00	0	
Total 1052200343:							66.75		.00		
10-52200-350	POLICE EQUIP MAINTENANCE	1230	ARAMARK	MAT_NYLON/RUBBER 3X10/4X6/SERVICE CHARGE	6140213989	07/25/2023	36.73	50661	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	3007	KAYSER FORD INC	2021 FORD EXPLORER VIN# 1FM5K8AB1MGA96339	745299	07/25/2023	564.06	50736	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	9017	US BANK	CITY OF MADISON PARKING	9978-0607	07/26/2023	3.60	20132090	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	2630	GENERAL COMMUNICATI	EPD-EF JOHNSON - VP5230F2	321473	07/12/2023	70.00	50615	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	3600	NAPA OF OREGON	RAIN X WINDOW WASH	381117	07/12/2023	35.94	50637	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	4350	RT'S AUTOMOTIVE PERFO	17' FORD POLICE INTERCEPTER	2023-07	07/25/2023	63.69	50755	.00	0	
10-52200-350	POLICE EQUIP MAINTENANCE	3751	PAPA DUKES-WHO'S CRAZ	PD-VEHICLE WASHES	2023-06	07/12/2023	43.80	50639	.00	0	
Total 1052200350:							817.82		.00		
10-52200-355	POLICE BLDG MAINT	1230	ARAMARK	MAT_NYLON/RUBBER 3X10/4X6/SERVICE CHARGE	6140206023	07/12/2023	36.73	50599	.00	0	
Total 1052200355:							36.73		.00		
10-52200-360	POLICE BLDG UTILITIES EXPE	5160	CITY OF EVANSVILLE	ELEC/WATER-EPD	2023-06	07/26/2023	436.05	20132086	.00	0	
10-52200-360	POLICE BLDG UTILITIES EXPE	5600	WE ENERGIES	MONTHLY GAS SERVICE	00005-0623	07/12/2023	13.78	50652	.00	0	
10-52200-360	POLICE BLDG UTILITIES EXPE	5035	U S CELLULAR	MONTHLY CELL PHONE SERVICE	0590299951	07/25/2023	443.90	50763	.00	0	
Total 1052200360:							893.73		.00		
10-52200-361	POLICE COMMUNICATIONS	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	254.98	20132090	.00	0	
10-52200-361	POLICE COMMUNICATIONS	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM POLICE	0052351070	07/25/2023	103.49	50668	.00	0	
Total 1052200361:							358.47		.00		
10-52240-251	BLDG INSP - IT MAINT & REPAI	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	8.30	50672	.00	0	

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Total 1052240251:							8.30		.00		
10-52240-300	BLDG INSP - MISC EXP	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.08	50730	.00		0
10-52240-300	BLDG INSP - MISC EXP	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.25	50730	.00		0
10-52240-300	BLDG INSP - MISC EXP	1681	CASEY'S BUSINESS MAST	BUILDING INSPECTOR FUEL W/ DISCOUNT	QN366-0723	07/25/2023	32.69	50667	.00		0
10-52240-300	BLDG INSP - MISC EXP	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	17.65	50750	.00		0
Total 1052240300:							50.67		.00		
10-52240-361	BLDG INSP - COMMUNICATIO	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	13.42	20132090	.00		0
Total 1052240361:							13.42		.00		
10-53300-210	PROFESSIONAL SERVICES	4990	TOWN & COUNTRY ENGIN	TDS FIBER BUILDOUT SUPPORT	25477	07/25/2023	216.25	50762	.00		0
Total 1053300210:							216.25		.00		
10-53300-300	DPW STREET MAINT& REPAIR	2020	DIAMOND VOGEL PAINTS	WHITE FED HB TRF FD	255205286	07/12/2023	959.40	50611	.00		0
10-53300-300	DPW STREET MAINT& REPAIR	2020	DIAMOND VOGEL PAINTS	YELLOW FED HB TRF FD	255205286	07/12/2023	225.15	50611	.00		0
10-53300-300	DPW STREET MAINT& REPAIR	9170	FORMECOLOGY LLC	PERFORM LANDSCAPE CARE	23-177	07/25/2023	1,000.00	50681	.00		0
Total 1053300300:							2,184.55		.00		
10-53300-303	DMV REGISTRATION USEAGE	4165	ROCK ROAD COMPANIES I	2023 STREET IMPROVEMENTS	24638	07/25/2023	121,417.65	50754	.00		0
Total 1053300303:							121,417.65		.00		
10-53300-310	DPW OFFICE SUPPLIES & EX	1776		RESTOCK MEDICINE CABINET	8406316614	07/25/2023	35.18	50656	.00		0
10-53300-310	DPW OFFICE SUPPLIES & EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.27	50730	.00		0
10-53300-310	DPW OFFICE SUPPLIES & EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.81	50730	.00		0
10-53300-310	DPW OFFICE SUPPLIES & EX	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	3.41	50750	.00		0
Total 1053300310:							39.67		.00		
10-53300-343	DPW VEHICLE FUEL	9017	US BANK	SHELL OIL	1069-0601-3	07/26/2023	71.16	20132090	.00		0
10-53300-343	DPW VEHICLE FUEL	1681	CASEY'S BUSINESS MAST	DPW FUEL W/ DISCOUNT	QN366-0723	07/25/2023	510.06	50667	.00		0
Total 1053300343:							581.22		.00		
10-53300-355	DPW BLDG MAINT & SUPPLIE	9017	US BANK	AMAZON BLOCKS RODENTICIDE	3774-0525	07/26/2023	40.03	20132090	.00		0
10-53300-355	DPW BLDG MAINT & SUPPLIE	2831	GH HEATING & AIR LLC	SERVICE FURNACE - REPLACE ECM							

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				BLOWER MOTOR	5148	07/12/2023	635.00	50616	.00	0	
Total 1053300355:							675.03		.00		
10-53300-360	DPW BLDG UTILITIES EXP-HE	5160	CITY OF EVANSVILLE	ELEC/WATER-DPW GARAGE	2023-06	07/26/2023	597.86	20132086	.00	0	
Total 1053300360:							597.86		.00		
10-53300-361	DPW COMMUNICATIONS	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	40.26	20132090	.00	0	
10-53300-361	DPW COMMUNICATIONS	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM W&L	0068456062	07/12/2023	116.97	50603	.00	0	
10-53300-361	DPW COMMUNICATIONS	5035	U S CELLULAR	MONTHLY CELLULAR SERVICE	0590373527	07/25/2023	96.99	50763	.00	0	
Total 1053300361:							254.22		.00		
10-53300-390	DPW MISC EXPENSE	9017	US BANK	BP	1069-0601	07/26/2023	47.50	20132090	.00	0	
Total 1053300390:							47.50		.00		
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	FUEL SURCHARGE	0003817600	07/25/2023	527.04	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	MONTHLY TRASH SERVICE/WEEKLY	0003817600	07/25/2023	6,636.93	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	MONTHLY RECYCLE SERVICE/BI-WEEKLY	0003817600	07/25/2023	3,067.20	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	MONTHLY RECYCLE SERVICE/BI-WEEKLY	0003817600	07/25/2023	3,288.72	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	MONTHLY TRASH SERVICE/WEEKLY	0003817600	07/25/2023	6,341.43	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	MONTHLY RECYCLE SERVICE/BI-WEEKLY	0003817600	07/25/2023	2,999.04	50739	.00	0	
10-53310-290	Recycling & Refuse Collection	1295	LRS-BADGERLAND DISPO	FOUR YARD FRONT LOAD TRASH SERVICE/WEEKLY	0003817600	07/25/2023	103.32	50739	.00	0	
Total 1053310290:							22,963.68		.00		
10-53420-300	DPW FLEET MAINTENANCE	1555	BOWEN OIL CO INC	SUPPLIES-CHEVRON AW46	2023-06	07/12/2023	668.25	50602	.00	0	
10-53420-300	DPW FLEET MAINTENANCE	9173	UTILITY SALES & SERVICE	UNIT #DPW 2	0075760-IN	07/12/2023	3,453.08	50651	.00	0	
Total 1053420300:							4,121.33		.00		
10-53470-300	DPW STREET LIGHTING EXP	5160	CITY OF EVANSVILLE	ELEC-ORN LIGHTS/OVHD LIGHTS/STOP LIGHT/HIST SIGN LIGHTS	2023-06	07/26/2023	5,242.49	20132086	.00	0	
Total 1053470300:							5,242.49		.00		
10-54620-210	SENIOR CITIZENS PROGRAM	2239	CREEKSIDE PLACE INC	SENIOR CITIZEN PROGRAM	2023-07	07/12/2023	900.00	50608	.00	0	

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Total 1054620210:							900.00		.00		
10-54620-212	SENIOR TRANS & SERVICES	2239	CREEKSIDE PLACE INC	SENIOR TRANSPORTATION SERVICES	2023-07	07/12/2023	1,925.84	50608	.00	0	
Total 1054620212:							1,925.84		.00		
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	M18 2 SPEED GREASE GUN	200030-0630	07/12/2023	239.99	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	AIR COMPRESSOR OIL, BIT DRILL PERCUS	200030-0630	07/12/2023	26.97	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	ACE POTTING SOIL, FASTNERS	200030-0630	07/12/2023	35.76	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	FASTENERS, GLUE LIQ NAILS	200030-0630	07/12/2023	16.34	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	LYSOL AVD, MULTI PURSE CLEANER, CLN GLOVE, SPLIT LOCKWASH, FIN HX, CARR SCREW	200030-0630	07/12/2023	82.40	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	RAIN X, WIPES, FLOW THRU WASH BRUSH	200030-0630	07/12/2023	39.57	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	RYL EXT SAT	200030-0630	07/12/2023	41.99	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	1060	EVANSVILLE HARDWARE	CABLE TIE	200037-0630	07/12/2023	19.98	50614	.00	0	
10-55720-300	PARK MAINT EXPENSES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.30	50730	.00	0	
10-55720-300	PARK MAINT EXPENSES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.90	50730	.00	0	
10-55720-300	PARK MAINT EXPENSES	3435	MENARD'S-JANESVILLE	FOUR WHEEL HOSE CART, LYSOL DISNFE, CLOROX WIPES	29098	07/12/2023	216.89	50631	.00	0	
10-55720-300	PARK MAINT EXPENSES	3435	MENARD'S-JANESVILLE	2X10-8' FIR	29099	07/12/2023	142.05	50631	.00	0	
10-55720-300	PARK MAINT EXPENSES	3456	MID-STATE EQUIPMENT	JNSVL PARTS	I38089	07/12/2023	277.99	50633	.00	0	
10-55720-300	PARK MAINT EXPENSES	9017	US BANK	AMAZON FINAL BLOCKS RODENTICIDE	3774-0525	07/26/2023	80.00	20132090	.00	0	
10-55720-300	PARK MAINT EXPENSES	9017	US BANK	DEPT OF AGRONOMY	1069-0607	07/26/2023	52.75	20132090	.00	0	
10-55720-300	PARK MAINT EXPENSES	3640	NELSON YOUNG LUMBER	2X10 08 HEM FIR/SPF	149429-I	07/12/2023	167.00	50638	.00	0	
10-55720-300	PARK MAINT EXPENSES	3640	NELSON YOUNG LUMBER	4x8 3/4" CDX	151242-I	07/12/2023	45.60	50638	.00	0	
10-55720-300	PARK MAINT EXPENSES	3931	PLEASANT PRAIRIE GREE	SUPPLIES-FLOWERS/PERRENIAL GRASS	2023-06	07/12/2023	403.70	50640	.00	0	
10-55720-300	PARK MAINT EXPENSES	5560	WISCONSIN DEPT OF REV	SALES USE TAX- SHELTER RENTAL/PICNIC TABLES	2023-06 SAL	07/26/2023	3.65	20132094	.00	0	
10-55720-300	PARK MAINT EXPENSES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	3.50	50750	.00	0	
10-55720-300	PARK MAINT EXPENSES	1295	LRS-BADGERLAND DISPO	WEEKLY STANDARD RESTROOM - SOCCER	0003828810	07/12/2023	124.30	50628	.00	0	
Total 1055720300:							2,021.63		.00		
10-55720-343	PARKS FUEL	1681	CASEY'S BUSINESS MAST	PARK FUEL W/ DISCOUNT	QN366-0723	07/25/2023	192.28	50667	.00	0	
Total 1055720343:							192.28		.00		
10-55720-360	PARK UTILITIES EXPENSE	5160	CITY OF EVANSVILLE	ELEC/WATER-PARK SHELTERS	2023-06	07/26/2023	1,148.58	20132086	.00	0	

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Total 1055720360:							1,148.58		.00		
10-55720-361	PARKS COMMUNICATION EXP	5035	U S CELLULAR	MONTHLY CELL PHONE SERVICE	0590373527	07/25/2023	45.99	50763	.00		0
Total 1055720361:							45.99		.00		
10-55720-362	BALLFIELD LIGHTING EXP	5160	CITY OF EVANSVILLE	ELEC/WATER-BALLFIELD LIGHTS	2023-06	07/26/2023	10,051.49	20132086	.00		0
Total 1055720362:							10,051.49		.00		
10-55730-300	SWIMMING POOL EXPENSES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.24	50730	.00		0
10-55730-300	SWIMMING POOL EXPENSES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.73	50730	.00		0
10-55730-300	SWIMMING POOL EXPENSES	2942	JEFF'S PLUMBING & HEAT	FIXED 2 LEAKS ON POOL DECK WHERE HOSES HOOK UP	2023-07 - PO	07/12/2023	296.00	50623	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3460	MIDWEST POOL SUPPLY	5 GAL MURIATIC ACID	107200	07/12/2023	215.92	50634	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3460	MIDWEST POOL SUPPLY	5 GAL ACID CARBOY DEPOSIT	107200	07/12/2023	40.00-	50634	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3460	MIDWEST POOL SUPPLY	5 GAL MURIATIC ACID	107651	07/25/2023	188.93	50741	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3460	MIDWEST POOL SUPPLY	5 GAL ACID CARBOY DEPOSIT	107651	07/25/2023	140.00	50741	.00		0
10-55730-300	SWIMMING POOL EXPENSES	5160	CITY OF EVANSVILLE	ELEC/WATER-POOL	2023-06	07/26/2023	3,006.65	20132086	.00		0
10-55730-300	SWIMMING POOL EXPENSES	9017	US BANK	LITEWIRE INTERNET SVS	4877-0606	07/26/2023	79.95	20132090	.00		0
10-55730-300	SWIMMING POOL EXPENSES	9017	US BANK	DOA WISGLP RAFFLE LICENSE	4877-0612	07/26/2023	25.50	20132090	.00		0
10-55730-300	SWIMMING POOL EXPENSES	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	26.84	20132090	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3231	LITEWIRE INTERNET SER	*BASIC - CITY POOL & LEASE FEE: MONTHLY EQUIPMENT LEASE	2023-07	07/25/2023	44.95	50738	.00		0
10-55730-300	SWIMMING POOL EXPENSES	5560	WISCONSIN DEPT OF REV	SALES USE TAX-POOL	2023-06 SAL	07/26/2023	824.22	20132094	.00		0
10-55730-300	SWIMMING POOL EXPENSES	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	11.02	50663	.00		0
10-55730-300	SWIMMING POOL EXPENSES	3516	MONROE AREA SWIM TEA	DR. STILES SWIM MEET	2023-07	07/25/2023	100.00	50744	.00		0
10-55730-300	SWIMMING POOL EXPENSES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	6.83	50750	.00		0
10-55730-300	SWIMMING POOL EXPENSES	922877	ALLISON HORGEN	REIMB - LIFEGUARD TRAINING AND MILEAGE	2023 - 06	07/12/2023	445.00	50596	.00		0
Total 1055730300:							5,372.78		.00		
10-55740-300	PARK STORE EXPENSES	2800	HOLIDAY WHOLESALE INC	SUPPLIES-FOOD/BEVERAGES	1450857	07/12/2023	2,180.55	50620	.00		0
10-55740-300	PARK STORE EXPENSES	5160	CITY OF EVANSVILLE	ELEC/WATER-PARK STORE	2023-06	07/26/2023	119.85	20132086	.00		0
10-55740-300	PARK STORE EXPENSES	5560	WISCONSIN DEPT OF REV	SALES USE TAX-PARK STORE	2023-06 SAL	07/26/2023	140.81	20132094	.00		0
Total 1055740300:							2,441.21		.00		
10-55750-210	YOUTH CENTER PROF SERVI	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.04	50730	.00		0
10-55750-210	YOUTH CENTER PROF SERVI	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.11	50730	.00		0
10-55750-210	YOUTH CENTER PROF SERVI	3955	PROFESSIONAL PEST CO	MONTHLY PEST CONTROL-YOUTH CTR	626031	07/12/2023	38.00	50641	.00		0

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Total 1055750210:							38.15		.00		
10-55750-300	YOUTH CENTER OPER EXPE	5600	WE ENERGIES	MONTHLY GAS SERVICE	00010-0623	07/12/2023	9.90	50652	.00	0	
10-55750-300	YOUTH CENTER OPER EXPE	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	13.42	20132090	.00	0	
10-55750-300	YOUTH CENTER OPER EXPE	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM YOUTH CENTER	0084271061	07/12/2023	137.96	50603	.00	0	
10-55750-300	YOUTH CENTER OPER EXPE	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	.12	50750	.00	0	
Total 1055750300:							161.40		.00		
10-55750-355	YOUTH CNTR REPAIRS& MAIN	5160	CITY OF EVANSVILLE	ELEC/WATER-YOUTH CTR/AWARE	2023-06	07/26/2023	221.26	20132086	.00	0	
Total 1055750355:							221.26		.00		
10-55760-300	BASEBALL/RECREATON EXPE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	1.05	50730	.00	0	
10-55760-300	BASEBALL/RECREATON EXPE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	3.15	50730	.00	0	
10-55760-300	BASEBALL/RECREATON EXPE	9017	US BANK	BASEBALL FIRST AID KITS/ICE PACKS	0981-0619	07/26/2023	82.87	20132090	.00	0	
10-55760-300	BASEBALL/RECREATON EXPE	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	4.81	50750	.00	0	
10-55760-300	BASEBALL/RECREATON EXPE	2758	HAYDEN GRAYS PHOTOG	BASEBALL PICTURES	1017	07/12/2023	2,014.20	50619	.00	0	
Total 1055760300:							2,106.08		.00		
10-56820-210	PROFESSIONAL SERVICES	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57591	07/25/2023	132.00	50673	.00	0	
10-56820-210	PROFESSIONAL SERVICES	4990	TOWN & COUNTRY ENGIN	PROJECT ORANGE REVIEW	25489	07/25/2023	7,387.00	50762	.00	0	
Total 1056820210:							7,519.00		.00		
10-56820-300	ECONOMIC DEVELOPMENT E	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.36	50730	.00	0	
10-56820-300	ECONOMIC DEVELOPMENT E	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	1.08	50730	.00	0	
10-56820-300	ECONOMIC DEVELOPMENT E	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	1.76	50750	.00	0	
Total 1056820300:							3.20		.00		
10-56840-210	PROFESSIONAL SERVICES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	.11	50750	.00	0	
Total 1056840210:							.11		.00		
10-56840-251	COMM DEVL - IT MAINT & REP	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	1.24	50672	.00	0	
10-56840-251	COMM DEVL - IT MAINT & REP	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	8.30	50672	.00	0	
Total 1056840251:							9.54		.00		

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
10-56840-300	COMMUNITY DEVELOP EXPE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	7.08	50730	.00	0	
10-56840-300	COMMUNITY DEVELOP EXPE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	21.22	50730	.00	0	
10-56840-300	COMMUNITY DEVELOP EXPE	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	26.84	20132090	.00	0	
10-56840-300	COMMUNITY DEVELOP EXPE	5035	U S CELLULAR	MONTHLY CELLULAR SERVICE-ECON. DEV	0590387064	07/25/2023	254.92	50763	.00	0	
10-56840-300	COMMUNITY DEVELOP EXPE	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	24.19	50750	.00	0	
Total 1056840300:							334.25		.00		
10-56880-300	HISTORIC PRESERVATION EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	3.03	50730	.00	0	
10-56880-300	HISTORIC PRESERVATION EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	9.08	50730	.00	0	
10-56880-300	HISTORIC PRESERVATION EX	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	20.71	50750	.00	0	
Total 1056880300:							32.82		.00		
11-56820-210	PROFESSIONAL SERVICES	922144	MARIAH CALLEY	CHAMBER LOCATIONS	071123A	07/25/2023	60.00	50740	.00	0	
11-56820-210	PROFESSIONAL SERVICES	922144	MARIAH CALLEY	TOURISUM LOCATIONS	071123A	07/25/2023	150.00	50740	.00	0	
Total 1156820210:							210.00		.00		
20-52220-210	EMS PROFESSIONAL SERVIC	3955	PROFESSIONAL PEST CO	MONTHLY PEST CONTROL-EMS BLDG	626032	07/12/2023	32.00	50641	.00	0	
Total 2052220210:							32.00		.00		
20-52220-251	EMS - IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	1.24	50672	.00	0	
20-52220-251	EMS - IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	8.30	50672	.00	0	
20-52220-251	EMS - IT MAINT & REPAIR	2859	IMAGE TREND INC	FIELD BRIDGE LICENSE/SUPPORT-ANNUAL SUPPORT & UPGRADES	143756	07/25/2023	800.00	50731	.00	0	
Total 2052220251:							809.54		.00		
20-52220-310	EMS OFFICE SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.06	50730	.00	0	
20-52220-310	EMS OFFICE SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.19	50730	.00	0	
20-52220-310	EMS OFFICE SUPPLIES	9017	US BANK	STAPLES DIRECT	6903-0606	07/26/2023	98.87	20132090	.00	0	
20-52220-310	EMS OFFICE SUPPLIES	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	19.34	50750	.00	0	
Total 2052220310:							118.46		.00		
20-52220-330	EMS PROFESSIONAL DEVL	9017	US BANK	CULVERS	6903-0525	07/26/2023	25.87	20132090	.00	0	
20-52220-330	EMS PROFESSIONAL DEVL	9017	US BANK	RADISON HOTEL & CONF	6903-0525-0	07/26/2023	220.00	20132090	.00	0	
20-52220-330	EMS PROFESSIONAL DEVL	9017	US BANK	RADISON HOTEL & CONF	6903-0525-0	07/26/2023	220.00	20132090	.00	0	

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Total 2052220330:							465.87		.00		
20-52220-340	EMS MED SUPPLIES & EQUIP	9017	US BANK	LIFE ASIST INC	6903-0602	07/26/2023	37.42	20132090	.00	0	
20-52220-340	EMS MED SUPPLIES & EQUIP	1548	BOUND TREE MEDICAL LL	SUPPLIES-NALOZONE, SUCTION CUPS, ASSURE PRISM, CURAPLEX FOAM, EXTRICATION COLLAR	85009567	07/12/2023	1,286.89	50601	.00	0	
20-52220-340	EMS MED SUPPLIES & EQUIP	1548	BOUND TREE MEDICAL LL	CURAPLEX SUCTION CATHETER, FLEX-ALL SPINT, I-GEL 02 RESUS PACK	85024705	07/25/2023	103.52	50665	.00	0	
Total 2052220340:							1,427.83		.00		
20-52220-341	EMS MED EQUIP MAINT	1060	EVANSVILLE HARDWARE	PEAK BLUEDEF 2.5GAL	200032-0611	07/12/2023	35.98	50614	.00	0	
20-52220-341	EMS MED EQUIP MAINT	6900	ZOLL MEDICAL CORP GPO	1 YEAR PM ONLY - ZOLL X SERIES	00038921	07/12/2023	620.00	50655	.00	0	
Total 2052220341:							655.98		.00		
20-52220-343	EMS AMBULANCE FUEL	922831	CONSUMERS COOP OIL C	EMS - FUEL	154781-07	07/25/2023	721.58	50674	.00	0	
20-52220-343	EMS AMBULANCE FUEL	922831	CONSUMERS COOP OIL C	EMS - FUEL	154781-2023	07/12/2023	954.61	50607	.00	0	
Total 2052220343:							1,676.19		.00		
20-52220-350	EMS AMBULANCE MAINTENA	2542	GORDIE BOUCHER OF JA	SERVICE-2012 AMBULANCE	647344	07/12/2023	260.10	50617	.00	0	
20-52220-350	EMS AMBULANCE MAINTENA	2542	GORDIE BOUCHER OF JA	EMS-OIL CHANGE/REPLACE FUEL FILTER	647815	07/12/2023	269.61	50617	.00	0	
Total 2052220350:							529.71		.00		
20-52220-361	EMS COMMUNICATIONS	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	26.84	20132090	.00	0	
20-52220-361	EMS COMMUNICATIONS	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	22.04	50663	.00	0	
Total 2052220361:							48.88		.00		
20-52220-362	EMS UTILITIES	5160	CITY OF EVANSVILLE	ELEC/WATER-EMS	2023-06	07/26/2023	234.82	20132086	.00	0	
20-52220-362	EMS UTILITIES	5600	WE ENERGIES	MONTHLY GAS SERVICE	00003-0623	07/12/2023	13.78	50652	.00	0	
20-52220-362	EMS UTILITIES	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM EMS	0035901062	07/12/2023	65.87	50603	.00	0	
Total 2052220362:							314.47		.00		
20-52220-380	EMS ACT 102 EXPENSES-AIDS	1548	BOUND TREE MEDICAL LL	TYPE 123 LITHIUM BATTERIES, ZOLLE AED PLUS DEFIBRILLATOR 10 PK	85009567	07/12/2023	293.98	50601	.00	0	
Total 2052220380:							293.98		.00		

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21-55700-312	LIBRARY COPIER SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	27.01	50730	.00	0	
21-55700-312	LIBRARY COPIER SUPPLIES	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	80.96	50730	.00	0	
21-55700-312	LIBRARY COPIER SUPPLIES	4600	STAPLES BUSINESS CRE	LIBRARY-COPY PAPER	1649567722-	07/25/2023	138.90	50759	.00	0	
Total 2155700312:							246.87		.00		
21-55700-313	LIBRARY POSTAGE	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	1.31	50750	.00	0	
Total 2155700313:							1.31		.00		
21-55700-355	BLDG MAINTENANCE & REPAI	5600	WE ENERGIES	MONTHLY GAS SERVICE	00001-0623-	07/12/2023	685.00	50652	.00	0	
Total 2155700355:							685.00		.00		
21-55700-361	LIBRARY COMMUNICATIONS	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM LIBRARY	0073605070	07/25/2023	88.93	50668	.00	0	
21-55700-361	LIBRARY COMMUNICATIONS	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	22.02	50663	.00	0	
Total 2155700361:							110.95		.00		
21-55700-362	LIBRARY UTILITIES	5160	CITY OF EVANSVILLE	ELEC/WATER-LIBRARY	2023-06	07/26/2023	1,255.57	20132086	.00	0	
Total 2155700362:							1,255.57		.00		
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	OTC BRANDS INC	6038-0524-1	07/26/2023	21.97	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	SCHOLASTIC EDUCATION	6038-0526-1	07/26/2023	8.42	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	BOOKDEPOT	6038-0526-2	07/26/2023	116.65	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	TEMU - WALL-E, PRJECTOR FLASHLIGHT,	6038-0608	07/26/2023	85.94	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	AMAZON TEA LIGHTS, PRESSED FLOWERS, TWINE, JIGSAW, WILDFLOWER SEEDS	6038-0612	07/26/2023	268.44	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	ARTIST & CRAFTSMAN SUPP	2394-0609	07/26/2023	27.70	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	FAMILY DOLLAR OFFICE SUPPLIES	2394-0614	07/26/2023	10.95	20132090	.00	0	
21-55700-376	LIBRARY PROGRAMMING SUP	9017	US BANK	SEW MANY THREADS REPLACEMENT THREADS FOR KIT	2394-0622	07/26/2023	4.16	20132090	.00	0	
Total 2155700376:							544.23		.00		
21-55700-380	LIBRARY GIFT EXPENDITURE	9017	US BANK	WAL MART RUBLOX	2394-0616	07/26/2023	50.00	20132090	.00	0	
Total 2155700380:							50.00		.00		
22-54640-210	PROFESSIONAL SERVICES	1885	CONSIGNY LAW FIRM SC	ATTY FEES-	57591	07/25/2023	49.50	50673	.00	0	

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Total 2254640210:							49.50		.00		
22-54640-251	CEMETERY IT SERVICES & EQ	4990	TOWN & COUNTRY ENGIN	2023 GIS SUPPORT	25364	07/12/2023	815.00	50648	.00	0	
Total 2254640251:							815.00		.00		
22-54640-350	CEMETERY MAINT EXP	1060	EVANSVILLE HARDWARE	SUPER GLUE ULTRA, ULTRA GEL	200030-0630	07/12/2023	11.98	50614	.00	0	
22-54640-350	CEMETERY MAINT EXP	1060	EVANSVILLE HARDWARE	SUPER GLUE	200030-0630	07/12/2023	1.94	50614	.00	0	
22-54640-350	CEMETERY MAINT EXP	2540	GORDON FLESCH CO INC	FASTENERS	IN14277213	07/25/2023	.39	50730	.00	0	
22-54640-350	CEMETERY MAINT EXP	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	1.18	50730	.00	0	
22-54640-350	CEMETERY MAINT EXP	3456	MID-STATE EQUIPMENT	COPIER CHARGES	IN14287569	07/25/2023	1.18	50730	.00	0	
22-54640-350	CEMETERY MAINT EXP	3456	MID-STATE EQUIPMENT	PAD, DECK WEAR	I38177	07/12/2023	32.62	50633	.00	0	
22-54640-350	CEMETERY MAINT EXP	3456	MID-STATE EQUIPMENT	18 CUT BLADE	I38177	07/12/2023	137.46	50633	.00	0	
22-54640-350	CEMETERY MAINT EXP	3456	MID-STATE EQUIPMENT	PAD, DECK WEAR	I38387	07/12/2023	65.24	50633	.00	0	
22-54640-350	CEMETERY MAINT EXP	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	.78	50750	.00	0	
Total 2254640350:							251.59		.00		
22-54640-360	CEMETERY UTILITIES EXPEN	5160	CITY OF EVANSVILLE	ELEC/WATER-CEMETERY	2023-06	07/26/2023	96.25	20132086	.00	0	
Total 2254640360:							96.25		.00		
22-54640-361	CEMETERY COMMUNICATION	9017	US BANK	ANCESTRY.COM	6887-0613-1	07/26/2023	23.20	20132090	.00	0	
22-54640-361	CEMETERY COMMUNICATION	5035	U S CELLULAR	MONTHLY CELL PHONE SERVICE	0590373527	07/25/2023	61.49	50763	.00	0	
Total 2254640361:							84.69		.00		
23-57960-821	ARPA CITY HALL BUILDING UP	5160	CITY OF EVANSVILLE	CITY HALL REMODEL BREAKEROOM	BUILDING P	07/25/2023	125.00	50670	.00	0	
Total 2357960821:							125.00		.00		
23-57960-833	APRA DIGITAL UPGRADES CH	3457	MID-WEST TREE & EXCAV	BORE EMS TO CITY HALL 11 W CHURCH	21435	07/25/2023	825.00	50742	.00	0	
Total 2357960833:							825.00		.00		
25-57900-210	Professional Services	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	350.00	50625	.00	0	
Total 2557900210:							350.00		.00		
25-57900-801	Land Acquisition/Right of Way	5160	CITY OF EVANSVILLE	W&L FOR 170 E CHURCH/12193001	12-1930-01-0	07/25/2023	7.39	50670	.00	0	
25-57900-801	Land Acquisition/Right of Way	5160	CITY OF EVANSVILLE	W&L FOR 170 E CHURCH/12195001	12-1950-01-0	07/25/2023	16.31	50670	.00	0	

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25-57900-801	Land Acquisition/Right of Way	5160	CITY OF EVANSVILLE	W&L FOR 170 E CHURCH/30250001	30-2500-01-0	07/25/2023	44.95	50670	.00	0	
Total 2557900801:							68.65		.00		
26-57900-210	Professional Services	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	350.00	50625	.00	0	
Total 2657900210:							350.00		.00		
27-57900-210	Professional Services	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	350.00	50625	.00	0	
Total 2757900210:							350.00		.00		
28-57900-210	Professional Services	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	350.00	50625	.00	0	
Total 2857900210:							350.00		.00		
29-57900-210	Professional Services	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	300.00	50625	.00	0	
Total 2957900210:							300.00		.00		
40-53300-802	DPW Landscaping/Sidewalk Pro	4990	TOWN & COUNTRY ENGIN	2023 SIDEWALK REPAIR	25472	07/25/2023	2,608.45	50762	.00	2023013	
Total 4053300802:							2,608.45		.00		
40-53300-860	DPW Road Construction	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25363	07/12/2023	643.53	50648	.00	2022301	
40-53300-860	DPW Road Construction	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25476	07/25/2023	462.98	50762	.00	2022301	
Total 4053300860:							1,106.51		.00		
40-55720-803	Park Improvements	5760	MSA PROFESSIONAL SER	PROJECT-R09342007.0, PARK & POOL DESIGN	R09342007.0	07/25/2023	2,660.64	50745	.00	2022001	
40-55720-803	Park Improvements	922777	CORPORATE CONTRACT	WEST SIDE PARK	22423-8	07/25/2023	327,198.68	50675	.00	2022001	
40-55720-803	Park Improvements	922777	CORPORATE CONTRACT	WEST SIDE PARK	22423-9	07/25/2023	182,450.93	50675	.00	2022001	
Total 4055720803:							512,310.25		.00		
40-55730-803	POOL Improvements	5760	MSA PROFESSIONAL SER	PROJECT-R09342007.0, PARK & POOL DESIGN	R09342007.0	07/25/2023	4,941.17	50745	.00	2022002	
40-55730-803	POOL Improvements	922777	CORPORATE CONTRACT	POOL RENOVATION	22423-8	07/25/2023	607,654.70	50675	.00	2022002	
40-55730-803	POOL Improvements	922777	CORPORATE CONTRACT	POOL RENOVATION	22423-9	07/25/2023	338,837.45	50675	.00	2022002	

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Total 4055730803:							951,433.32		.00		
40-57960-830	CITY HALL BUILDING	5160	CITY OF EVANSVILLE	CITY HALL REMODEL BREAKROOM	BUILDING P	07/25/2023	125.00	50670	.00	2023018	
40-57960-830	CITY HALL BUILDING	922666	CTW ABBEY CARPET & FL	BALANCE DUE ON CITY HALL FLOORING	66360	07/12/2023	2,358.95	50609	.00	0	
40-57960-830	CITY HALL BUILDING	922878	GORDON MILLER WOODW	CONSTRUCTION LABOR	252311	07/12/2023	1,260.00	50618	.00	2023018	
Total 4057960830:							3,743.95		.00		
43-52200-840	LEVY POLICE EQUIPMENT	2630	GENERAL COMMUNICATI	FIXING THE BDA ON THE RADIOS	322024	07/25/2023	1,425.70	50729	.00	0	
Total 4352200840:							1,425.70		.00		
60-53500-210	WWTP PROFESSIONAL SERVI	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	1,000.00	50625	.00	0	
Total 6053500210:							1,000.00		.00		
60-53500-214	WWTP LABORATORY SERVIC	8901	AGSOURCE COOP SERVI	BOD-5DAY/CHLORIDE/LAB FILTRATION/NITROGEN,PHOSPHORU S, SOLIDS	PS-INV2815	07/25/2023	154.05	50657	.00	0	
Total 6053500214:							154.05		.00		
60-53500-215	SLUDGE HAULING	5104	UNITED LIQUID WASTE RE	CAKE WASTE PICK UP	42624	07/12/2023	2,240.00	50650	.00	0	
Total 6053500215:							2,240.00		.00		
60-53500-251	WWTP IT MAINT & REPAIR	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	16.05	50672	.00	0	
Total 6053500251:							16.05		.00		
60-53500-295	WWTP ACCOUNTING & COLLE	1810	CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEE	CVC23428	07/25/2023	1,099.80	50671	.00	0	
Total 6053500295:							1,099.80		.00		
60-53500-310	WWTP GEN OFFICE SUPPLIE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	.01	50730	.00	0	
60-53500-310	WWTP GEN OFFICE SUPPLIE	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	.02	50730	.00	0	
60-53500-310	WWTP GEN OFFICE SUPPLIE	3435	MENARD'S-JANESVILLE	48X48 CDLS 2" FW OAK	28991	07/12/2023	59.97	50631	.00	0	
60-53500-310	WWTP GEN OFFICE SUPPLIE	3435	MENARD'S-JANESVILLE	48X48 CDLS 2" FW OAK	29122	07/12/2023	119.94	50631	.00	0	
Total 6053500310:							179.94		.00		
60-53500-340	WWTP GENERAL PLANT SUPP	1060	EVANSVILLE HARDWARE	GARDEN HOSE	200030-0630	07/12/2023	44.99	50614	.00	0	

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60-53500-340	WWTP GENERAL PLANT SUPP	4487	SOLENIS LLC	PRAESTOL K 274 FLX DRUM 200L	132349642	07/25/2023	8,740.31	50758	.00	0	
60-53500-340	WWTP GENERAL PLANT SUPP	4487	SOLENIS LLC	RAW MTSPLY SURCHARGE	132349642	07/25/2023	756.01	50758	.00	0	
Total 6053500340:							9,541.31		.00		
60-53500-343	WWTP FUEL	922831	CONSUMERS COOP OIL C	DPW - FUEL	154771-06	07/25/2023	1,362.79	50674	.00	0	
Total 6053500343:							1,362.79		.00		
60-53500-355	WWTP PLANT MAINT & REPAI	1060	EVANSVILLE HARDWARE	SW DRILL/DRIVE SET, SCISSOR PERFORMANCE	200030-0630	07/12/2023	39.98	50614	.00	0	
60-53500-355	WWTP PLANT MAINT & REPAI	1060	EVANSVILLE HARDWARE	PLUGIN OIL CLN LINEN, COTTONELLE UTR MEGA	200030-0630	07/12/2023	26.98	50614	.00	0	
60-53500-355	WWTP PLANT MAINT & REPAI	1060	EVANSVILLE HARDWARE	PAIL, KITCHEN SNK STRANER, WIPES, HANDI WIPES, LOOPED MOPHEAD	200030-0630	07/12/2023	39.93	50614	.00	0	
60-53500-355	WWTP PLANT MAINT & REPAI	1060	EVANSVILLE HARDWARE	BLOWER FAN	200030-0630	07/12/2023	69.99	50614	.00	0	
60-53500-355	WWTP PLANT MAINT & REPAI	921929	JC CROSS CO	TEN002533 FAN 250MM, 120V, 60HZ	69387	07/12/2023	477.25	50622	.00	0	
Total 6053500355:							654.13		.00		
60-53500-361	WWTP COMMUNICATIONS	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	40.26	20132090	.00	0	
60-53500-361	WWTP COMMUNICATIONS	5035	U S CELLULAR	MONTHLY CELL PHONE SERVICE	0590373527	07/25/2023	42.20	50763	.00	0	
Total 6053500361:							82.46		.00		
60-53500-362	WWTP ELECTRIC/WATER EXP	5160	CITY OF EVANSVILLE	ELEC/WATER-DISPOSAL PLANT	2023-06	07/26/2023	4,618.98	20132086	.00	0	
Total 6053500362:							4,618.98		.00		
60-53510-850	STREET RECONSTRUCTION	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25363	07/12/2023	1,097.78	50648	.00	2022301	
60-53510-850	STREET RECONSTRUCTION	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25476	07/25/2023	789.78	50762	.00	2022301	
Total 6053510850:							1,887.56		.00		
60-53520-360	LIFT STATION UTILITIES	5160	CITY OF EVANSVILLE	ELEC/WATER-LIFT STATIONS	2023-06	07/26/2023	1,177.34	20132086	.00	0	
Total 6053520360:							1,177.34		.00		
60-53520-850	LIFT STATION CIP	4990	TOWN & COUNTRY ENGIN	LIFT STATION SCADA-ELECTRICAL	25488	07/25/2023	355.00	50762	.00	2022018	
Total 6053520850:							355.00		.00		

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61-53580-180	RECOGNITION PROGRAM	9017	US BANK	TWO BROTHERS REST.	1069-0602	07/26/2023	118.32	20132090	.00	0	
Total 6153580180:							118.32		.00		
61-53580-200	MAINTENANCE AND REPAIRS	1060	EVANSVILLE HARDWARE	POND&STONE SEALANT 12OZ	200030-0630	07/12/2023	31.98	50614	.00	0	
Total 6153580200:							31.98		.00		
61-53580-210	PROFESSIONAL SERVICES	1810	CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEE	CVC23428	07/25/2023	549.90	50671	.00	0	
61-53580-210	PROFESSIONAL SERVICES	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	700.00	50625	.00	0	
Total 6153580210:							1,249.90		.00		
61-53580-301	WATERWAY MAINTENANCE	9433	JEWELL ASSOC ENGINEE	LAKE LEOTA DAM REPAIRS	14740	07/25/2023	825.00	50734	.00	2023020	
Total 6153580301:							825.00		.00		
61-53580-850	STWT ROAD CONSTRUCTION	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25363	07/12/2023	757.09	50648	.00	2022301	
61-53580-850	STWT ROAD CONSTRUCTION	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25476	07/25/2023	544.68	50762	.00	2022301	
Total 6153580850:							1,301.77		.00		
62-2221000	Current Portion, L-T Debt	5520	WPPI ENERGY	AMI PROJECT LOAN PAYMENT	42-62023	07/26/2023	2,536.72	20132097	.00	0	
Total 622221000:							2,536.72		.00		
62-2228011	DNR LEAD REPLACEMENT GR	4422	SCHLITTLER CONSTRUCT	SERVICE MAINT-132 W LIBERTY ST	11581	07/25/2023	3,495.00	50756	.00	0	
Total 622228011:							3,495.00		.00		
62-2238010	FEDERAL WITHHOLDING TAX	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT FEDERAL WITHHOLDING TAX Pay Period: 7/14/2023	PR0714231	07/26/2023	60.01	20132087	.00	0	
62-2238010	FEDERAL WITHHOLDING TAX	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT FEDERAL WITHHOLDING TAX Pay Period: 6/30/2023	PR0630231	07/26/2023	21.03	20132087	.00	0	
Total 622238010:							81.04		.00		
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 7/14/2023	PR0714231	07/26/2023	72.50	20132087	.00	0	
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 7/14/2023	PR0714231	07/26/2023	767.76	20132087	.00	0	
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay							

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
				Period: 7/14/2023	PR0714231	07/26/2023	179.56	20132087	.00	0	
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay	PR0714231	07/26/2023	179.56	20132087	.00	0	
				Period: 7/14/2023							
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 6/30/2023	PR0630231	07/26/2023	48.33	20132087	.00	0	
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT SOCIAL SECURITY Pay Period: 6/30/2023	PR0630231	07/26/2023	894.88	20132087	.00	0	
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay	PR0630231	07/26/2023	209.29	20132087	.00	0	
				Period: 6/30/2023							
62-2238040	OASI (FICA)	2442	FICA/FWT DEPOSIT - EFTP	SOC SEC/MED/FWT MEDICARE Pay	PR0630231	07/26/2023	209.29	20132087	.00	0	
				Period: 6/30/2023							
Total 622238040:							2,561.17		.00		
62-2238050	WIS WITHHOLDING TAX	5550	WI DEPT OF REVENUE-EF	SWT STATE WITHHOLDING TAX Pay	PR0630231	07/26/2023	14.71	20132091	.00	0	
				Period: 6/30/2023							
62-2238050	WIS WITHHOLDING TAX	5550	WI DEPT OF REVENUE-EF	SWT STATE WITHHOLDING TAX Pay	PR0714231	07/26/2023	33.68	20132091	.00	0	
				Period: 7/14/2023							
Total 622238050:							48.39		.00		
62-51921-001	OPER OFFICE SUPPLIES & EX	4430	SCHWAAB INC	Embosser 2" Long Desk Seal	8370947	07/25/2023	20.13	50757	.00	0	
62-51921-001	OPER OFFICE SUPPLIES & EX	3956	PROFESSIONAL BUSINES	#10 REGULAR ENVELOPE - PRINT 2 SIDES	119189	07/25/2023	82.97	50748	.00	0	
Total 6251921001:							103.10		.00		
62-51930-001	MISC GENERAL EXPENSES	9017	US BANK	AMAZON PAPER PLATES, KNIFE,	9139-0613	07/26/2023	67.52	20132090	.00	0	
62-51930-001	MISC GENERAL EXPENSES	9017	US BANK	AMAZON PENETRATING LUBRICANT AEROSOL	9139-0613-1	07/26/2023	124.99	20132090	.00	0	
62-51930-001	MISC GENERAL EXPENSES	9017	US BANK	MUNI SERVICE JOB AD	0981-0613	07/26/2023	425.00	20132090	.00	0	
Total 6251930001:							617.51		.00		
62-51930-330	PROFESSIONAL DEVELOPME	9017	US BANK	OPC*WISCONSIN RURAL WTR	9139-0621-1	07/26/2023	110.00	20132090	.00	0	
62-51930-330	PROFESSIONAL DEVELOPME	9017	US BANK	OPC*WISCONSIN RURAL WTR	9139-0621-2	07/26/2023	6.35	20132090	.00	0	
Total 6251930330:							116.35		.00		
62-52622-002	OPER POWER PURCHASED F	5160	CITY OF EVANSVILLE	ELEC/WATER-WELL #1/#2/WATER TOWER	2023-06	07/26/2023	3,269.61	20132086	.00	0	
Total 6252622002:							3,269.61		.00		
62-52625-002	MAINT PUMP BUILDINGS & EQ	1060	EVANSVILLE HARDWARE	AIR FRESH CARIBN, FEBREZE SS, TOLT BWL, LYSONL, PAPER TWL	200037-0630	07/12/2023	26.55	50614	.00	0	

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Total 6252625002:							26.55		.00		
62-52631-002	OPER WATER TREATMENT CH	3658	NORTHERN LAKE SERVIC	RESAMPLE/RECOLLECTION CHARGE	2309315	07/25/2023	25.00	50746	.00	0	
62-52631-002	OPER WATER TREATMENT CH	3658	NORTHERN LAKE SERVIC	SAMPLE TRANSPORT	2309315	07/25/2023	25.00	50746	.00	0	
62-52631-002	OPER WATER TREATMENT CH	9218	WI STATE LABORATORY O	GROSS ALPHA & BETA, RADIUM, FLORIDE, VOCS IN WATER	747229	07/25/2023	1,211.00	50767	.00	0	
62-52631-002	OPER WATER TREATMENT CH	3342	MARTELLE WATER TREAT	SODIUM HYPOCHLORITE BULK	25330	07/12/2023	838.30	50629	.00	0	
62-52631-002	OPER WATER TREATMENT CH	3342	MARTELLE WATER TREAT	HYDROFLUOROSILICIC ACID BULK	25330	07/12/2023	311.00	50629	.00	0	
62-52631-002	OPER WATER TREATMENT CH	3342	MARTELLE WATER TREAT	AQUA MAG BULK	25330	07/12/2023	1,553.40	50629	.00	0	
62-52631-002	OPER WATER TREATMENT CH	3342	MARTELLE WATER TREAT	FUEL SURCHARGE	25330	07/12/2023	30.00	50629	.00	0	
62-52631-002	OPER WATER TREATMENT CH	90802	USA BLUE BOOK	HACH FLUORIDE REAGENT	INV0006143	07/25/2023	348.55	50764	.00	0	
62-52631-002	OPER WATER TREATMENT CH	8901	AGSOURCE COOP SERVI	BOD-5DAY/CHLORIDE/LAB FILTRATION/NITROGEN,PHOSPHORU S, SOLIDS	PS-INV2789	07/25/2023	283.60	50657	.00	0	
62-52631-002	OPER WATER TREATMENT CH	8901	AGSOURCE COOP SERVI	BOD-5DAY/CHLORIDE/LAB FILTRATION/NITROGEN,PHOSPHORU S, SOLIDS	PS-INV2829	07/25/2023	196.60	50657	.00	0	
Total 6252631002:							4,822.45		.00		
62-52641-002	WATER INVESTIGATIONS	4990	TOWN & COUNTRY ENGIN	LEAD SERVICE LATERAL REPLACEMENT	25471	07/25/2023	1,201.25	50762	.00	0	
Total 6252641002:							1,201.25		.00		
62-52651-002	MAINT MAINS	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25363	07/12/2023	1,287.05	50648	.00	2022301	
62-52651-002	MAINT MAINS	4990	TOWN & COUNTRY ENGIN	2022 STREET & UTILITY IMPROVEMENTS	25476	07/25/2023	925.96	50762	.00	2022301	
Total 6252651002:							2,213.01		.00		
62-52902-002	OPER ACCOUNTING & COLLE	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	1,000.00	50625	.00	0	
Total 6252902002:							1,000.00		.00		
62-52903-002	OPER READING & COLLECTIN	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	8.49	50750	.00	0	
Total 6252903002:							8.49		.00		
62-52921-002	OPER OFFICE SUPPLIES & EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	4.57	50730	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	13.71	50730	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	4430	SCHWAAB INC	Embosser 2" Long Desk Seal	8370947	07/25/2023	10.37	50757	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	9196	ANSER SERVICES	ANSWERING SERVICE-WATER	10395-07172	07/25/2023	192.91	50659	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	9209	DIGGERS HOTLINE INC	CREDIT PREPAYMENT	230 347501	07/25/2023	353.04-	50678	.00	0	

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62-52921-002	OPER OFFICE SUPPLIES & EX	9209	DIGGERS HOTLINE INC	SEMI-ANNUAL PREPAY FEES	230 7 47501	07/25/2023	675.20	50678	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	1090	AT&T	MONTHLY AT&T CHARGES	6088822281	07/25/2023	11.02	50663	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	3956	PROFESSIONAL BUSINES	#10 REGULAR ENVELOPE - PRINT 2 SIDES	119189	07/25/2023	42.74	50748	.00	0	
62-52921-002	OPER OFFICE SUPPLIES & EX	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	139.43	50750	.00	0	
Total 6252921002:							736.91		.00		
62-52930-002	OPER MISC GENERAL EXPEN	2380	THE EVANSVILLE REVIEW	MONTHLY PUBLICATION CHARGE	702	07/12/2023	78.75	50646	.00	0	
62-52930-002	OPER MISC GENERAL EXPEN	5160	CITY OF EVANSVILLE	ELEC/WATER-W&L-WATER	2023-06	07/26/2023	344.18	20132086	.00	0	
62-52930-002	OPER MISC GENERAL EXPEN	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	53.68	20132090	.00	0	
Total 6252930002:							476.61		.00		
62-52930-251	IT SERVICE & EQUIP	1810	CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEE	CVC23428	07/25/2023	1,099.80	50671	.00	0	
62-52930-251	IT SERVICE & EQUIP	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	16.05	50672	.00	0	
Total 6252930251:							1,115.85		.00		
62-52935-002	MAINT MAINTENANCE OF GE	1060	EVANSVILLE HARDWARE	CIRC SWA BLD	200037-0630	07/12/2023	15.99	50614	.00	0	
62-52935-002	MAINT MAINTENANCE OF GE	1230	ARAMARK	MAY RUG SERVICE	6140202373	07/25/2023	47.95	50661	.00	0	
62-52935-002	MAINT MAINTENANCE OF GE	1230	ARAMARK	MAT_NYLON/RUBBER 3X10/4X6/SERVICE CHARGE	6140210627	07/25/2023	53.70	50661	.00	0	
62-52935-002	MAINT MAINTENANCE OF GE	1776		RESTOCK MEDICINE CABINET	8406316614	07/25/2023	48.40	50656	.00	0	
Total 6252935002:							166.04		.00		
63-1107001	CONSTRUCTION WIP	3457	MID-WEST TREE & EXCAV	BORE N. DOHNS RD.	21427	07/25/2023	660.00	50742	.00	0	23-11-0044-C-1
Total 631107001:							660.00		.00		
63-1143010	Other Accts Rec.-Solar Buyback	5520	WPPI ENERGY	RENEWABLE ENERGY VOLUME DISCOUNT	42-62023	07/26/2023	60.00	20132097	.00	0	
Total 631143010:							60.00		.00		
63-1150001	INVENTORY - ELECTRIC	2545	FOOTVILLE ROCK & LIME	ROAD ROCK OR GRAVEL	22/23-673	07/25/2023	430.02	50680	.00	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	WIRE, #4 TRIPLEX PERIWINKLE	868689-01	07/25/2023	1,631.58	50751	.82	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	URD 1/0 EXTENDED ELBOW	892473-00	07/12/2023	458.68	50642	.00	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	COLD SHRINK FOLDBACK JACKET KIT 1/0STR	899245-00	07/25/2023	370.04	50751	.00	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	MB4 BRACKET	899661-00	07/12/2023	489.40	50642	.00	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	STICKERS, HI VOLTAGE	899661-00	07/12/2023	718.00	50642	.00	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	WIRE, 1/0-1/0-2 AL BRENAU	900907-00	07/25/2023	1,829.08	50751	.92	0	

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63-1150001	INVENTORY - ELECTRIC	9149	RESCO	COLD SHRINK FOLDBACK JACKET KIT 1/0STR	900907-00	07/25/2023	1,100.03	50751	.55	0	
63-1150001	INVENTORY - ELECTRIC	9149	RESCO	CU #4 SOLID SOFT DRAWN	900907-00	07/25/2023	707.65	50751	.35	0	
63-1150001	INVENTORY - ELECTRIC	90092	BORDER STATES ELECTRI	TERM KIT, 7642 3M TERM COLD SHRINK 1/0 URD	926484074	07/12/2023	355.85	50600	.00	0	
63-1150001	INVENTORY - ELECTRIC	90092	BORDER STATES ELECTRI	URD 200AMP LOAD BREAK ELBOW	926484074	07/12/2023	1,095.00	50600	.00	0	
63-1150001	INVENTORY - ELECTRIC	90092	BORDER STATES ELECTRI	FAULT INDICATOR UG	926603304	07/25/2023	2,451.90	50664	.00	0	
Total 631150001:							11,637.23		2.64		
63-1368041	LINE TRANSFORMERS-M	9149	RESCO	10KVA CONV DB 7.2 X 124/240NT: ER52212764052	89966000	07/12/2023	1,099.00	50642	.00	0	
Total 631368041:							1,099.00		.00		
63-1368051	LINE TRANSFORMERS-P	9149	RESCO	10KVA CONV DB 7.2 X 124/240NT: ER52212764050	89966000	07/12/2023	1,099.00	50642	.00	0	
Total 631368051:							1,099.00		.00		
63-1368061	LINE TRANSFORMERS-U	9149	RESCO	10KVA CONV DB 7.2 X 124/240NT: ER12112172888	89966000	07/12/2023	1,099.00	50642	.00	0	
Total 631368061:							1,099.00		.00		
63-2238080	WI SALES TAX	5560	WISCONSIN DEPT OF REV	SALES USE TAX	2023-06 SAL	07/26/2023	25,195.47	20132094	.00	0	
Total 632238080:							25,195.47		.00		
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - TIMOTHY KRAMER MAGIC CHEF	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - CAROL ARTEAGA DEHUMIDIFIER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - JASON SERGEANT DEHUMIDIFIER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - LIBBY POLICH DISHWASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - JOHN JONES DISHWASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - RONALD BENNETT DEHUMIDIFIER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - KIMBERLY MUENCH WASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - JACOB ENGLEHART DISHWASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - LISA ECKEL WASHER/DRYER	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - CLAUDIA LAAK REFRIGERATOR	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - ERRIN SCHLAPBACH DRYER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - MANDY KLEIN WASHER/DRYER	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - KAREN FISHER AIR CONDITIONER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - GERALD & BARB BUTTCHEN REFRIGERATOR/DISH WASHER	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - SEAN & JENNA MANGOLD REFRIGERATOR	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - MELISSA PREUSS WASHER/DRYER	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - MIKE & STACY WAGNER WASHER/DRYER	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - SHAWN MILLER DRYER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - SHARON SAROW WASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - SHARON SAROW DEHUMIDIFIER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - JUDY MCKAY DISHWASHER/REFRIGERATOR	2023 - 07 RE	07/25/2023	50.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	5160	CITY OF EVANSVILLE	REBATES - DARYL LINCICUM WASHER	2023 - 07 RE	07/25/2023	25.00	50670	.00	0	
63-2253021	DFD CREDITS-PB-ENERGY C	922872	CHRIS EAGER	ELECTRIC VEHICLE CHARGER REBATE	2023 REFUN	07/25/2023	250.00	50669	.00	0	
Total 632253021:							975.00		.00		
63-2253031	PUBLIC BENEFIT REVENUE	5460	WIS DEPT OF ADMINISTR	PUBLIC BENEFIT FEES-Q4	505-0000081	07/25/2023	7,085.89	50768	.00	0	
Total 632253031:							7,085.89		.00		
63-41400-001	OPERATING & OTHER REVEN	5560	WISCONSIN DEPT OF REV	SALES USE TAX-DISCOUNT	2023-06 SAL	07/26/2023	130.82-	20132094	.00	0	
Total 6341400001:							130.82-		.00		
63-41442-062	MUNICIPAL GREEN POWER	5520	WPPI ENERGY	GREEN POWER	42-62023	07/26/2023	530.00	20132097	.00	0	
Total 6341442062:							530.00		.00		
63-51555-300	POWER PURCHASED	5520	WPPI ENERGY	PURCHASED POWER	42-62023	07/26/2023	538,534.09	20132097	.00	0	
Total 6351555300:							538,534.09		.00		
63-51582-300	OPER SUBSTATION EXPENSE	9133	FORSTER ELECTRICAL E	E02-22C EVA WEST & EAST BAY IMPROVE	24672	07/25/2023	7,618.90	50682	.00	2023023	
63-51582-300	OPER SUBSTATION EXPENSE	9133	FORSTER ELECTRICAL E	E02-22D UTL ADDITION PLANNING	24677	07/25/2023	2,762.50	50682	.00	2023023	

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63-51582-300	OPER SUBSTATION EXPENSE	9133	FORSTER ELECTRICAL E	E02-23G TECHNICAL ASSISTANCE	24679	07/25/2023	580.00	50682	.00	2023023	
Total 6351582300:							10,961.40		.00		
63-51584-300	OPER UG LINE	9133	FORSTER ELECTRICAL E	E02-21C ELECTRIC CONSTRUCTION	24671	07/25/2023	2,537.50	50682	.00	2023024	
Total 6351584300:							2,537.50		.00		
63-51586-300	OPER METER EXPENSE	90092	BORDER STATES ELECTRI	BUR-YAV10 BOX 1210 RING LUG	926484074	07/12/2023	18.89	50600	.00	0	
Total 6351586300:							18.89		.00		
63-51588-300	MISC DISTRIBUTION EXPENS	5035	U S CELLULAR	MONTHLY CELL PHONE SERVICE	0590464629	07/25/2023	155.69	50763	.00	0	
Total 6351588300:							155.69		.00		
63-51592-210	SUBSTATION MAINT PROF SE	9133	FORSTER ELECTRICAL E	E02-20E LARSON FARMS GENERATIONAL OPTIONS	24676	07/25/2023	6,494.40	50682	.00	0	
63-51592-210	SUBSTATION MAINT PROF SE	9133	FORSTER ELECTRICAL E	E02-23D 5 YEAR PLAN SUMMARY	24678	07/25/2023	330.00	50682	.00	0	
Total 6351592210:							6,824.40		.00		
63-51594-300	UG LINE MAINENANCE	1060	EVANSVILLE HARDWARE	CLIP BATTERY	200037-0630	07/12/2023	7.18	50614	.00	0	
63-51594-300	UG LINE MAINENANCE	1060	EVANSVILLE HARDWARE	FAUCT SUPLY LINE PVC	200037-0630	07/12/2023	17.18	50614	.00	0	
63-51594-300	UG LINE MAINENANCE	9209	DIGGERS HOTLINE INC	CREDIT PREPAYMENT	230 347501	07/25/2023	655.66-	50678	.00	0	
63-51594-300	UG LINE MAINENANCE	9209	DIGGERS HOTLINE INC	SEMI-ANNUAL PREPAY FEES	230 7 47501	07/25/2023	675.20	50678	.00	0	
63-51594-300	UG LINE MAINENANCE	3457	MID-WEST TREE & EXCAV	BORE WINDSOR LANE	21427	07/25/2023	1,914.00	50742	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	AFTER HOURS	577839	07/25/2023	40.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PER TICKET	577839	07/25/2023	525.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PROJECT TIME	577839	07/25/2023	75.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	AFTER HOURS	583884	07/25/2023	40.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	EMERGENCY NORMAL HOURS	583884	07/25/2023	80.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PER TICKET	583884	07/25/2023	1,974.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PROJECT TIME	583884	07/25/2023	120.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	FUEL SURCHARGE	583884FS	07/25/2023	57.30	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	EMERGENCY NORMAL HOURS	590541	07/25/2023	120.00	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PER TICKET	590541	07/25/2023	2,740.50	50765	.00	0	
63-51594-300	UG LINE MAINENANCE	922881	USIC LOCATING SERVICE	PROJECT TIME	590541	07/25/2023	1,065.00	50765	.00	0	
Total 6351594300:							8,794.70		.00		
63-51902-210	ACCT & COLLETING PROF SE	1810	CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEE	CVC23428	07/25/2023	3,391.05	50671	.00	0	
63-51902-210	ACCT & COLLETING PROF SE	2938	JOHNSON BLOCK & COMP	AUDITING SERVICES	509464	07/12/2023	2,000.00	50625	.00	0	

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
Total 6351902210:							5,391.05		.00		
63-51902-361	COMMUNICATION EXPENSE	9017	US BANK	GOOGLE GSUITE	6123-0601	07/26/2023	134.20	20132090	.00	0	
Total 6351902361:							134.20		.00		
63-51903-300	BILLING SUPLIES AND EXPEN	5520	WPPI ENERGY	SUPPORT SERVICES MAY	42-62023	07/26/2023	2,289.52	20132097	.00	0	
63-51903-300	BILLING SUPLIES AND EXPEN	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	30.19	50750	.00	0	
Total 6351903300:							2,319.71		.00		
63-51920-210	ADMINISTRATIVE PRO SERVI	4990	TOWN & COUNTRY ENGIN	TDS FIBER BUILDOUT SUPPORT	25477	07/25/2023	216.25	50762	.00	0	
63-51920-210	ADMINISTRATIVE PRO SERVI	9133	FORSTER ELECTRICAL E	E02-23E SPECTRUM UNION STREET POLE ATTACHMENTS	24675	07/25/2023	290.00	50682	.00	0	
Total 6351920210:							506.25		.00		
63-51921-300	OFFICE SUPPLIES & EXPENS	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14277213	07/25/2023	4.65	50730	.00	0	
63-51921-300	OFFICE SUPPLIES & EXPENS	2540	GORDON FLESCH CO INC	COPIER CHARGES	IN14287569	07/25/2023	13.94	50730	.00	0	
63-51921-300	OFFICE SUPPLIES & EXPENS	2763	QUADIENT FINANCE USA I	MONTHLY POSTAGE	2023-06	07/25/2023	244.52	50750	.00	0	
Total 6351921300:							263.11		.00		
63-51921-361	COMMUNICATION EXPENSE	1730	CHARTER COMMUNICATI	MONTHLY CHARTER SERVICE	0052351070	07/25/2023	23.00	50668	.00	0	
63-51921-361	COMMUNICATION EXPENSE	9196	ANSER SERVICES	ANSWERING SERVICE-ELECTRIC	10395-07172	07/25/2023	358.26	50659	.00	0	
Total 6351921361:							381.26		.00		
63-51928-300	REGULATORY EXPENSE	2801	INKWORKS INC	MISC-NOTICE FOR UTIL BILL	32562	07/25/2023	267.20	50732	.00	0	
Total 6351928300:							267.20		.00		
63-51930-251	IT SERVICE AND EQUIPMENT	1850	COMPUTER KNOW HOW L	BDR BACKUP SYSTEM	BDR-073023	07/25/2023	59.60	50672	.00	0	
Total 6351930251:							59.60		.00		
63-51930-300	MISC GENERAL EXPENSES	2380	THE EVANSVILLE REVIEW	MONTHLY PUBLICATION CHARGE	702	07/12/2023	146.25	50646	.00	0	
Total 6351930300:							146.25		.00		
63-51930-340	TOOL AND EQUIPMENT	1060	EVANSVILLE HARDWARE	PACKOUT BACKPACK	200037-0630	07/12/2023	139.99	50614	.00	0	
63-51930-340	TOOL AND EQUIPMENT	1060	EVANSVILLE HARDWARE	FASTENERS	200037-0630	07/12/2023	5.00	50614	.00	0	

Invoice GL Account	Invoice GL Account Title	Vendor Number	Payee	Description	Invoice Number	Check Issue Date	Check Amount	Check Number	Discount Taken	GL Activity#	Job Number
63-51930-340	TOOL AND EQUIPMENT	1060	EVANSVILLE HARDWARE	PENCIL TIRE GAUGE, AIR PLUG, INFLATOR GUN	200037-0630	07/12/2023	33.37	50614	.00	0	
63-51930-340	TOOL AND EQUIPMENT	9017	US BANK	FORUM THE LINE JUNK COMPANY	9139-0621	07/26/2023	170.99	20132090	.00	0	
63-51930-340	TOOL AND EQUIPMENT	90123	C&M HYDRAULIC TOOL S	BUG WRENCH	0177563-IN	07/25/2023	169.68	50666	.00	0	
Total 6351930340:							519.03		.00		
63-51930-343	TRANSPORTATION FUEL	9017	US BANK	SHELL OIL	1069-0601-2	07/26/2023	83.31	20132090	.00	0	
63-51930-343	TRANSPORTATION FUEL	922831	CONSUMERS COOP OIL C	W&I - FUEL	154798-06	07/25/2023	1,720.40	50674	.00	0	
Total 6351930343:							1,803.71		.00		
63-51930-350	TRANSPORTATION MAINTENA	1060	EVANSVILLE HARDWARE	18-8 FLAT WASH, FASTENERS	200037-0630	07/12/2023	119.13	50614	.00	0	
63-51930-350	TRANSPORTATION MAINTENA	1060	EVANSVILLE HARDWARE	MTL CUT WHEL, THREAD SEAL TAPE, PIPE ADAPTERHOSE,	200037-0630	07/12/2023	5.97	50614	.00	0	
63-51930-350	TRANSPORTATION MAINTENA	9173	UTILITY SALES & SERVICE	GUIDE ROPE WINCH DRUM	0213005-IN	07/25/2023	93.27	50766	.00	0	
Total 6351930350:							218.37		.00		
63-51930-392	PUBLIC RELATIONS AND ADV	1240	THRYV	AT&T YEL PAGES ADVERTISING-W&L	800370196-0	07/25/2023	15.50	50760	.00	0	
Total 6351930392:							15.50		.00		
63-51932-360	BUILDING & PLANT UTILITY C	5160	CITY OF EVANSVILLE	ELEC/WATER-W&L-ELECTRIC	2023-06	07/26/2023	796.61	20132086	.00	0	
63-51932-360	BUILDING & PLANT UTILITY C	5600	WE ENERGIES	MONTHLY GAS SERVICE	00004-0623	07/12/2023	11.18	50652	.00	0	
63-51932-360	BUILDING & PLANT UTILITY C	1730	CHARTER COMMUNICATI	CHARTER SPECTRUM W&L	0052369070	07/25/2023	116.97	50668	.00	0	
Total 6351932360:							924.76		.00		
63-51932-821	BUILDING & PLANT IMPROVE	1060	EVANSVILLE HARDWARE	CABLE TIE, TERM RNG	200037-0630	07/12/2023	19.98	50614	.00	0	
63-51932-821	BUILDING & PLANT IMPROVE	1060	EVANSVILLE HARDWARE	FASTENERS	200037-0630	07/12/2023	2.19	50614	.00	0	
63-51932-821	BUILDING & PLANT IMPROVE	1060	EVANSVILLE HARDWARE	PAPER TOWEL	200037-0630	07/12/2023	13.99	50614	.00	0	
Total 6351932821:							36.16		.00		
Grand Totals:							2,583,721.07		2.64		



DRAFT

~~YOUTH AND~~ RECREATION COORDINATOR (PART-TIME TO FULL-TIME) POSITION DESCRIPTION

General Statement of Duties:

The ~~Youth and~~ Recreation Coordinator will develop, organize, schedule, supervise, and directly staff youth programs/activities for residents and students and is responsible for the operations of the Evansville Youth Center (EYC). The ~~Youth and~~ Recreation Coordinator provides reports to the Evansville Youth Center Board and Evansville Park and Recreation Board respectively and is under the supervision of the City Administrator/ Finance Director. The coordinator supervises the EYC staff and Aquatic Center Supervisor(s).

Distinguishing Features of the Position:

The ~~Youth and~~ Recreation Coordinator hours may vary depending on seasonal programming and annual budget allocations. Minimum work will include managing the Youth Center, with additional work including planning youth sports and community recreation activities ~~and youth sports~~. Full-time work will include the supervision of park facilities and aquatic center.

Examples of work (illustrative only):

Evansville Youth Center (part-time):

- Provide onsite staffing at the Youth Center and other scheduled programs. Assist and provide staff guidance for Youth Center volunteers.
- Maintain safe, clean, & secure environment at the Youth Center.
- Determine facility and program needs.
- Plan, develop, organize, and implement Youth Center onsite/offsite programs and activities (i.e. field trips, health living programs, first aid, and personal interests).
- Manage budget for programs responsibly
- Manage and organize all fundraising activities for the Youth Center as directed by the EYC Committee.
- Handles customer relations with the public, including youth, parents and city staff. Takes immediate action to resolve conflicts and informs the appropriate supervisory staff of any incidents.
- Market, promotion, and conduct public relations of EYC programs.

Youth Sports Programs (3/4 time):

- Manage and promote youth sports programs such as *T-ball* and *Coach Pitch*
- Collect fees, registrations, develop rosters, draft schedules, place orders, and assign coaches.
- Coordinate with aquatic center, school district, soccer, and other baseball programs to understand and fill in gaps in youth sports via City efforts.

Recreation Programs (full-time):

- Identify and prioritize the creation of community recreation programs outlined in the Park and Outdoor Recreation Plan of the City.
- Develop new activities and programs for residents that focus on social interactions, health, and well-being.
- Responsible for advertising, scheduling, facility preparation, budgeting, staffing, supplies preparation, registration, fees collection, and post evaluations for recreation program activities.
- Oversee the daily operations of summer recreation programs, including the supervision of any summer program staff
- Coordinate with school district, library, Building a Safer Evansville, and Creekside Place on implementing programs and activities for youth and adults
- Lead and supervise activities, monitor behaviors
- Plan, develop, and implement curriculum for the summer camp programs
- Order supplies/snacks and monitor and adhere to program budget
- Coordinate a positive and consistent communication and marketing strategy for City recreation programs
- Presents periodic program updates to the Evansville Park Board.
- Handles customer relations with the public. As conflicts arise with staff or customers, takes immediate action to resolve the problem and informs the appropriate supervisory staff of the incident.

Recreation Management (full-time):

- Provides general oversight and management of aquatic and park facilities throughout the City.
- Manage Aquatic Center Supervisor(s) as well as Parks Custodian
- Monitor and coordinate with Public Works Superintendent and public works staff general maintenance needs of parks and facilities.
- Monitor and coordinate with Public Works Superintendent and City Administrator budget/CIP needs for park facilities.

Miscellaneous:

- Exhibit cheerful and friendly attitude and show respect and concern for others.
- This position may require after hours work as needed for special events and attending board meetings
- The position functions with a great deal of independence.
- Other similar duties as may be assigned consistent with the organization and operation of EYC and recreation programs.
- Report matters of attendance, budget, discipline, and other pertinent matters to the Administrator
- [Performs other duties as may be assigned](#)

Required Knowledge, Skills, and Abilities:

- Knowledge and experience in recreation programming.
- Bachelor's degree in recreation administration is desirable.

- Strong organizational and problem-solving skills, as well as the ability to demonstrate good judgment.
- Verbal and written communication skills with the ability to effectively communicate with and to work well with youth, other employees, volunteers, and members of the community.
- Possess strong computer skills to effectively utilize current software like Word and Excel to communicate and inform to students, parents, schools, and boards. Generate flyers and other informational materials for the community.

Work Environment:

Works primarily inside the EYC building. Activities areas within the building include pool table, air hockey, video games, lounge area, kitchen and more. This position may have to operate or assist students operating an oven and stove making snacks. This position may also have to work outside monitoring students and residents outdoors. This position may chaperone students or residents on a field trip or walking to other community locations.

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 see and hear the children being monitored. The employee is required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move up to 50 pounds infrequently and for limited periods.

Selection Guidelines:

Formal applications, rating of education and experience, and an interview and reference check. Job-related tests may be required.

Compensation:

The City of Evansville’s Pay Philosophy categorizes this position in a pay grade of 5

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by the Parks & recreation Board 07/17/2023, Reviewed by the Municipal Services Committee 7/25/2023. Approved by Finance and Labor Relations Committee on 08/03/2023.



MUNICIPAL SERVICES DIRECTOR POSITION DESCRIPTION

Statement of Duties:

Municipal Services Director oversees operations of the Public Works and Water & Light components of the Municipal Services Department. This includes general management, leadership and in-depth knowledge of the operations of the City's electric and water systems. Additionally general leadership and management of public works activities.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time, with a focus on electric and water utilities. This position is appointed by and reports to the City Administrator/Finance Director and has an oversight board, Municipal Services Committee. This position is FLSA exempt and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead and motivate with integrity and honesty at all times.
- Work collaboratively with other City departments and department personnel to achieve productivity targets.
- Be flexible to the individual needs and personalities of subordinates, members of the public, customers, and other staff, while keeping continuity of City policies, rules, and procedures.
- Be an active participant in all Department Head and Municipal Services Committee meetings, and attend Common Council and other city meetings as required.
- Find the individual strengths and weaknesses of subordinates, provide training and give guidance to maximize the employee's potential. Document this year long process in annual reviews of department staff with Forepersons.
- Document events and take actions of discipline when necessary
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations and service improvements, including but not limited to customer concerns and regulatory compliance.
- Foster and participate in an environment of rewarding increases in knowledge of the industry, best practices and forward-looking technology.
- Create a culture of one department with many unique parts.

Compliance:

- Assign or directly maintain certification or accreditation status within Municipal Services, including but not limited to Reliable Public Power Provider (RP3) Designation, Tree City USA designation, Municipal Electric Utilities of Wisconsin (MEUW) and American Public Power Association (APPA) safety awards.
- Maintain Municipal Services within regulatory compliance with, but not limited to, OSHA, DNR and PSC.

- Working with MEUW or other consulting agencies, ensure that a safe work environment is maintained by monitoring and enforcing proper equipment checks, workplace safety and situational awareness amongst staff.
- Oversee the Forepersons preparation and monitoring of the day-to-day work schedules and record keeping for the Municipal Services Department.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment and safety.
- Follow the planning and guidance set forth in the *City of Evansville, WI Smart Growth Comprehensive Plan*, Energy Plans, and Carbon Neutrality Resolutions.
- Ensure employees have and properly use safety equipment and training.

Communication:

- Be the liaison between Municipal Services Department and other utilities, including telecommunications and gas.
- Schedule and coordinate projects with Forepersons, Community Development Director, City Engineer, and City Administrator/Finance Director and release project schedule for public information
- Submits for review and implements a cohesive and coordinated public communications plan throughout each year for seasonal news, project planning, rates, and ongoing project work.
- Meet with the City engineers, contractors, developers and vendors to ensure expected quality standards and timelines are met. Report on progress via written and verbal communication.
- Be available to address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Active involvement with professional organizations such as WPPI Energy, MEUW, Evansville Area Chamber of Commerce/Tourism, and Southern Wisconsin Association of Public Works Supervisors (SWAPS).
- In times of emergency, works with the acting Information Officer or may be assigned as the acting Information Officer.
- Meets in Development Staff, Energy Independence Team and Department Head, and Leadership Team meetings.
- Regularly coordinates with Community Development Department on land use and development.
- Ensures public works staff coordinates with Building Inspection on code enforcement.
- Communicates with local school district and higher educational institutes regarding education opportunities, project planning and energy savings.

Finance:

- Manage expenditures within budget throughout the year and reports regularly to Municipal Services Committee and Finance Director.
- Responsible for regular inventory reconciliation of department assets and reporting to Finance Director.

- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.
- Prepare annual department operating budget and five-year capital budget for timely review.
- Coordinates revenue and expense projections, including information necessary for rate case studies.
- Assist in the long-term budgeting of projects over a 5-10 year capital plan.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Oversee Forepersons maintenance and accuracy of record keeping on labor hours, equipment usage, materials and expenses for work performed.

Miscellaneous:

- Interpret provisions of the Evansville Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may from time to time be directed by the City Administrator/Finance Director, Common Council and/or Municipal Services Committee.

Electric Line Construction and Maintenance:

- Plan and construct primary and secondary extensions at all voltages both above and under ground
- Troubleshoot, rebuild, and repair any damaged lines, fixtures or equipment both above and under ground

Required knowledge, skills, and abilities:

- Ten years of experience in project management, wastewater, roads, stormwater, water, electric or other utility through internship, labor, supervision, education or other method for understanding of operations is required in lieu of formal education in civil engineering, construction management or similar discipline.
- Electrical Engineering degree and certification. Alternate experience in a related degree or certification is acceptable.
- Extensive field experience with Electric utility system and at least five years field experience as and hold a Journey Line worker certification.
- BA/BS in public administration, construction management, business administration, civil engineering or related field is preferred, but not necessary with relevant work history.
- Three to five years of leadership, supervision or management experience preferred to gain general experience and knowledge in human resources.
- General knowledge of preparing, monitoring, following or administering a budget preferred.
- Maintain driver's license is required with the ability to obtain a CDL preferred.
- Capable of learning the proper and safe operations of equipment used at Municipal Services Department to ensure the safety of staff and the public. Prior participation

or education in work place safety is required. Managing or coordinating work place safety preferred.

- Capable of learning federal, state, and local laws and regulations regarding wastewater, water, roads, stormwater and electric utility operations.
- Capable of learning geographic information systems (GIS) mapping, managing department web pages, and other software programs to improve record storage, planning and communication. Prior experience in using technology and understanding of practical application is required, prior knowledge of GIS preferred.
- Ability to understand and apply instructions, plans, prints, graphs and charts.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment, including within stressful situations.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Municipal Services including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD and DNR.

Work Environment:

Generally supervise employees' work within the Municipal Services Department. This may include occasionally working or monitoring work conducted in the same working environments described in other position descriptions.

These examples include but are not limited to:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to monitor operations of running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working or monitoring in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Inspections in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Inspections in an elevated or hoisted position on a pole, ladder or boom/bucket truck.

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 use hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a General Pay Scale grade of 21

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.

The position description of the Municipal Services Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed/approved by Municipal Services and Finance & Labor Relations Committee 11/09/2017, 07/24/2023, updated by Finance & Labor Relations Committee 5/4/2023

City of Evansville

Compensation Philosophy

Definition and Purpose

The Compensation Philosophy is a statement that guides the design of the compensation system and strategy. The statement aligns total rewards (cash compensation and benefits) with the goals for recruitment and retention of employees. The philosophy takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a compensation philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the City's overall goals.

Objectives

The City of Evansville recognizes that its employees play a unique and significant role in the provision of services in the community. The City endeavors to recruit, train and develop cohesive, high quality professional staff that will excel in providing public services. It is the compensation philosophy of the City to provide a total compensation package (salary and benefits) based on individual employee performance as a component of the City's compensation system. The City has identified the following objectives in its compensation philosophy and program:

- Provide fair and equitable rates of pay to employees within the City's market
- Develop a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individual employees in a position
- Establish rates of pay that allow the City to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience
- Establish a market position that is fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Develop a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Develop pay administration policies and procedures that ensure their consistent application throughout the City
- Ensure that the compensation program is understandable to employees, managers, the Common Council, and the public
- Allow the City to recruit and retain experienced employees

Position Descriptions

The basis of the compensation program is the position descriptions. The position descriptions outline the primary purpose of the position, the essential functions, the knowledge skills and abilities required to perform the job, as well as minimum and desired qualifications. The organization will review position descriptions at any time there is a major change in the composition of a position or to ensure that position descriptions remain accurate and up to date. The content of the position descriptions remains the responsibility of the City Administrator and Finance and Labor Relations Committee.

Job Evaluation System

To ensure an internally equitable compensation system, job evaluation points will be assigned to each position. The organization uses the SAFE method, or similar, of job evaluation. The position description is the basis for our job value points. This method of evaluating and classifying positions is based on the assumption that job performance meets acceptable standards. The evaluation process examines the way work is expected to be done. The actual performance and the characteristics of the employee involved in the work are excluded from the process. This method does not measure an individual's effectiveness or need for development, but rather focuses solely on the content of the job.

Reclassification

Occasionally a job within the organization may be newly created or undergo a significant change in job duties in order to meet the needs of the organization. In that case, the position description will be reviewed and when applicable, updated with new areas of responsibility. When amended, a position description is reviewed using the SAFE method, or similar, and the assigned grade in the pay scale may be changed. Based on the total points the City will determine if a change in salary is required. Reclassifications may be initiated by the City Administrator. When reclassification occurs separation between pay rates among staff within departments and across the city should remain.

External Market Analysis

In order for the organization to attract and retain employees it is necessary to evaluate the "market" to determine if our total compensation package is appropriate. To remain competitive it is the intent of the City to review the external market every three to five years (or more frequently when so determined by the Common Council). The cities selected for comparables as a part of the City's compensation philosophy include cities similar to the City of Evansville, cities located near and around the City geographically and cities which will be comparable as the City grows. This group includes cities close to the City's current population and the projected population at the time of the next expected review of the external market.

Internal Equity Analysis

The organization strives to maintain a pay structure that keeps internal equity among

positions based on their job value points. Positions are assigned to a grade using the SAFE method, or similar, to create a total point profile for new and existing job classifications. Separation between pay rates within departments and across the city should remain

Compensation Plan

The compensation system for the City has three pay scales, one for general government and public safety positions, one for library positions and one for electric utility positions. The compensation plans for the City include 25 pay grades with a 6% spread between grades. Each grade has 9 steps with 2.75% between steps. Full-time employees shall move through the wage schedule based on experience, years of service, and satisfactory performance. Employees with performance ratings of meeting expectations or higher shall receive a step increase on their anniversary date. Employees with performance ratings of below standards or needs improvement shall not receive a step increase until the performance rating improves to meeting expectations or higher.

Annually, the Common Council will review the compensation plan and may provide a compensation plan or base adjustment to the salary schedules based on cost of living and other factors such as recruitment and retention issues. The recommendation shall be based on the combination of an index as established by the Common Council and the fiscal position of the City. Any adjustment to the compensation plan or base adjustment will apply to all employees.

The Council reserves the right to deviate from the compensation plan when, in sole judgment of the Council, market conditions or other circumstances dictate such a decision.

Compensation Plan Adjustment Implementation

Effective the date of implementation as determined by the Common Council, employees in positions where the salary grade is adjusted upward as a result of a market study or pay equity review shall be placed on the salary step that is closest to their current rate of pay resulting in an increase in base rate. Employees whose salary grade is adjusted downward are not eligible for base rate increases but shall not suffer a pay cut. Instead, the employees' base rates shall be frozen until such time as their salary grade maximum exceeds their current base rate of pay.

In the event of a compensation plan or base adjustment to the salary schedule, employees in positions where their current base rate does not exceed the maximum of the salary grade shall receive the adjustment in the form of a base increase.

Approved by Common Council March 8, 2022 and revised August 8, 2023

**City of Evansville, Wisconsin
Pay Scale-Gen**

2024 General Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	38,368.24	39,423.37	40,507.51	41,621.47	42,766.06	43,942.13	45,150.54	46,392.17	47,667.96
2	40,670.34	41,788.77	42,937.96	44,118.76	45,332.02	46,578.65	47,859.57	49,175.71	50,528.04
3	43,110.56	44,296.10	45,514.24	46,765.88	48,051.95	49,373.37	50,731.14	52,126.25	53,559.72
4	45,697.19	46,953.86	48,245.10	49,571.84	50,935.06	52,335.78	53,775.01	55,253.82	56,773.30
5	48,439.02	49,771.10	51,139.80	52,546.15	53,991.17	55,475.92	57,001.51	58,569.05	60,179.70
6	51,345.36	52,757.36	54,208.19	55,698.92	57,230.64	58,804.48	60,421.60	62,083.19	63,790.48
7	54,426.09	55,922.80	57,460.68	59,040.85	60,664.47	62,332.75	64,046.90	65,808.19	67,617.91
8	57,691.65	59,278.17	60,908.32	62,583.30	64,304.34	66,072.71	67,889.71	69,756.68	71,674.99
9	61,153.15	62,834.86	64,562.82	66,338.30	68,162.60	70,037.07	71,963.09	73,942.08	75,975.49
10	64,822.34	66,604.95	68,436.59	70,318.60	72,252.36	74,239.30	76,280.88	78,378.60	80,534.01
11	68,711.68	70,601.25	72,542.79	74,537.71	76,587.50	78,693.66	80,857.73	83,081.32	85,366.06
12	72,834.38	74,837.33	76,895.35	79,009.98	81,182.75	83,415.28	85,709.20	88,066.20	90,488.02
13	77,204.44	79,327.57	81,509.07	83,750.57	86,053.72	88,420.19	90,851.75	93,350.17	95,917.30
14	81,836.71	84,087.22	86,399.62	88,775.61	91,216.94	93,725.40	96,302.85	98,951.18	101,672.34
15	86,746.91	89,132.45	91,583.60	94,102.15	96,689.95	99,348.93	102,081.02	104,888.25	107,772.68
16	91,951.73	94,480.40	97,078.61	99,748.27	102,491.35	105,309.86	108,205.88	111,181.55	114,239.04
17	97,468.83	100,149.23	102,903.33	105,733.17	108,640.83	111,628.46	114,698.24	117,852.44	121,093.38
18	103,316.96	106,158.18	109,077.53	112,077.16	115,159.28	118,326.16	121,580.13	124,923.59	128,358.98
19	109,515.98	112,527.67	115,622.18	118,801.79	122,068.84	125,425.73	128,874.94	132,419.00	136,060.52
20	116,086.94	119,279.33	122,559.51	125,929.90	129,392.97	132,951.28	136,607.44	140,364.14	144,224.16
21	123,052.16	126,436.09	129,913.08	133,485.69	137,156.55	140,928.35	144,803.88	148,785.99	152,877.60
22	130,435.28	134,022.25	137,707.87	141,494.83	145,385.94	149,384.05	153,492.12	157,713.15	162,050.26
23	138,261.40	142,063.59	145,970.34	149,984.52	154,109.10	158,347.10	162,701.64	167,175.94	171,773.28
24	146,557.09	150,587.41	154,728.56	158,983.59	163,355.64	167,847.92	172,463.74	177,206.49	182,079.67
25	155,350.51	159,622.65	164,012.27	168,522.61	173,156.98	177,918.80	182,811.57	187,838.88	193,004.45

**City of Evansville, Wisconsin
Pay Scale-Elec**

2024 Electric Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	45,760.93	47,019.35	48,312.38	49,640.97	51,006.10	52,408.77	53,850.01	55,330.88	56,852.48
2	48,506.58	49,840.51	51,211.13	52,619.43	54,066.47	55,553.29	57,081.01	58,650.74	60,263.63
3	51,416.98	52,830.94	54,283.79	55,776.60	57,310.45	58,886.49	60,505.87	62,169.78	63,879.45
4	54,501.99	56,000.80	57,540.82	59,123.19	60,749.08	62,419.68	64,136.22	65,899.97	67,712.22
5	57,772.11	59,360.85	60,993.27	62,670.58	64,394.03	66,164.86	67,984.40	69,853.97	71,774.95
6	61,238.44	62,922.50	64,652.87	66,430.82	68,257.67	70,134.75	72,063.46	74,045.20	76,081.45
7	64,912.75	66,697.85	68,532.04	70,416.67	72,353.13	74,342.84	76,387.27	78,487.92	80,646.33
8	68,807.51	70,699.72	72,643.96	74,641.67	76,694.32	78,803.41	80,970.50	83,197.19	85,485.11
9	72,935.96	74,941.70	77,002.60	79,120.17	81,295.97	83,531.61	85,828.73	88,189.02	90,614.22
10	77,312.12	79,438.20	81,622.75	83,867.38	86,173.73	88,543.51	90,978.46	93,480.36	96,051.07
11	81,950.85	84,204.50	86,520.12	88,899.42	91,344.16	93,856.12	96,437.16	99,089.19	101,814.14
12	86,867.90	89,256.77	91,711.33	94,233.39	96,824.81	99,487.49	102,223.39	105,034.54	107,922.99
13	92,079.97	94,612.17	97,214.01	99,887.39	102,634.29	105,456.74	108,356.80	111,336.61	114,398.37
14	97,604.77	100,288.90	103,046.85	105,880.63	108,792.35	111,784.14	114,858.21	118,016.81	121,262.27
15	103,461.06	106,306.24	109,229.66	112,233.47	115,319.89	118,491.19	121,749.70	125,097.81	128,538.00
16	109,668.72	112,684.61	115,783.44	118,967.48	122,239.09	125,600.66	129,054.68	132,603.68	136,250.28
17	116,248.84	119,445.69	122,730.44	126,105.53	129,573.43	133,136.70	136,797.96	140,559.90	144,425.30
18	123,223.77	126,612.43	130,094.27	133,671.86	137,347.84	141,124.90	145,005.84	148,993.50	153,090.82
19	130,617.20	134,209.17	137,899.93	141,692.17	145,588.71	149,592.40	153,706.19	157,933.11	162,276.27
20	138,454.23	142,261.72	146,173.92	150,193.70	154,324.03	158,567.94	162,928.56	167,409.10	172,012.85
21	146,761.49	150,797.43	154,944.36	159,205.33	163,583.47	168,082.02	172,704.27	177,453.64	182,333.62
22	155,567.18	159,845.27	164,241.02	168,757.65	173,398.48	178,166.94	183,066.53	188,100.86	193,273.63
23	164,901.21	169,435.99	174,095.48	178,883.10	183,802.39	188,856.96	194,050.52	199,386.91	204,870.05
24	174,795.28	179,602.15	184,541.21	189,616.09	194,830.53	200,188.37	205,693.55	211,350.13	217,162.25
25	185,282.99	190,378.28	195,613.68	200,993.06	206,520.37	212,199.68	218,035.17	224,031.13	230,191.99

**City of Evansville, Wisconsin
Pay Scale-Lib**

2024 Library Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	28,074.33	28,846.37	29,639.64	30,454.73	31,292.24	32,152.78	33,036.98	33,945.49	34,879.00
2	29,758.78	30,577.15	31,418.02	32,282.02	33,169.77	34,081.94	35,019.20	35,982.22	36,971.74
3	31,544.31	32,411.78	33,303.10	34,218.94	35,159.96	36,126.86	37,120.35	38,141.16	39,190.04
4	33,436.97	34,356.49	35,301.29	36,272.08	37,269.56	38,294.47	39,347.57	40,429.63	41,541.44
5	35,443.19	36,417.88	37,419.37	38,448.40	39,505.73	40,592.14	41,708.42	42,855.41	44,033.93
6	37,569.78	38,602.95	39,664.53	40,755.31	41,876.08	43,027.67	44,210.93	45,426.73	46,675.96
7	39,823.97	40,919.13	42,044.40	43,200.62	44,388.64	45,609.33	46,863.58	48,152.33	49,476.52
8	42,213.41	43,374.27	44,567.07	45,792.66	47,051.96	48,345.89	49,675.40	51,041.47	52,445.11
9	44,746.21	45,976.73	47,241.09	48,540.22	49,875.08	51,246.64	52,655.92	54,103.96	55,591.82
10	47,430.98	48,735.33	50,075.56	51,452.63	52,867.58	54,321.44	55,815.28	57,350.20	58,927.33
11	50,276.84	51,659.45	53,080.09	54,539.79	56,039.64	57,580.73	59,164.20	60,791.21	62,462.97
12	53,293.45	54,759.02	56,264.89	57,812.18	59,402.01	61,035.57	62,714.05	64,438.68	66,210.75
13	56,491.06	58,044.56	59,640.79	61,280.91	62,966.13	64,697.70	66,476.89	68,305.00	70,183.39
14	59,880.52	61,527.24	63,219.24	64,957.76	66,744.10	68,579.57	70,465.50	72,403.31	74,394.40
15	63,473.35	65,218.87	67,012.39	68,855.23	70,748.75	72,694.34	74,693.43	76,747.50	78,858.06
16	67,281.75	69,132.00	71,033.13	72,986.54	74,993.67	77,056.00	79,175.04	81,352.35	83,589.54
17	71,318.66	73,279.92	75,295.12	77,365.74	79,493.29	81,679.36	83,925.54	86,233.50	88,604.92
18	75,597.78	77,676.72	79,812.83	82,007.68	84,262.89	86,580.12	88,961.08	91,407.50	93,921.21
19	80,133.65	82,337.32	84,601.60	86,928.14	89,318.67	91,774.93	94,298.74	96,891.96	99,556.48
20	84,941.67	87,277.56	89,677.69	92,143.83	94,677.79	97,281.42	99,956.66	102,705.47	105,529.87
21	90,038.17	92,514.21	95,058.36	97,672.46	100,358.45	103,118.31	105,954.06	108,867.80	111,861.67
22	95,440.45	98,065.07	100,761.86	103,532.81	106,379.96	109,305.41	112,311.31	115,399.87	118,573.37
23	101,166.88	103,948.97	106,807.57	109,744.78	112,762.76	115,863.73	119,049.99	122,323.86	125,687.77
24	107,236.90	110,185.91	113,216.02	116,329.46	119,528.52	122,815.56	126,192.99	129,663.29	133,229.03
25	113,671.11	116,797.06	120,008.98	123,309.23	126,700.23	130,184.49	133,764.56	137,443.09	141,222.77



BUILDING INSPECTOR/ CODE ENFORCEMENT POSITION DESCRIPTION

General Statements of Duties:

The Building Inspector primary responsibility is the inspection of buildings and structures for compliance with the Uniform Dwelling Code and Evansville Zoning and Property Codes. The Building Inspector is also responsible for enforcement of municipal codes related to stormwater and property maintenance.

Distinguishing Features of the Position:

The Building Inspector is a full-time position, non-represented and hourly rate. The position reports to the Community Development Director/Zoning Administrator to ensure seamless communication and effective enforcement. The Building Inspector shall also communicate and work with the Municipal Services Department on matters of public infrastructure inventory and enforcement of codes requiring Municipal Service labor.

Examples of work (illustrative only):

Inspection of Properties:

- Conducts inspections of buildings, structures, waters and land to determine compliance with all provisions of the Codes.
- Investigates all complaints made relating to the location of structures and the use structures, lands, and waters.
- Investigates the condition of properties for code compliance.
- Inspects installation of sewer and water lines from the street to the property line.
- Promptly responds to telephone calls and requests for permits.

Permits:

- Interprets and administers the Evansville Building Code (chapter 18), Zoning Code (chapter 130), Erosion Control (chapter 48), and other portions of the Evansville Municipal Code.
- Oversees issuing of building permits for construction of one- and two-family dwellings.
- Oversees issuing of general building permits for alterations, replacement and/or repair.
- Assists with, or oversees, the issuing of permits on state-approved plans for commercial and/or industrial projects and performs some inspections.
- Determines that all building permits and certificates of occupancy comply with all provisions of the Codes.
- Disseminates information on building codes.
- Files reports as required and reconciles building permit receipts.

Enforcement:

- Acts as primary contact on building or other code violations.

- Informs the Community Development Director/Zoning Administrator on the status of violations.
- Maintains complete and detailed documentation of all code violations.
- Prohibits the use or erection of any structure, land or water until it has been inspected and approved for such use or erection.
- Investigates and enforces all property maintenance, stormwater maintenance, sidewalk and other codes as assigned.
- Resolves building, zoning, and erosion control code violations, including denying permits and issuing stop-work orders.

Miscellaneous:

- Must exercise excellent customer service skills.
- Attend occasional Committee, Council and Committee of the Whole meetings.
- Provide typed reports monthly showing the number of permits issued, types of permits and other pertinent information.
- During down time the building inspector will assist with inventory of utilities, sidewalk condition & street assets in GPS device.
- Assists the Community Development Director/Zoning Administrator with regulatory and process recommendations for a more effective and efficient operation.
- All other duties as needed and assigned.

Job standards (acceptable experience, training and education):

- Credentials in all parts of Uniform Dwelling Code: construction, electric, plumbing, and heating, ventilation, and air conditioning (HVAC), as may be updated from time to time
- Ability to read and understand blueprints, plats, site plans, and maps.
- Ability to develop and maintain effective, professional relationships with contractors and the public.
- Ability to work independently with little direct supervision.
- Ability to operate a motor vehicle and continuing possession of a valid Wisconsin Motor Vehicle Operator's License.
- Graduation from high school or general education development (GED) equivalent.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Physical Demands:

Able to perform activities such as carrying, walking, balancing, sitting, stooping, and reaching. Ability to use ladders or stairs and view objects at close or long range.

Work Environment:

Work environment is in and around buildings under construction. Work environment may be noisy, ground may be muddy or icy, and may have to work in the elements. Occasionally work in cramped spaces requiring inspection.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 11.

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.

The position description for the Building Inspector does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 12/05/2013; revised by the Finance and Labor Relations Committee 02/02/2015, 08/03/2023

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023



CITY ADMINISTRATOR/ FINANCE DIRECTOR POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the city administrator/finance director as set forth in City of Evansville Municipal Code and performs such additional duties as may from time to time be directed by the city council and mayor.

Distinguishing Features Of The Position:

The employee has direct responsibility and accountability to the mayor and common council. The employee is reviewed annually. This position is salaried, exempt and not represented. This position has an employment contract with the City. This position is part of the emergency response team and has a residency requirement under Section 66.0502(4) of the State Statutes.

Examples of work (illustrative only):

Administrative:

- Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered therein.
- Be responsible for the administration of all day-to-day operations of the city government, including the monitoring of all city ordinances and resolutions, council meeting minutes and state statutes.
- Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the city, and submit it to the city council for adoption as the official organization and administrative procedure plan for the city.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with local ordinances or directives of the mayor and council.
- Keep informed on current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.
- Promote the economic well-being and growth of the city through public and private sector cooperation.

Meetings and Public Information:

- Serve as ex officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or state statutes.
- Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council.
- Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters

receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

Responsibilities to city council:

- Attend the regular council meeting and attend committee of the whole and special meetings as requested by the mayor, assisting the mayor and the council as required in the performance of their duties.
- In coordination with the mayor, the council, and the clerk-treasurer, ensure that appropriate agendas are prepared for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing in this subsection being construed to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions.
- Keep the mayor and council regularly informed about the activities of the administrator's office by written report at regular meetings of the council and at those special council meetings as requested.
- If action normally requiring council approval is necessary at a time when the council cannot meet, the administrator shall receive directives from the mayor.

Personnel:

- Be responsible for the administrative direction and coordination of all employees of the city according to the established organizational procedures of the city and the state statutes.
- Recommend to the council the appointment, promotion, and, when necessary for the good of the city, suspension or termination of department heads.
- In consultation with the appropriate department head and committee, be responsible for the appointment, promotion, and, when necessary for the good of the city, suspension or termination of employees below the department head level.
- Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept.
- Evaluate in conjunction with department heads the performance of all employees on a regular basis.
- Recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees.
- Ensure that city employees have proper working conditions.
- Work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.
- Has direct supervision of Finance Department office staff.

Budgeting and purchasing:

- Keep informed concerning the availability of federal, state and county funds for local programs, and assist department heads and the council in obtaining these funds under the direction of the mayor and the council.
- Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council.
- Administer the budget as adopted by the council.
- Report quarterly to the council on the current fiscal position of the city.
- Supervise the accounting system of the city and ensure that the system employs methods in accordance with current professional accounting practices and internal controls.
- Advises the Council and committees on bonding activity and capital improvement planning (CIP).
- Analyzes fiscal trends and projections for the operation budget and the capital improvement plans.
- Processes pay requests from contractors as approved and submitted by the city engineer.

Required knowledge, skills, and abilities:

- Bachelor's degree in business or public administration, finance, accounting, land use or urban planning, or closely related field is required with preference for a Master's degree.
- Maintain a driver's license.
- Thorough knowledge of federal, state, and local laws and regulations regarding municipal government and finance.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council and other city committees.
- Knowledge of tax increment financing, grant writing and administration,
- Ability to establish and maintain satisfactory working relationships with staff and other city employees.
- Ability to establish and maintain satisfactory working relationships with contractors, developers, owners, and the general public.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.

Tools and Equipment Used:

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

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

The noise level in the work environment is moderately noisy.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 23.

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.

The position description for the City Administrator/Finance Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed and Approved by Finance and Labor Relations Committee 03/05/15 and 08/03/2023. Reviewed by the Municipal Services Committee 07/25/2023.



CITY CLERK POSITION DESCRIPTION

General Statement of Duties:

Performs all required statutory duties of the City Clerk as set forth in Wisconsin Statutes §§ 62.09 (11) and performs such additional duties as may from time to time be directed by the Common council and the City Administrator/ Finance Director. Responsibly performs administrative work organizing, coordinating, and supervising the duties of the City Clerk's office; and does related work as required.

Distinguishing Features of the Position:

The employee reports to the City Administrator/ Finance Director. Appointment is recommended by the Mayor and approved by and under supervision of the City Administrator/ Finance Director. The employee is reviewed annually. The position is exempt.

The employee will provide information on an advisory basis to the mayor, Common Council, City Administrator/Finance Director, and other department supervisors. The employee will also be responsible for maintaining the City's records, operation and supervision of the Clerk's office, and all duties as required by Wisconsin Statutes and City ordinances.

Examples of Work (illustrative only):

Administrative:

- Implements policies and directives of the mayor, Common Council, and City Administrator/Finance Director.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the City Administrator/Finance Director for resolution.
- Other duties as may be assigned

Accounting:

- May be assigned responsibility for sending payroll ACH file to the bank in the absence of the City Treasurer, assist in wire transfers and other ACH transfers.
- Reconciles bank statements and ledger accounts.
- Administers employee credit card program
- Prints accounts payable and payroll checks with information entered by others

Elections

- Responsible for the oversight and administration of the election process.
- Provides the appropriate notices and publications regarding the election.
- Conducts and report official canvass of election results.
- Directs Deputy City Clerk in training Election Inspectors.
- Directs Deputy Clerk in scheduling & training Election Inspectors and Special Voting Deputies at care facilities.
- Supplies official declarations of candidacy to those seeking local office.
- Reviews and checks for accuracy of all petitions and declarations of candidacy.

City Clerk Position Description

- Distributes election forms.
- Conducts testing of election equipment.
- Responsible for organizing, scheduling, and setting up Election Day activities.
- Maintains poll lists, assists residents with voter registration, absentee ballots and all other necessary or required actions to conduct a free and fair election.
- When acting as the City Clerk, maintains a non-partisan persona and non-political stance on ballot issues.
- Responsible for storage and inventory of election related supplies.

Taxes:

- Assists City Administrator/ Finance Director and City Treasurer by publishing budget hearing notice, calculating mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, and mailing tax bills to property owners.
- Works with the contracted assessor service on updating, noticing and conducting a Board of Review hearing.

Records, Permits & Licenses:

- Coordinates all permits and licenses as required by the City excluding zoning and historic preservation.
- Keeps the official files of the City. Responsible for the care and custody of the corporate seal of the City.
- Coordinates the response to fulfill records requests by the public for information.
- Custodian of all municipal public records including the City code, ordinances, resolutions, minutes of public meetings, contracts, intergovernmental agreements, legal opinions and other similar documents.
- Posts copies of approved ordinances and resolutions on city server and website
- Under the direction of the City Administrator/ Finance Director, updates and maintains all electronic records on the server. Directs staff on maintenance and storage of records.
- Updates all permits and forms regularly for accuracy, ease of use/understanding, and maintaining public access through various methods such as the City website and kiosks.
- Directs the Executive Assistant to maintain the accuracy of the website through file management, posting updates and editing.

Cemetery:

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- Receives information for interments and maintains interment records.
- Receives questions and concerns about the operations of the cemetery and communicates them to the Municipal Services Department and the City Administrator.

Meetings:

- Attends meetings as directed by the City Administrator, including but not limited to, Common Council, Plan Commission, Public Safety, and Board of Review and records the

proceedings. Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council and board of review.

- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City's web site.
- Responsible for meeting follow-up, including writing and publishing meeting minutes. Directs the Executive Assistant to post such minutes on the City's web site.
- Serves as secretary for the board of review.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council; good knowledge of administrative practices and procedures.
- Ability to coordinate and direct the functions and activities of local/municipal government.
- Ability to write clear and concise reports, directives, and letters.
- Ability to prepare official rules and proceedings.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other City employees
- Working knowledge of computers and electronic data processing, website management, and other modern office practices.
- Ability to exercise good professional judgment
- Conduct work in a calm and timely manner.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job Standards (required experience, training and education):

- Graduation from high school or GED equivalent.
- A degree in public administration. Or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.
- Must be a Certified Municipal Clerk or Certified Public Manager, or have the ability to obtain certification within agreed time frame upon hire.
- Responsible experience in municipal government, including supervisory experience.
- Continuing education and certifications for the position are required.

Tools and Equipment Used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, state elections database and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

To maintain consistency and availability for residents, department heads, elected officials and other staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift and additional hours for meetings may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 10.

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.

The position description of the City Clerk does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of Common Council.

Approved by Finance and Labor Relations Committee 10/06/2022 and 08/03/2023

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



CITY TREASURER/UTILITY ACCOUNTANT POSITION DESCRIPTION

General Statement of Duties:

Performs a variety of routine and complex accounting, finance and administrative work. Performs duties of the City Treasurer as set forth in Wisconsin Statutes §§ 62.90(9) and as directed by the City Administrator.

Distinguishing Features of the Position:

The employee is at will and exempt status. The employee reports to the City Administrator. The employee is reviewed annually.

The employee will provide information on an advisory basis to the City Administrator, and other department supervisors. Position requires the exercise of judgment, initiative and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures.

Examples of work (illustrative only):

Administrative:

- Implements policies and directives of the City Administrator.
- Oversees the insurance coverage and claims on all property.
- Assists the City Administrator and City Clerk as needed on all liability claims.

Human Resources

- In the absence of the Executive Assistant, assists new employees in completing employment tax withholding forms, gives new employees a copy of the Employee Handbook and obtaining a signed statement that they received a copy, orients new City employees to fringe benefits options available to them and assists them with filling out the enrollment forms.
- In the absence of the Executive Assistant, assists employees with making changes in their fringe benefits and recognizing when changes are needed.
- In the absence of the Executive Assistant, answers questions from employees about payroll, benefits, collective bargaining agreements, employment contracts, and the Employee Handbook or, where appropriate, refers such questions to the City Administrator.
- In the absence of the Executive Assistant, provides information about COBRA to separated employees.
- In the absence of the Executive Assistant, may be assigned to process payroll information.
- In the absence of the Executive Assistant, assists department heads and the City Administrator with recruitment and job testing, including preparing job postings and advertisements, evaluating completed applications to determine those that best meet the desired education and skills, conducting applicant interviews, and contacting and evaluating references.

Management of Cash, Revenues and Investments:

- Manage the collection, receipting and depositing of all monies paid to the city.
- Maintain proper records of all monies received by the city.
- Manage disbursement of funds from the treasury upon proper authorization.
- Invest city funds as authorized by statute and City Council.
- Manage funds to meet city's cash flow needs.

Accounting:

- The employee is not permitted to act as a cashier as the employee reconciles general ledger accounts and accounts receivable.
- Acts as the custodian of petty cash for the City's general fund.
- Assists the City Administrator with the annual budget.
- Prepares documents and completes entries essential for the annual audit
- Balances the general ledger and prepares other financial statements.
- Calculates debt service payments and tax settlement payments.
- The employee prepares and enters monthly journal entries to be approved by the City Administrator or designee.
- The employee is responsible for wire transfers and ACH transfers.
- The employee is the administrator of the Business On-Line Banking system.
- Calculates annual developer agreement invoices.
- Administers utility fixed assets and depreciation schedules.
- Oversees the maintenance of general property inventory and depreciation of fixed asset accounts.
- Oversees the tracking and balancing of utility material inventory.
- Oversees project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Oversees Accounts Receivable transactions.
- Performs the clearing of checks as part of the bank reconciliation process.

Taxes:

- Calculates final mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.
- Manages annual tax collection process including mailing bills, giving tax information to the public, reconciling information turned over to the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law.
- Corresponds with room tax collectors, monitors collections and submits reports to the State of Wisconsin.

Financial Reporting:

- Prepares quarterly Treasurer's Report.
- Coordinates with the Community Development Director to annually review development agreements.
- Assembles documents for the annual audit.

- Maintains all Tax Incremental District financial records and files required reports.
- Prepares financial reports for the State of Wisconsin (i.e. Form C).

Miscellaneous:

- Attends Finance and Labor Relations meetings
- Attends City meetings as directed by the City Administrator/Finance Director.
- All other duties as assigned.

Required knowledge, skills, and abilities:

- Ability to write clear and concise reports and letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent.
- Associate Degree in Accounting or a related business field. Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities may be considered.
- Three to five years of experience in fund accounting or any combination of training and experience that will provide equivalent knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards, Fund Accounting and general business management practices and procedures.
- Continuing education and potential certifications for the position are required.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

To maintain consistency and availability to other department heads and staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift is required and additional hours for meetings may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 13.

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.

The position description of the City Treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 10/08/2020. Revised by Finance and Labor Relations Committee 10/06/2022 and 08/03/2023. Reviewed by the Municipal Services Committee 07/25/2023.

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



COMMUNITY DEVELOPMENT DIRECTOR POSITION DESCRIPTION

General Statement of Duties:

Under the direction of the City Administrator/Finance Director the Community Development Director initiates, creates and is accountable for the successful implementation and continuous improvements of plans, programs, and ordinances. The Director facilitates and meets objectives established by the City committees, including Economic Development Committee and Plan Commission. Performs required duties outlined in the Evansville Municipal Code. Promotes human-scale planning policies that include density, walkability and traditional neighborhood development. Works with the local business community to retain, expand, and recruit as well as market grant, loan and assistance programs. Supervises the Building Inspector and community development interns or secretaries.

Distinguishing Features of the Position:

This position is part of the City's Leadership Team and is many times a resident's or business owner's "first impression" of City Government. The Director exercises considerable judgement, professionalism, and creativity in day-to-day management of staff, application reviews, and community outreach. The Director promotes the City through consistent positive messaging. This position is salaried, exempt, non-represented, and has an employment contract with the City.

Examples of Work (illustrative only):

Planning:

- Acts as Zoning Administrator and reviews all applications for compliance with zoning and historic rules in Municipal Code (subdivisions, site plans, annexations, conditional uses, historic etc)
- Provides staff support for Comprehensive Plan updates and public outreach.
- Provides staff support for Park and Outdoor Recreation Plan updates.
- Recommends policy and ordinance updates consistent with vision guided by Comprehensive Plan, Common Council and Plan Commission.
- Provides staff support for implementation of economic development strategy
- Provides staff support for other long-range planning activities, including the Capital Improvement Plan.
- Maintains organized and approachable web-based permitting and application processes
- Monitors zoning permits for compliance annually
- Generates annual reports of development activities for communication to the public
- Provides staff support to review City projects that uphold energy efficiency, walkability, and good urban design standards

Technical and Professional Advice:

- Staff support and coordination of Plan Commission, Economic Development Committee, Redevelopment Authority, Building Improvement Grant Committee, Tourism Commission, Energy Independence Team, Historic Preservation Commission and other committees/boards that promote the development of the community or as directed.

- Participates in and facilitates meetings of the internal Development Staff Team.
- Advises applicants in pre-application meetings for zoning inquiries and permits (subdivisions, site plans, annexations, conditional uses, historic etc) when practical.
- Supervises Building Inspector and coordinates with police Department code enforcement.
- Maintains parcel and development files/records at City Hall.
- Acts as Floodplain Administrator
- Acts as Community Rating System Coordinator.

Economic Development:

- Markets Evansville to prospects and recruits new businesses under direction of City Administrator/Finance Director.
- Conducts outreach to build/maintain positive business relationships with the City.
- Conducts business retention and expansion (BRE) visits in conjunction with City Administrator and Evansville Area Chamber of Commerce and Tourism and may be required to populate BRE visit results into MadREP/Synchronist database.
- Promotes City's Economic Development Revolving Loan Fund, Building Improvement Grants, State and County Grant/Loan Programs, Focus on Energy, and other financial assistance when applicable.
- Coordinates updates to Available Properties Database with the Evansville Area Chamber of Commerce and Tourism
- Maintains and updates community profile, community investment maps, and other reports as business development resources.

New Development:

- Meets with new development applicants.
- Negotiates development agreements in close consultation with City Administrator.
- Acts as business liaison and assists applicants through "red tape" to better streamline the development process.
- Monitors development agreements for compliance.
- Applies for and administers state/federal grants.

Consistent message:

- Supports a consistent message of Evansville being a business-friendly community with a strong entrepreneurial environment.
- Attends, at the direction of the City Administrator, Chamber of Commerce meetings, events, and ribbon cuttings.
- Represents, at the direction of the City Administrator, the City in intergovernmental groups (MadREP, Rock County) as needed and with frequency.
- Creates community development content to populate and maintain City's website

Tourism:

- Coordinates development of content for brochures and flyers.
- Monitors supply and distribution of brochures and flyers.
- Works with the Tourism Commission and Economic Development Committee to provide and populate tourism content for the City's website and Calendar.

- Provides staff support for the Tourism Commission.

Other:

- Assists Finance Department employees with Grant, Loan, and Tax Increment Financing (TIF) reporting/administration.
- Negotiates land acquisition and sales on City's behalf as directed by the City Administrator/Finance Director.
- Maintains involvement in professional organizations and training.
- Supervises the Building Inspector ensuring compliance with building and municipal code requirements, property maintenance standards, and historic preservation requirements.
- Performs such additional duties as may, from time to time, be directed by the City Administrator/Finance Director

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in architecture, landscape architecture, urban design, business development or closely related field is required.
- Ability to acquire and maintain a valid driver's license.
- Thorough knowledge of federal, state, and local laws and regulations regarding land use planning and zoning.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council, plan commission, and other City committees.
- Knowledge of economic development, business finance, marketing, and real estate.
- Knowledge of tax increment financing, grant writing and administration,
- Knowledge in geographic information systems (GIS).
- Ability to establish and maintain satisfactory working relationships with staff and other City employees.
- Ability to establish and maintain satisfactory working relationships with contractors, developers, owners, and the general public.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.

Tools and Equipment Used:

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, GIS, telephone, copy machine, fax machine, optical scanner, postage meter, and all other equipment as required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is often required to travel from primary work site to observe or document building or site conditions. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

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

The noise level in the work environment is moderately noisy.

Selection guidelines:

Formal applications, rating of education and experience, an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 15.

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.

The position description for the Community Development Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee on 06/05/2014. Revised by Finance and labor Relations Committee 03/05/15, 05/06/21, and 08/03/2023.



Electric Lineworker Position Description

Statement of Duties:

Electric lineworker performs operations and construction for the electric utility including switching arrangements, line construction and grounding. The lineworker shall periodically assist in other Municipal Service Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. Primarily this position must have exceptional skills as a journeyman lineworker or in an apprenticeship to become a journeyman lineworker. This position is appointed by the Municipal Services Superintendent and reports to the Water & Light Line Foreperson.

Examples of work (illustrative only):

Safety:

- Attend safety trainings and meetings provided by MEUW, regional organizations or the City of Evansville.
- Rubber glove and sleeve method of line construction: proper safety practices using rubber gloves.
- Proper use of safety equipment for all duties of the job.
- See that damaged or broken equipment is reported, repaired or destroyed and replaced promptly.
- Recognize unsafe working conditions: an unsafe job site and/or unsafe weather conditions.
- Follows all safety protocols and procedures recognized by the MEUW Safety Manual and/or adopted by the Municipal Services Department.

Line Construction:

- Plan and construct primary and secondary extensions at all voltages both above and under ground
- Troubleshoot, rebuild and repair any damaged lines, fixtures or equipment both above and under ground
- Tree and brush trimming or removal from highways or near utility lines.

Transformers:

- Understand and follow proper switching procedures.
- Knowledge and maintenance of substation equipment.
- Proper procedure for making additions to substations.
- Ability to properly size a transformer or transformer bank for its application.
- Ability to select the proper size fuse to protect the transformer and remainder of the line.
- Knowledge of three phase wye and delta transformer banks to construct the proper size and configuration for the application.
- Repair, rewire and tap changing to transformers.

Metering:

- Planning and installation of one phase and three phase, self-contained and transformer rates meter packages and related equipment.
- Repair, troubleshooting and testing of all meter installations and types.
- Ability to spot and correct safety hazards in a metering installation.

Documentation:

- The Lineworker performs certain paperwork necessary for planning, maintaining and operating the utility.
- Write written reports for: accidents of all types, customer complaints, and Acts of God damages.
- See that the outage log is maintained.
- Sees that all metering paperwork is properly maintained, recorded and filed
- Meters testing and test cards shall be properly recorded and filed.
- Lineworker shall keep time records of jobs in progress and record: hours and manpower, materials used from stock, materials returned to stock, materials retired or removed from inventory
- Any miscellaneous reports needed or requested by the Water & Light Foreperson.

Miscellaneous:

- The Lineworker is able to work with co-workers, contractors and other utilities.
- The Lineworker maintains positive customer relations with the general public and shall investigate and resolve or report to the Water & Light Foreperson on customer complaints.
- Investigate and work with customers on stray voltage complaints.
- Performs other duties as may be assigned

Required Knowledge, Skills, and Abilities:

- Must have Journeyman's certification, or be enrolled in approved apprenticeship program.
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Water & Light Municipal Services including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD and DNR.
- Must have commercial driver's license (CDL).
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working in an elevated or hoisted position on a pole, ladder or boom/bucket truck. Working with and around potentially dangerous electrical currents.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

A The City of Evansville's Pay Philosophy categorizes an apprentice Electric Lineworker in a Electric Pay Scale grade of 10, and a journey Electric Lineworker in an Electric Pay Scale grade of 11.

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.

The position description of the Electric Lineworker does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 02/09/2012; revised by Finance and Labor Relations Committee 02/05/2015 and 08/01/2023. Reviewed by Municipal Service Committee 01/27/2015, 07/24/2023



GENERAL CUSTODIAN POSITION DESCRIPTION

General Statement of Duties:

The General Custodian is responsible for the general maintenance and sanitation of City Hall, the Police Department and the Library.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the City Administrator.

Examples of work (illustrative only):

Sanitation

- Removing of trash from assigned buildings on a set schedule
- Cleaning of floors through vacuuming and mopping on a regular basis.
- Shampooing of carpets or heavy scrubbing/stripping and polishing of floors will be scheduled from time to time.
- Cleaning windows on a set schedule.
- Cleaning toilets, sinks, and urinals on a daily basis
- Sanitizing common surfaces like counter tops daily.
- Dusting frequently, including the tops of appliances, shelves, air vents, exhaust fans, light fixtures and more.
- On a pre-arranged schedule with the occupant; deep cleaning offices including the moving of furniture, files, boxes and more
- Scheduling wiping of walls, doors and more.
- Order and restock cleaning supplies, stock sanitary supplies, replace hand towels, toilet paper as needed and replenish air fresheners.
- Performs other duties as may be assigned.

Required Knowledge, Skills, and Abilities:

- General knowledge of chemical handling and safety
- Knowledge on the use of custodial equipment like, but not limited to mops, floor scrubbers, carpet shampooers, vacuums, and dusters:

Job standards (acceptable experience, training and education):

- Due to the access to the Police Station, the ability to pass a basic criminal background check and drug screen is required. Adherence to confidentiality is mandatory. Length of time since and nature of any previous conviction shall be considered when determining eligibility.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderately noisy.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk and communicate. The employee may be required to lift, pull and/or move 50 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience and interview and reference check.

Compensation:

The City of Evansville’s Pay Philosophy categorizes this position in a pay grade of 3.

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.

The position description for the General Custodian does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10/08/2020. Approved by Common Council 04/13/2021. Revised by Finance & Labor Relations 04-08-2021 and 08/03/2023.

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



Evansville Police Department

POLICE AND COMMUNITY DEVELOPMENT SECRETARY

POSITION DESCRIPTION

General Statement of Duties:

Under the general supervision of the Chief of Police, this part-time position is responsible for executing a wide variety of clerical duties and public contact work for both the Evansville Police Department and Community Development Department. This position is shared between the Evansville Police Department and Community Development Department and provides clerical support to the Chief of Police, police personnel and the Community Development Director. This position performs extensive clerical and keyboarding tasks, computer related tasks, and provides information to the public.

Distinguishing Features of the Position

Must have the ability to conduct and compile research and special project information. Many of the tasks and duties require the position holder to effectively and efficiently schedule and organize their work. Strong ability to perform duties with considerable independent judgment and initiative under limited supervision.

General Duties for Police Department (average 12.5 hours per week):

- Performs a variety of keyboarding, accounting, bookkeeping, and clerical tasks and assists in the maintenance of police records.
- Possess the ability to maintain confidential information.
- Maintains the confidence and trust of superiors.
- Exemplary communication and customer service skills, ability to diligently and patiently follow up with members of the public.
- Transcribe reports from notes, audio and other forms of communication from officers and supervisors.
- Assembles, proof reads, files and cause to be delivered any news release, report, transcript, form, and other important documents under the direction of the Police Chief.
- Enters police information and data into the Spillman Records System and other record management systems as directed.
- Maintains comprehensive and organized filing record system related to: police records, reports, case log, citations, tickets, parking tickets, dogs, bicycles, sex offenders, probation registrations, towed vehicles, etc.

General Duties for Community Development (average 12.5 hours per week):

- Receive incoming Community Development Department permits and applications including: Historic Preservation Certificate of Appropriateness, Sign Permit, Land Division, Conditional Use Permit, Site Plan, Building Permit (Decks, fences, room additions, pools, etc).
- Perform completeness check of applications to assure inclusion of required information, exhibits, basic plans, fees, etc.
- Communicate in a thoughtful and professional manner with applicants.

- Input new application data into spreadsheets, onto file folders and construct digital folders with templated information.
- Distribute approved permits to applicants, contractors and city staff. Archive all information to City requirements.
- File permits and digitize information as directed by Building Inspector or Community Development Director.

Communication:

- Receives visitors in kind, courteous, and professional manner.
- Answers all incoming calls, administrative & otherwise. Documents all calls by written messages, and relays messages, referrals, etc. of calls to appropriate persons in timely manner.
- Monitors officers' activity on Rock County Channels.
- Provides department information in accordance with established policy & procedures.
- Effectively and courteously request and diligently follow up with applicants to assure all applications are complete. Promptly respond to applicant inquiries.
- Ability to effectively communicate in verbal and written form.
- Ability to properly screen, record, and refer visitors and incoming telephone calls.
- Ability to efficiently compile, assemble, and distribute packets of information.

Miscellaneous:

- Prepares written replies to correspondence without dictation in accordance with established procedures; responds to inquiries which do not require the supervisor's attention.
- Prepares or assists in the preparation of reports including but not limited to: department, committee, county, regional, state or federally required reports.
- Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested by Chief of Police.
- Receives, sorts and promptly distributes department incoming and outgoing mail, messages, etc.
- Maintains file of receipts, warranties, instructions, and associated or supporting documentation.
- Accepts monies and payments, issues receipts, etc., per department policy.
- Assist in the preparation of records requests.
- Assists court officer upon request including subpoena preparation, contact witnesses, victims, etc. Notifies officers and witnesses of any scheduled and cancelled subpoenas, court dates, hearings, etc.
- Other duties as required or assigned by Community Development Director, City Administrator, or Chief of Police or their designee.
- Reports data as required to the Prescription Drug Monitoring Program (PDMP).
- Prepares records requests.
- Ability to manage multiple workflows using different department guidelines.

Job Standards (acceptable experience, training and education):

- Ability to accurately type a minimum of 75 wpm preferred; 60 wpm required with accuracy measured by a net score on a standard typing test.
- Minimum of two years of office and secretarial experience required.
- High school diploma or equivalent required.
- Thorough knowledge and understanding of department policies, procedures, and practices required.
- Knowledge of business English, spelling, grammar, and punctuation required.
- Ability to compile and summarize financial data required.
- Word processing experience required (prefer Microsoft "Word," & Microsoft "Excel.")
- Ability to efficiently operate various office equipment, including computer terminal and printer, Dictaphone, photocopy machine, MDT, Laptop, and calculator.
- Ability to establish and maintain effective working relationships with City elected, hired, and/or appointed officials, city staff, department heads/department supervisors, professionals, coworkers, city council and committee members, outside governmental agencies, business representatives, vendors and general public.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, law enforcement software including TRACS, LRMS, Spillman, etc., telephone, 10 12 key calculator, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position. While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderately noisy. Hours of work: Generally 12:00PM to 5:00PM, Mon - Fri. Additional hours may be required in the absence of the full time police secretary and/or when circumstances require.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

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.

The position description for the Secretary of Police and Community Development does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

This document 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.

Updated 01/03/20 PR and JS(Community Development.) Approved by Finance and Labor Relations Committee 08/01/2023.



Evansville Police Department

CHIEF OF POLICE

POSITION DESCRIPTION

General Statement of Duties:

The Executive Office of Police Chief at the Evansville Police Department claims responsibility for the protection of lives and property in the City of Evansville through the supervision of all police department functions. The Chief of Police is an unclassified exempt position who serves in accordance with the provision of Wisconsin State Statute 62.13 and functions in accordance with Municipal Ordinance Chapter 70, Law Enforcement. The Chief of Police will comply with all policies and procedures of the City of Evansville and Evansville Police Department. Given the variety of situations and functions at the police department, the Chief of Police exercises independent judgment and discretion in the management and operation of the department.

Distinguishing Features of the Position:

The Chief of Police performs and supervises all police functions of the City of Evansville, including planning, directing patrol, criminal investigation, training assignment, and organizational discipline. In administering the activities of the department, the Chief exercises independent judgment and discretion and controls internal affairs.

Furthermore, the Chief of Police is a leader of the department and the community. As a leader the Chief shall engage community and staff through various means including, but not limited to: covering patrol shifts, attending meetings, visiting schools and community centers. As a leader the Chief of Police shall hold his/herself to the highest ethical standards of the profession.

Examples of Work (illustrative only):

Policing activities:

- Set short term and long term goals for the department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
Respond to changes in the community and, thereby, necessary and corresponding changes in the department. Set vision for the department and establish appropriate police behavior.
- Possess necessary knowledge and experience regarding law enforcement, especially in criminal investigations.
- Committed to developing, implementing, and evaluating remedial, specialized, in service and advanced training programs that enhance the skills, knowledge, and effectiveness of officers.
- Knowledge of community oriented policing, day to day police operations, and subordinate staff duties and responsibilities.
- Cover full/partial shifts and/or spend time with officers on patrol to remain aware of community and departmental needs, and provide coverage in times of low availability of

Police Chief Position Description

staff.

- Will lead and direct by example.
- While on duty time be available to respond to calls for service / emergencies - as needed.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Take “on-call” status on a rotating basis and be available off duty hours via phone to help guide and offer assistance to officers on patrol and other staff members of the agency.

Community/External relations:

- Serve as the Public Information Officer (PIO) for the department and maintain training as PIO.
- Communicate the department's mission to the community and allow the community to respond.
Engage and understand the community and offer programs to promote civic safety and stability. Encourage subordinate officers and staff to do the same.
- Effectively interact with city governance.
- Represent the department to residents, businesses, social agencies, criminal justice agencies, and other groups. Commit to a proactive engagement with local businesses, churches, youth organizations, senior organizations, and the community at large.
- Direct the preparation of a comprehensive general plan for the emergency preparedness of Evansville.

Administration:

- Knowledge of accepted principles and practices of police administration and personnel and human resources management.
- Knowledge of collective bargaining and employee relations.
- Develop, administer and evaluate the department's various jobs/positions.
- Coordinate department meetings.
- Monitor the performance evaluation system for all departmental employees.
- Counsel, guide and lead supervisors and patrol officers in handling various police situations.
- Knowledge of systems to collate, collect and analyze information.
- Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures, memos, and other written documents.
- Demonstrate excellent problem solving skills. Set the vision for the department, indicating what the Chief defines as important strategic planning.

Police Chief Position Description

- Prepare and present a workable budget and identify additional grant resources outside of funding from the city.
- Committed to developing policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Adapt to more efficient methods of management of time, files, staff and equipment.
- Invite, listen, absorb and change with staff input and respectful critique.
- Articulate appropriate viewpoints of the department. Maintain personnel files.
- Foster a sense of trust and communication in the department.
- Review reports, memos, correspondence, and investigations prepared by subordinate staff.
- Administer personnel practices, to include hiring, promotion, internal investigations, and discipline/commendation.

Professional Development

- Maintain a minimum of 24 hours of continuing education and training annually. No less than 6 hours must cover sensitivity / relations with the public and staff (i.e. sexual harassment, implicit bias, cultural differences/communications). No less than 6 hours shall cover administrative functions (i.e. budgeting, organizing, technological advances).
- Assure that all staff, including part-time, are provided adequate funding, opportunity and scheduling to attend professional development.
- Maintain membership and participate in a professional organization of employees choosing (i.e. ICMA, Police Chiefs Association).

Miscellaneous:

- Communicate with Individuals in a clear and concise manner verbally and in written form.
- Follow instructions furnished in oral and written form and apply those standards to a variety of situations.
- Recall from memory details of persons and things.
- Reason spatially, make spatial transformations, and copy written and oral information with a minimum of errors.
- Be able to foster an inclusive workplace where diversity is valued and leveraged to achieve the vision and mission of the organization; actively working to build coalition internally and with other local, state, and federal agencies, non-profit and private sector organizations to foster harmony and support within the Evansville community; and keeping up-to-date on technological developments and making effective use of technology to achieve overall safety and police security for City residents

Required knowledge, skills and abilities:

- Testify credibly and thoroughly without impediment in municipal, state or federal court.

Police Chief Position Description

- Thorough knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Write clear and concise reports, directives, and letters.
- Read, interpret, and apply rules and regulations.
- Perform difficult and responsible work with independent discretion.
- Establish and maintain satisfactory working relationships with department heads and other city employees.
- Exercise good professional judgment.

Job standards (acceptable experience, training and education):

- Wisconsin Law Enforcement Standards Board Law Enforcement Certification or ability to obtain.
- Five years of experience in the law enforcement field.
- A Bachelor of Science Degree and/or Master's degree from a four-year accredited university in a criminal justice field of study, or related field.
- A combination of education, training and experience may be substituted to meet the equivalent of this requirement.
- Actual and demonstrated managerial, leadership and supervisory level experience in an agency where the use of independent judgment is the basis for that experience.
- Demonstrated proficiency in the conceptual knowledge of managerial and administrative principles and procedures as it relates to the overall administration of a law enforcement agency.
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.
- Personal commitment to law enforcement and a history of acceptable behavior as a law enforcement official is of utmost importance to this department and will be a factor in the application process.

Tools and equipment used:

Personal computer, Microsoft software, word processing and spreadsheet software, accounting software, telephone, calculator, copy machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

Work environment:

City of Evansville, WI

Police Chief Position Description

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 22.

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.

The position description for the Police Chief does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved 08/07/2019 by Public safety Committee
Approved 08/08/2019 by Finance and Labor Committee
Adopted 08/22/2019 by Police Commission
Revised 08/03/2023 by Finance & Labor Relations Committee



EVANSVILLE POLICE DEPARTMENT POLICE LIEUTENANT POSITION DESCRIPTION

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police

GENERAL STATEMENT OF DUTIES

Under the general direction of the Chief of Police, the Police Lieutenant is responsible for the daily operations of the Evansville Police Department. The Police Lieutenant is a day shift, "Uniformed, working Lieutenant." The Police Lieutenant is "Second in Command" of the Evansville Police Department and answers directly to the Chief of Police. In the absence of the Chief of Police, the Lieutenant shall assume command of the entire department operation as Acting Chief. The Lieutenant must be in regular emergency contact with the department and Chief of Police and shall carry a department issued pager/cell phone at all times both on duty and off duty.

Distinguishing Features of the Position

The Lieutenant of Police performs and supervises police functions under the direction of the Chief of Police for the city of Evansville, including assisting in planning, directing and controlling patrol, criminal investigation and related activity, training assignments, and organizational discipline. In administering the activities of the department, the Lieutenant exercises independent judgment and discretion and assist with the internal affairs of the department.

Examples of Work (illustrative only):

Policing activities:

The Lieutenant of Police shall assist the Chief of Police in the following:

- Able to set short term and long term goals for the department that not only respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.
- Set vision for the department and appropriate police behavior.
- Committed to developing, implementing, and evaluating remedial, specialized, in service and advanced training programs that enhance the skills, knowledge, and effectiveness of officers.
- Possess necessary knowledge and experience regarding law enforcement, especially in patrol procedures, arrest, interview and interrogation, criminal investigations and crime prevention.
- Insures that the enforcement of state statutes and city ordinances is applied in a fair and proper manner and in compliance with department policy and procedure.
- Knowledge of community oriented policing, day to day police operations, and subordinate staff duties and responsibilities.

Police Lieutenant Position Description

- Promoting departmental conduct based on a philosophy of "Professional and Ethical" standards, set by the law enforcement community.
- Promoting and maintaining an atmosphere of community oriented policing within day to day police operations and police related duties and responsibilities.
- Establishing and promoting effective work relationships with police officers, civilian employees and department staff.
- Insures that the constitutional rights and provisions of persons taken into custody are safeguarded.
- Respond to current law enforcement needs in the community but also future attempts to engage the community in crime prevention.
- Able to respond to changes in the community and, thereby, necessary and corresponding changes in the department.

Community/External relations:

- The Lieutenant of Police shall serve as chief spokesperson for the department in the absence of the Chief of Police and/or as designated by the Chief of Police.
- Communicate the department's mission to the community and allow the community to respond.
- Encourage officers to learn the community and offer programs to promote civic safety and stability.
- Effectively interact with city governance.
- Ability to represent the department to residents, businesses, social agencies, criminal justice agencies, and other groups.
- Ability to direct the preparation of a comprehensive general plan for the emergency preparedness of Evansville.

Administration:

The Lieutenant of Police shall assist the Chief of Police in the following:

- Knowledge of accepted principles and practices of police administration and personnel and human resources management. Knowledge of collective bargaining and employee relations.
- Controls and approves time-off requests by subordinates; including vacation leave, compensatory time, leave of absence, family leave and other authorized time off.
- Reviews and assigns dispositions or follow-up investigation to reports submitted by subordinates.
- Coordinates with Police Sergeant(s) in their daily shift activities, including planning roll call training, duty assignments and critical review of major incidents.
- Direct and manage subordinates to accomplish the mission, goals and objectives of the police department.
- Develop, administer and evaluate the department's various jobs/positions. Knowledge of internal affair functions and handle disciplinary procedures.
- Monitor the performance evaluation system for all departmental employees.
- Counsel, guide and lead supervisors and patrol officers in handling various police situations.
- Knowledge of systems to collate, collect and analyze information.
- Display outstanding writing skills with corresponding ability to compose comprehensive written narrative reports, proposals, letters, research papers, policies and procedures,

Police Lieutenant Position Description

- memos, and other written documents.
- Demonstrate excellent problem solving skills.
- Setting the vision for the department, indicating what the Chief defines as important strategic planning.
- Delegating certain responsibilities to officers through which officers can apply the visionary goals and internalize such objectives as important.
- The preparation and presentation of a workable budget and identify additional grant resources outside of funding from the city.
- Able and committed to developing policies and procedures, special orders, general orders, memorandums, rules and regulations, and other written directives for efficient operation of the department.
- Ability to articulate appropriate viewpoints of the department.

Miscellaneous:

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

- Plan Shift activities daily, including; training, duty assignments and other activities as required, making appropriate work assignments.
- Inspects Shift personnel and equipment, reporting deficiencies to the Chief of Police or his designee.
- Assists in the development and implementation of the goals and objectives of the Police Department.
- Assist the Chief of Police with special administrative projects such as the identification of trends, collation of statistics, and review of Standard Operation Procedures, Policies and General Orders.
- Complete special projects and staff study reports as assigned.
- Conducts or supervises Sergeant(s) in the investigation of citizen complaints, submitting required reports to the Chief of Police - Designee for review.

- Reviews and endorses required written performance evaluations of employees as submitted by shift sergeants and completes evaluations of subordinates as required.
- Insures subordinate compliance of Department Rules and Regulations taking appropriate disciplinary action and reporting violations as required.
- Directs or coordinates emergency and non-emergency incidents or events.
- Advises the Chief of Police or his designee on the status of emergency priority incidents or incidents of a sensitive nature.
- Directs or coordinates special event activities.
- Provides a positive work environment for subordinates.
- Observe subordinate's appearance, deportment and performance in all matters.
- Insure subordinate compliance of all Special Orders and General Orders issued by the Chief of Police or designee.
- Conduct inspections of the police facility insuring the good order and security of the facility.
- Directs the investigation of shift level citizen complaints as requested by the Chief of Police or designee. Conducts investigations into disciplinary situations or citizen complaints as

Police Lieutenant Position Description

required. Reviews investigations and makes recommendations to the Chief of Police/Designee on complaints against officers.

- Complete report forms as required.
- Attend staff meetings as required.
- Attend conferences and training seminars as required, participating in police training to maintain required State of Wisconsin Certification for Law Enforcement Officers.
- Shall perform any and all other duties as assigned or required by the Chief of Police.

Required knowledge, skills and abilities:

- Ability to testify credibly and thoroughly without impediment in municipal, state or federal court.
- Thorough knowledge of federal laws, state statutes and local ordinances regarding police operations.
- Ability to establish and maintain effective work relationships with police officers, civilian employees and department staff.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Ability to communicate effectively in verbal and written form.
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Thorough working knowledge of departmental policies, procedures, rules and regulations.
- Working knowledge of the application of criminal civil law as they relate to the law enforcement function.
- Ability to supervise and motivate others.
- Ability to maintain an effective working relationship with Chief, Public Safety Committee, City Administrator, and all other department employees.

Job standards (acceptable experience, training and education):

- Bachelor's degree in criminal justice, management or related field.
- Hold the rank of Sergeant with the Evansville Police Department or an equivalent position at another agency, at the time of the posting, with a minimum of three (3) years' experience at the rank of Sergeant or an equivalent position at another agency, at the time of the appointment:

OR

- Minimum 7 years work experience as a full-time law enforcement officer.
- Supervisory experience preferred.
- Must possess a valid Wisconsin Driver's License.
- Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.

Tools and equipment used:

Personal computer, Microsoft software, word processing and spreadsheet software, telephone, copy machine, optical scanner, TRACS, Spillman, LRMS, Tri-Vin, MVARS, Internal video system, Training Roll Call, and all other equipment required to perform the duties and

Police Lieutenant Position Description

responsibilities of this position.

Physical demands:

Full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual and respond to other situations.

Work environment:

Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 14.

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.

The position description for the Lieutenant of Police does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Public Safety Committee 02/04/15

Approved by Finance and Labor Relations Committee 02/05/15

Reviewed 02/27/17: 03/09/17 W/IR

Approved by Public Safety Com 03/08/2017.

Revised by Finance and Labor Relations Committee 03/09/2017 and 08/03/2023.



EVANSVILLE POLICE DEPARTMENT POLICE SECRETARY POSITION DESCRIPTION

General Statement of Duties:

Under the general supervision of Chief of Police, this position is responsible for executing a wide variety of clerical duties and public contact work for the Evansville Police Department. This position provides clerical support to the Chief of Police and police personnel. This position performs extensive clerical and keyboarding tasks, computer related tasks, and provides information to the public.

Distinguishing Features of the Position

The Police Secretary performs a variety of keyboarding, accounting, bookkeeping, and clerical tasks and assists in the maintenance of police records. The work is performed under the direction of the Chief of police. This person must:

- Possess the ability to maintain confidentiality of confidential information.
- Maintain confidentiality of official City/Police business and confidential records and files.
- Disclose confidential information only by direction of the Chief of Police or the Chief's superiors or designees.
- Maintain loyalty, confidence, and trust of superiors.

Examples of Work (illustrative only):

Clerical Support:

- Transcribes police reports, case cards, and/or any other correspondence from cassette tapes.
- Transcribes dictation for material described herein on personal computer or word processor.
- Transcribes shorthand notes. Interprets, analyzes, organizes, and prioritizes work effectively and efficiently.
- Types lists, labels, memorandums, correspondence, news releases, police reports, transcriptions, forms, department brochures and manuals, grants, annual budget requests, charts, graphs, tables, administrative and department policies, meeting agendas and minutes, resolutions, ordinances, invoices, manuscripts, department studies, research papers, monthly reports, annual reports, notices, etc.
- Edits, checks, proofreads, sorts, assembles, copies, files, processes & forwards any documents as required or directed. This includes timely referrals via US Mail & Fax to other agencies (District Attorney, Public Defender, Human Services, State of Wisconsin, Review Examiner, City Attorney, Probation & Parole, Insurance Companies, Attorneys, Evansville Police Department files, etc.)
- Enters police information and data into the Spillman Records System as directed.
- Establishes and maintains comprehensive and organized filing record system related to: police records, reports, case log, citations, tickets, parking tickets, dogs, bicycles, sex offenders, probation registrations, towed vehicles, etc.
- Files reports, records, forms and similar material as mentioned herein according by case number, subject order, alphabetically, numerically, or according to other predetermined classification.
- Maintains accurate records and files for easy accessibility for department members.

- Retrieves data/information from computer system as requested.
- Re-boot and backup on computer system when emergency arises.

Communication:

- Receives visitors in kind, courteous, and professional manner.
- Answers all incoming calls, administrative & otherwise. Documents all calls by written messages, and relays messages, referrals, etc. of calls to appropriate persons in timely manner.
- Communicates as necessary with officers with all available means in timely manner.
- Monitors officers' activity on Rock County Channels.
- Provides department information in accordance with established policy & procedures.

Miscellaneous:

- Prepares written replies to correspondence without dictation in accordance with established procedures; responds to inquiries which do not require the supervisor's attention.
- Prepares or assists in the preparation of reports including but not limited to: department, committee, county, regional, state or federally required reports.
- Collects and records data of department personnel and activities as prescribed by Chief of police.
- Coordinates and confirms daily appointments, meetings, conferences, and other department functions as requested by Chief of Police.
- Receives, sorts and promptly distributes department incoming and outgoing mail, messages, etc.
- Maintains inventories and orders office supplies and materials. Maintains file of receipts, warranties, instructions, and associated or supporting documentation.
- Accepts monies and payments, issues receipts, etc., per department policy.
- Assist in the preparation of records requests.
- Assists court officer upon request including subpoena preparation, contact witnesses, victims, etc. Notifies officers and witnesses of any scheduled and cancelled subpoenas, court dates, hearings, etc,
- Ability to train incoming office/clerical employees.
- Other office related/clerical duties as required or assigned by Chief of Police or his/her designee.

Job standards (acceptable experience, training and education):

- Ability to accurately type a minimum of 75 wpm preferred; 60 wpm required with accuracy measured by a net score on a standard typing test.
- Vocational training in Secretarial Science, Office Management, or related field training with strong emphasis in organizational, secretarial, stenography, dictation, & shorthand or speedwriting skills highly preferred.
- Minimum of two years of office and secretarial experience required.
- High school diploma or equivalent required.
- Thorough knowledge & understanding of department policies, procedures, and practices required.
- Ability to provide department information in accordance with established policies, practices, & procedures.

Police Secretary Position Description

- Knowledge of business English, spelling, grammar, and punctuation required.
- Ability to compile and summarize financial data required.
- Knowledge, experience, and understanding of (LRMS) Law Enforcement Records System (Preferred).
- Word processing experience required (prefer Microsoft “Word,” & Microsoft “Excel.”)
- Knowledge of shorthand & dictation preferred.
- Proficient knowledge of model office practices, including various filing and record systems.
- Ability to efficiently operate various office equipment, including computer terminal and printer, typewriter, Dictaphone, photocopy machine, MDT, Laptop, and calculator.
- Ability to effectively and efficiently schedule and organize work.
- Strong ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Ability to establish and maintain effective working relationships with City elected, hired, and/or appointed officials & staff, department heads/department supervisors, professionals, co-workers, city council and committee members, outside governmental agencies, business representatives, vendors and general public.
- Ability to effectively communicate in verbal and written form.
- Ability to properly screen, record, and refer visitors and incoming telephone calls.
- Ability to efficiently compile, assemble, and distribute packets of information.
- Ability to conduct and compile research and special project information.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, law enforcement software including TRACS, LRMS, Spillman, etc., telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderately noisy. Hours of work: 7:00 AM to 3:30 PM, with an unpaid one-half hour lunch break; additional hours may be required.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 4.

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.

The position description for the Police Secretary does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

This document 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.

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Updated 1-01-01, 1-08-15, 1-12-15, 2-15-17 SMC

Approved by Public Safety Committee 02/04/15

Approved by Finance and Labor Relations Committee 02/05/15

Reviewed 02/27/17: 03/09/17 W/IR

Approved by Public Safety Com 03/08/2017.

Revised by Finance and Labor Relations Committee 03/09/2017 and 08/03/2023.



PUBLIC WORKS CEMETERY SEXTON POSITION DESCRIPTION

General Statement of Duties:

The Cemetery Sexton is responsible for the operations and maintenance of the City's Maple Hill Cemetery. In addition the Cemetery Sexton will periodically be required to assist other Municipal Services Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position may require after hours work as needed for funeral arrangements. This position is reports to the Public Works Foreperson. This position is hourly and non-represented.

Examples of work (illustrative only):

Maintenance of Cemetery:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the cemetery.
- Maintaining and conducting minor repairs to headstones, benches, waste containers, columns and fencing.
- Maintain all cemetery buildings and other features.
- Cooperatively works with funeral directors and others arranging burials.
- Must maintain maps and records of the cemetery in an orderly fashion.

Miscellaneous:

- Periodically assists other department employees in other functions and operations, including: street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; any and all other operations of the department.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Adheres to all safety requirements for the performance of all assigned tasks and wears all Personal Protective Equipment required.
- Performs minor repair and maintenance to equipment used. Performs any and all other tasks as assigned including being available for on-call duty.

Required Knowledge, Skills, and Abilities:

- Knowledge of safety operation of vehicles used by public works.
- Knowledge of safe operation of equipment used by public works.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DOT and DWD.

- Knowledge and ability to maintain burial and plot records within either paper-form filing system or computer based software system as prescribed by the supervisor.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 4.

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.

The position description for the Cemetery Sexton does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised April 28, 1989 and July 1, 1990

Reviewed by Municipal Services Committee 1/27/2015, 07/24/2023

Approved by Finance and Labor Relations Committee 2/05/2015. Revised by Finance and Labor Relations Committee 08/03/2023



PUBLIC WORKS FOREPERSON POSITION DESCRIPTION

Statement of Duties:

Public Works Foreperson oversees operations of public works within the Municipal Services Department. This includes general management, leadership, and in-depth knowledge of the public works operations.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position reports to the Municipal Services Director and may have to assume part of the Director's position for public works operations in the Director's absence. This position is hourly and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty at all times to maintain the public's trust in the department.
- Always follows city rules and policies.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.
- Maintain a positive work environment that encourages creativity and fosters team work.
- Maintain an environment free of harassment, discrimination and hostility.

Compliance:

- Assists the Municipal Services Director or directly maintains assigned certifications and/or accreditation statuses within public works.
- Works with the Municipal Services Director in always keeping the department in regulatory compliance.

Manage Employees:

- The Public Works Foreperson is a "working foreperson" and supervises and assists employees in operations, maintenance, and construction of public works including street, snow removal, sanitary sewer and wastewater treatment plant, stormwater, equipment, cemetery, parks, and other public grounds and facilities.
- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.
- Prioritize day-to-day work schedules and record keeping for operations and maintenance.
- See that all employees have and properly use safety equipment and training.
- Create and maintain a safe working environment for all employees.
- Conduct annual performance reviews with the assistance of the Director.

Manage Projects and Operations:

- Liaison between public works and other utilities, including phone, cable, gas, and Water & Light.
- Ensure all concerns from the public are investigated in a timely manner and that remedial actions are documented.
- Assist in negotiations with vendors concerning the purchase of supplies and equipment.
- Recommend future budgetary needs of the department that are fiscally responsible.
- Work with contractors, developers and vendors to ensure expected quality standards and timelines are met.
- Maintain records on hours, materials and expenses for all work performed.
- Develop and implement vehicle/equipment maintenance logs.
- Be available to address concerns of public regarding departmental work and capital projects.
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Ensure that preventive and predictive maintenance needs of equipment are met to increase uptime and longevity.
- Seek and pursue opportunities to increase personal knowledge of industry best practices and forward-looking technologies.
- Attend regular meetings with Municipal Service Director as well as other various community-based meetings as needed.

Professional Development

- Maintain a minimum of 24 hours of continuing education and training annually outside of safety training. No less than 6 hours must cover sensitivity / relations with the public and staff (i.e. ethics, sexual harassment, implicit bias, cultural differences/communications). No less than 6 hours shall cover administrative functions (i.e. management, human resources, budgeting, organizing, technological advances).
- Assure that all staff, including part-time, are provided opportunity and scheduling to attend professional development outside of regular safety training.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service-oriented culture among employees.
- Investigate and resolve or report to the Director on customer concerns.
- Perform additional duties as may from time to time be directed including on-call duty.

Required Knowledge, Skills, and Abilities:

- Ability to read and understand blueprints, plan sets, maps and staking sheets.

- Skilled in written and oral communication and as well as mathematics.
- Knowledge of proper and safe operations of equipment used at Public Works including, but not limited to, the following: trucks, sewer jetter, plows, sanders, backhoes, skid loader, test equipment, personal protection equipment, and work related technology.
- Ability to use small tools, including power tools.
- Ability to safely use stairs and ladders.
- Knowledge of regulatory agencies: OSHA, MUTCD, DOT, DWD and DNR.
- Must have commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.
- May be required to obtain a wastewater operator and activated sludge licenses.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 11.

Public Works Foreperson Position Description

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.

The position description of the Public Works Foreperson does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 3/27/2018, 07/24/2023

Approved by Finance & Labor Relations Committee 04/05/2018. Revised by Finance & Labor Relations Committee 4/05/2018 and 08/03/2023



PUBLIC WORKS GENERAL LABORER POSITION DESCRIPTION

General Statement of Duties:

The Public Works General Laborer is responsible for the general maintenance and repair of all public streets, sanitary sewers, storm sewers, public buildings, parks and other facilities of public trust. Assists other Municipal Services Department-functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is reports to the Public Works Foreperson.

Examples of work (illustrative only):

Infrastructure Maintenance:

- Performs department functions and operations, including: Street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- Performs full depth patching or pot hole filling.

Equipment Operation:

- Knowledgeably operates all department controlled equipment and vehicles.
- Operates back hoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance on all department controlled equipment and vehicles.

Miscellaneous:

- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of maintenance and safe operation of vehicles used by public works.
- Knowledge of maintenance and safe operation of equipment used by public works.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- Ability to use small tools, including power tools.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DWD, MUTCD and DOT.

- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

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.

The position description for the Public Works General Laborer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised September 5, 2007

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance & Labor Relations Committee June 5, 2008. Revised by Finance & Labor Relations Committee 2/05/2015 and 08/03/2023



PUBLIC WORKS MECHANIC POSITION DESCRIPTION

Statement of Duties:

The Public Works Mechanic is responsible for the general maintenance and repair of all assigned equipment and vehicles, the keeping of accurate maintenance records and the scheduling of maintenance or repair work. Periodically assists other Municipal Service Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position reports to the Public Works Foreman.

Examples of work (illustrative only):

Infrastructure Maintenance:

- Performs department functions and operations, including: Street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- Performs full depth patching or pot hole filling requiring knowledge and use of equipment and materials for cement and asphalt.

Equipment Purchase, Operation, Maintenance and Repair:

- Performs all general repairs and maintenance on all department-controlled equipment and vehicles. Keeps logs of maintenance performed.
- Ability to set priorities and schedule repair and preventive maintenance work.
- Knowledgeably operates all department-controlled equipment and vehicles.
- Assist in the purchase of new equipment that meets needs and is obtained at a favorable price.
- Examples of tasks include: discuss equipment needs with supervisors and department heads, research equipment/products through supplier literature, draft specifications, determine cost and whether equipment meets specifications, contact dealers/suppliers, contact references to gather information on other organization's experience with the equipment and test equipment as appropriate.
- Operates back hoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets and all other assigned equipment and vehicles.

Miscellaneous:

- Uses any or all safety equipment provided to complete assigned tasks.
- Responsible for maintaining safe and clean working conditions within the truck service area and adjacent areas.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of maintenance and safe operation of vehicles used by public works.
- Knowledge of maintenance and safe operation of equipment used by public works.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- Ability to use small tools, including power tools.
- General knowledge in welding (rod and wire feed), cutting torches and brazing, and metal fabrication.
- Ability to repair all department-controlled equipment and vehicles.
- High school diploma or equivalent and two years mechanic work experience are required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, MUTCD, DWD and DOT.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working on equipment or vehicles that are in or could potentially start operation. Working on equipment or vehicles that are on stands or hoisted.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

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.

The position description of the Public Works Mechanic does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised April 28, 1989 and July 1, 1990

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance and Labor Relations Committee April 3, 2008. Revised by Finance & Labor Relations Committee 2/05/2015 and 08/03/2023



PUBLIC WORKS PARKS CUSTODIAN POSITION DESCRIPTION

General Statement of Duties:

The Parks Custodian is responsible for the operations and maintenance of City parks and greenspaces. In addition the Parks Custodian will periodically be required to assist other Municipal Services Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position may require after hours work as needed for special events and attending Park Board meetings. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman. This position is hourly and non-represented.

Examples of work (illustrative only):

Maintenance of Parks:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the park system.
- Maintains the look and health of park trees through pruning, trimming and removal/replanting.
- Maintaining and conducting minor repairs to playground equipment, shelters, benches, waste containers and fencing.

Miscellaneous:

- Periodically assists other department employees in other functions and operations, including: street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; tree trimming/removal any and all other operations of the department.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Adheres to all safety requirements for the performance of all assigned tasks and wears all Personal Protective Equipment required.
- Performs minor repair and maintenance to equipment used.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of safety operation of vehicles used by public works.
- Knowledge of safe operation of equipment used by public works.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DOT and DWD.

- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville’s Pay Philosophy categorizes this position in a pay grade of 4.

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.

The position description for the Parks Custodian does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Review and approved by Park Board on 3/09/15

Approved by Finance & labor Relations Committee on 05/07/15. Revised by Finance & labor Relations Committee 08/03/2023



WASTEWATER PLANT OPERATOR IN CHARGE (OIC) POSITION DESCRIPTION

General Statement of Duties:

Wastewater Plant Operator In Charge (OIC) under the direction of the Public Works Foreperson, in knowledgeable and instructive in operation, maintenance and construction for the wastewater plant. Performs operations, maintenance, and construction for wastewater utility. Performs necessary monitoring and reporting for wastewater plant.

Distinguishing Features of the Position:

This position reports to the Public Works Foreperson. This position may require specialized training, continued education and certification including a Grade 2 Wastewater Operator license. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- The Wastewater Plant Operator In Charge (OIC) should have a comprehensive knowledge of modern wastewater treatment and disposal principles & practices including biological treatment.
- Possess a thorough knowledge of fluid mechanics, hydraulics, air systems and wastewater formulas.
- Make investigations and develop reports on improvement to the plant operations.
- Possess the ability to read blueprints and schematic drawings.
- Schedules operation and maintenance work.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.

Water Quality:

- Determines operating parameters for wastewater treatment. Evaluates lab results to ensure operating parameters are being met and to ensure that effluent permit limits are being met.
- Compiles/prepares daily, weekly, monthly and annual reports as required or directed.
- Keeps records and makes reports of WWTP activities to City, State and Federal agencies.

Miscellaneous:

- Supervises wastewater utility employees.
- Maintains inventory of parts and supplies for operations.
- Brings to the Public Works Foreperson's attention areas within the treatment facility that must be upgraded to continue optimum treatment.
- Assists supervisors in the budget process.
- Conducts tours of the WWTP and participates in public information programs.
- Trains wastewater utility employees or other members of the department assigned on the operations of the WWTP.
- Communicates and works professionally with other employees, the public and site inspectors. Respond to call-outs to the WWTP or lift stations as needed.

- Periodically assists other department employees in other functions and operations, including snow removal, and street maintenance operations, and any and all other operations of the department.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Wastewater Plant Operator with in (1) one year of hire.
- High school diploma or equivalent is required and intermediate or advance vocational training preferred.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for wastewater utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working with or around hazardous waste and wastewater.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 8.

Wastewater Plant Operator in Charge (OIC) In Charge (OIC) Position Description

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.

The position description of the Wastewater Plant Operator In Charge (OIC) does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Municipal Services 06/30/15, 07/25/2023

Approved by Finance and Labor Relations 07/09/15. Revised by Finance and Labor Relations 08/03/2023



WASTEWATER PLANT OPERATOR POSITION DESCRIPTION

General Statement of Duties:

Performs operations, maintenance, and construction for wastewater utility. Performs necessary monitoring and reporting for wastewater utility.

Distinguishing Features of the Position:

This position reports to the Wastewater Operator in Charge (OIC). This position may require specialized training, continued education and certification including a Grade 2 Wastewater Operator license. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- The Wastewater Plant Operator should have a comprehensive knowledge of modern wastewater treatment and disposal principles & practices including biological treatment.
- Possess a thorough knowledge of fluid mechanics, hydraulics, air systems and wastewater formulas.
- Make investigations and develop reports on improvement to the plant operations.
- Possess the ability to read blueprints and schematic drawings.
- Schedules operation and maintenance work.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.

Water Quality:

- Determines operating parameters for wastewater treatment. Evaluates lab results to ensure operating parameters are being met and to ensure that effluent permit limits are being met.
- Compiles/prepares daily, weekly, monthly and annual reports as required or directed.
- Keeps records and makes reports of WWTP activities to City, State and Federal agencies.

Miscellaneous:

- Maintains inventory of parts and supplies for operations.
- Brings to the Public Works Foreperson's attention areas within the treatment facility that must be upgraded to continue optimum treatment.
- Assists supervisors in the budget process.
- Conducts tours of the WWTP and participates in public information programs.
- Communicates and works professionally with other employees, the public and site inspectors. Respond to call-outs to the WWTP or lift stations as needed.
- Periodically assists other department employees in other functions and operations, including snow removal, and street maintenance operations, and any and all other operations of the department.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Wastewater Plant Operator with in (1) one year of hire.
- High school diploma or equivalent is required and intermediate or advance vocational training preferred.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for wastewater utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working with or around hazardous waste and wastewater.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 7.

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.

Wastewater Plant Operator Position Description

The position description of the Wastewater Plant Operator does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Municipal Services 06/30/15, 07/25/2023

Approved by Finance and Labor Relations 07/09/15



WATER AND LIGHT FOREPERSON POSITION DESCRIPTION

Statement of Duties:

Water & Light Foreperson oversees operations of the Water & Light Department under the Municipal Services Director. This includes general management, leadership and in depth knowledge of the operations within the Water & Light Department.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position reports to the Municipal Services Director and may have to assume part of the Director's position for Water and Light operations in the Director's absence. This position is hourly and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty at all times.
- Follows city rules and policies at all times.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.

Safety:

- Attend safety trainings and meetings provided by MEUW, regional organizations or the City of Evansville.
- Instruct staff and enforce the proper use of safety equipment for all duties of the job.
- See that damaged or broken equipment is reported, repaired or destroyed and replaced promptly.
- Recognize unsafe working conditions: an unsafe job site and/or unsafe weather conditions.
- Follows all safety protocols and procedures recognized by the MEUW Safety Manual and/or adopted by the Municipal Services Department.

Compliance:

- Assist or directly maintain assigned certification or accreditation status within Water & Light.
- Keep utilities in regulatory compliance at all times.

Manage Employees:

- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.

- Prepare and monitor day-to-day work schedules and record keeping for operations and maintenance.
- The Line Foreperson is a “working foreperson” they will supervise, educate and assist employees in operations, maintenance, and construction of the Water & Light utility including overhead lines, underground lines, transformers, metering, water treatment, and water storage and distribution.
- See that all employees have and properly use safety equipment and training.
- Conduct annual performance reviews.
- Provide a positive and productive work environment for staff who are treated fair and held accountable when needed.

Manage Projects and Operations:

- Liaison between Water & Light and other utilities, including phone, cable, gas, and Department of Public Works. Work with contractors, developers and vendors to ensure expected quality standards and timeline are met.
- Maintain records on hours, materials and expenses for all work performed.
- Collaborate with staff in charge of accounts receivable billing and inventory.
- Be available to address concerns of public regarding projects.
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Implement and carry out preventive and predictive maintenance activities to increase uptime (i.e. Urban rebuild, tree-trimming program, valve monitoring program, water testing).
- Seek opportunities to increase own knowledge of industry best practices and forward-looking technologies.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service oriented culture with customers.
- Maintain positive collaborative relationships with vendors and contractors to ensure maximum productivity.
- Investigate and resolve or report to the Director on customer complaints.
- Cause to be complete product inventory as directed by the Municipal Services Director.
- Perform additional duties as may be directed including on-call duty.

Required Knowledge, Skills, and Abilities:

- Must have journey-level electric line worker certification.
- General knowledge of water and electric utility operations, including advanced metering initiative (AMI).
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.

- Knowledge of proper and safe operations of equipment used at Evansville Water & Light including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment, personal protection equipment, and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD, DOT and DNR.
- Must have commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working in an elevated or hoisted position on a pole, ladder or boom/bucket truck. Working with and around potentially dangerous electrical currents.

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 use hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in an Electric Pay Scale grade of 14.

Water and Light Foreperson Position Description

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.

The position description of the Water & Light Foreperson does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 1/27/2015, 07/24/2023

Approved by Finance & Labor Relations Committee 2/05/2015. Revised by Finance & Labor Relations Committee 01/03/2019 and 08/03/2023



WATER PLANT OPERATOR IN CHARGE (OIC) POSITION DESCRIPTION

General Statement of Duties:

Water Plant Operator In Charge (OIC) under the direction of the Municipal Services Director supervises, directs and instructs employees in operation, maintenance and construction for water utility. Performs operations, maintenance, and construction for water utility. Performs necessary monitoring and reporting for water utility.

Distinguishing Features of the Position:

This position may require specialized training, continued education and certification. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- Monitor wells and pumps for proper distribution pressure and quantities.
- Monitor customer usage by checking meter accuracy and checking for cross connections. Maintain records on physical plant and the location of mains and services.
- Monitor and maintain storage reservoirs in good condition.
- Perform regular maintenance on pumps, motors and standby equipment.
- Work with engineers, developers, contractors, and superintendent on installation of new facilities.
- Make repairs and replacements to valves, hydrants, mains and services as needed.
- Perform regular maintenance programs such as hydrant flushing and valve operations.

Water Quality:

- Set and monitor chemical feed pumps. Perform regular tests for water quality.
- Submit regular reports to Wisconsin DNR on water operations.
- Maintain programs on private well abandonment and public well protection.

Miscellaneous:

- Supervises water utility employees.
- Complete written reports on hours worked and expenses.
- Provide neat, pleasant and helpful appearance to customers.
- Be familiar and comply with work rules as needed and instruct other employees in safe work habits.
- Complete accident reports and review safety requirements as needed.
- Use personal protective equipment.
- Maintain CPR and First Aid Certification.
- Respond to call-outs for no power or other emergencies.
- Maintain records and initiate addition for equipment and materials.
- Review and recommend training.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Water Plant Operator with in (1) on year of hire.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for water utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 8.

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.

Water Plant Operator in Charge (OIC) Position Description

The position description of the Water Plant Operator In Charge (OIC) does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised February 15, 2006

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance & Labor Relations Committee 2/05/2015. Revised by Finance & Labor Relations Committee 08/03/2023



WATER PLANT OPERATOR POSITION DESCRIPTION

General Statement of Duties:

Performs operations, maintenance, and construction for water utility. Performs necessary monitoring and reporting for water utility.

Distinguishing Features of the Position:

This position reports to the Water Plant Operator in Charge. This position may require specialized training, continuing education and certification. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- Monitor wells and pumps for proper distribution pressure and quantities.
- Monitor customer usage by checking meter accuracy and checking for cross connections.
- Maintain records on physical plant and the location of mains and services.
- Monitor and maintain storage reservoirs in good condition.
- Perform regular maintenance on pumps, motors and standby equipment.
- Work with engineers, developers, contractors, and superintendent on installation of new facilities.
- Make repairs and replacements to valves, hydrants, mains and services as needed.
- Perform regular maintenance programs such as hydrant flushing and valve operations.

Water Quality:

- Set and monitor chemical feed pumps.
- Perform regular tests for water quality.
- Submit regular reports to Wisconsin DNR on water operations.
- Maintain programs on private well abandonment and public well protection.

Miscellaneous:

- Complete written reports on hours worked and expenses.
- Provide neat, pleasant and helpful appearance to customers.
- Be familiar and comply with work rules as needed and instruct other employees in safe work habits.
- Complete accident reports and review safety requirements as needed.
- Use personal protective equipment.
- Maintain CPR and First Aid Certification.
- Respond to call-outs for no power or other emergencies.
- Maintain records and initiate addition for equipment and materials.
- Review and recommend training.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

Water Plant Operator Position Description

- Certification by the State of Wisconsin as a Water Plant Operator with in (1) on year of hire.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for water utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

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 use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 7.

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.

The position description of the Water Plant Operator does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the

Water Plant Operator Position Description

employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised February 15, 2006

Reviewed by Municipal Services Committee 1/27/2015

Approved by Finance & Labor Relations Committee 2/05/2015. Revised by Finance & Labor Relations Committee 08/03/2023



City of Evansville

Community Development Department

www.ci.evansville.wi.gov
31 S Madison St
PO Box 529
Evansville, WI 53536
(608) 882-2266

DRAFT

May 16, 2023

Jason Tish, CLG Coordinator
816 State Street
Madison, WI 53705

Mr. Tish,

On behalf of the City of Evansville's Historic Preservation Commission, please accept this letter of intent for the upcoming Certified Local Government grant cycle. The City intends to submit two separate applications: one for a survey of the City's carriage houses as well as an application to establish design guidelines for property owners with contributing properties within any of the City's four historic district.

The first project the City intends to apply for would be a survey of carriage houses. Increasingly, our local commission has been receiving requests to demolish carriage houses. Some of these structures are in good repair; others have passed their useful life; others may be structures built in the style of carriage houses. The City has attempted to incentivize restoration of carriage houses by allowing property owners to renovate their carriage houses into an Accessory Dwelling Unit. To date no property owner has taken on this task. The Commission knows these buildings are significant contributions to the city's historic district, but finds that a survey of these structures would provide a useful tool as it evaluates requests for demolition and encourages property owners to maintain and use their outbuildings.

A survey of the City's carriage houses would provide:

- A photographic inventory of the number of remaining carriage houses City-wide (including those outside established historic districts)
- An assessment of the physical condition of each carriage house in order to determine if the carriage house is a contributing or non-contributing resource to the property

The result of the survey would be to increase resident and property owner knowledge about these historically significant structures, identify significant carriage houses at risk of further deterioration, and to increase property owner use of the federal and state historic tax credits. The City estimates such a survey would cost around \$25,000.

The second project would be to establish design guidelines for work done on properties within the historic districts. There are 384 historic properties throughout Evansville, the majority of which are owner-occupied residences. The Historic Preservation Commission's preference in approving applications for Certificates of Appropriateness follow the standards established by the Secretary of the Interior in order: preserve if possible, rehabilitate with like materials, restore with similar materials, followed by rebuilding if necessary. This has led to some consternation among residents. Many of the projects requested do not qualify for tax credits. The Commission envisions clear and simple design guidelines that can assure a property owner that if they bring in an

application that follows the design guidelines, their application will be approved with little to no discussion. The City estimates such an effort to cost \$15,000.

Thank you for your consideration. On behalf of the City of Evansville Historic Preservation Commission, we look forward to submitting our applications.

Sincerely,

Colette Spranger
Community Development Director

DRAFT