



**CITY OF BRILLION  
COMMITTEE OF THE WHOLE AGENDA  
Monday, March 14 2022 5:30pm**

**NOTICE IS HEREBY GIVEN**, that the Committee of the Whole of the Common Council of the City of Brillion will meet on **Monday, March 14, 2022 at 5:30 pm** in the Council Chambers at Brillion City Center located at 201 N. Main Street Brillion, WI, which is handicapped accessible.

**FURTHER NOTICE IS GIVEN**, that the Common Council may or may not go into closed session per W.S.S. 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Common Council may or may not go into closed session at approximately 5:40 pm.

Join Zoom Meeting

**<https://zoom.us/j/8867341306?pwd=MDQ4dU9YM3VwenJ1aDVDUTV3ZGxMdz09>**

**Phone: 312 626 6799 Meeting ID: 886 734 1306 Passcode: 047828**

**AGENDA:**

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Approval of Minutes – February 28, 2022 Committee of the Whole
5. Public Appearances
  - a. Citizen Input
  - b. Guests
6. Proposals for Recommendation to Council
  - a. Ariens Co Donation \$10,000 Demolition 205 N Main St ( Former Dollar General)
  - b. 2022 Town of Woodville Ambulance Agreement
7. Finance and Purchasing
  - a. Kempen Excavating Invoice \$10,000 Demolition of 205 N Main Street-Funded by Donation
8. Personnel
  - A. Snowplow Hit parked Car incident March 7, 2022. Claim Filed
  - B. Revised DPW Director Job Description
  - C. DPW Director Hiring status update
  - D. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Convene in Closed Session

  1. Closed Session per W.S.S. 19.85 (1)(c) Former DPW Director, Andy Geiger Vacation Payout

2. Reconvene in Open Session to take action if necessary and appropriate re Former DPW Director, Andy Geiger Vacation Payout

**E. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Convene in Closed Session

1. Closed Session per W.S.S. 19.85 (1)(c) DPW Director position compensation range
2. Reconvene in Open Session to take action if necessary and appropriate regarding DPW Director position compensation range

**F. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Convene in Closed Session

3. Closed Session per W.S.S. 19.85 (1)(c) Department Head Evaluations
4. Reconvene in Open Session to take action if necessary and appropriate regarding Department Head Evaluations

9. Appointments

10. Old Business

- a. Michels Quarry Blasting

11. New Business

12. Adjournment

Mike Smith, Mayor

Copies: Post (3) Locations City Center, Library, Brillion Community Center, City Website  
Committee Members  
Mayor  
City Administrator

## COMMITTEE OF THE WHOLE MEETING

February 28, 2022

Brillion City Center

5:30 PM

### 1. CALL TO ORDER by President Sarah Pielhop at 5:30 pm.

### 2. ROLL CALL

**Present:** Mayor Mike Smith, Tim Hanson, Joe Behnke, Shelly Lau, Sarah Pielhop, TJ Moehr  
Carrie Wenzel

**Not Present:** Joe Levash

Also present: Peter Wills, Kirk Schend, Andy Geiger, Garrett Wenzel, Ann Marx, Lydia Blatz,

### GUESTS:

Wes Kempen, Paul Kowieski, Via Zoom: Dan Farrell, Justin, Jack, MaryJo Krueger

### 3. APPROVAL OF AGENDA

**Motion** - Lau moved to approve the February 28, 2022 agenda. Seconded by Wenzel. All in favor. Motion carried.

### 4. APPROVAL OF MINUTES – January 24,2022 Committee of the Whole Meeting:

**Motion** - Wenzel moved to approve the minutes of January 24, 2022 Committee of the Whole. Seconded by Lau. All in favor. Motion carried.

### 5. CITIZEN INPUT-None.

### 6. FINANCE AND PURCHASING

#### Action Items:

#### A. Liquor License Surrender-The Real Giese’s Class “B” Beer & Class “B” Liquor:

**Motion**-Lau moved to recommend to City Council the **Liquor License Surrender-The Real Giese’s Class “B” Beer & Class “B” Liquor** Seconded by Hanson. All in favor. Motion carried.

#### B. Liquor License Application: New- Bay Beer Belly LLC Class “B” Beer & Class “B” Liquor

**Motion:** Pielhop moved to recommend to Council Liquor License Application: New- Bay Beer Belly LLC Class “B” Beer & Class “B” Liquor. Second by Lau. All in favor. Motion carried.

### 7. PROPOSALS FOR RECOMMENDATION TO COUNCIL

#### A. Sunrise Circle Preliminary Special Assessment Resolution RE22-02

**Motion:** Behnke moved to recommend to Council Sunrise Circle Preliminary Special Assessment Resolution RE22-02. Second by Lau.

**Discussion:** Administrator Wills discussed the Resolution for preliminary special assessment directs the City Engineer to provide costs estimates for the 2022 Sunrise Project to be started this spring and was in the 2022 Road project budget. Motion carried.

**B. CDBG CLOSE Grant Contract withdraw letter**-for Withdraw from Contract

**Motion:** Lau moved to recommend to Council CDBG CLOSE Contract Withdraw and approve letter. Second by Hanson.

Discussion: Administrator Wills discussed the requirements for the CDBG Grant funds to be used for demolition of the former Dollar General, 205 N Main Street, have continued to grow, requiring environmental review by National Wildlife Service and WI DNR to meet and review for potential endangered species, though none are known to be here, extensive reporting and the property would be unseeable for 5 years. At a meeting Ariens hosted, the demolition of the former Dollar General came up and requested if the demolition could be private funded. As long we have not accepted the funds from the CDBG, it can be. At meeting Wes Kempen offered to do the demolition for a significant discount of \$10,000 and Ariens Company accepted the offer to pay for it the work started right away. Wes Kempen had started clearing out the interior the previous week and will begin demolition this week.

Pielhop requested the attached letter be revised to remove language of contract withdraw due to requirements and staffing.

**Motion by Lau amended** to included the revised letter. Second amended motion by Hanson. Motion Carried.

**C. Set Public Hearing for Ridgeway Drive Certified Survey Map March 28, 2022 6:35pm**  
Recommendation to Council

**Motion:** Behnke moved to recommend to Council Set Public Hearing for Ridgeway Drive Certified Survey Map March 28, 2022 6:35pm Recommendation to Council. Second by Lau.

Discussion: Administrator Wills discussed the certified Survey map is for the parcel that the city seeks to sell to Zutz that was previously approved by Plan Commission and Council. Zutz is paying for the costs. Motion carried.

**D. Current DPW Director Job Description**

Discussion: Administrator Wills discussed attached is the current DPW Director position.

**E. Revised DPW Director Job Description**

The revised position based upon multiple Public Works Director positions in other communities and input he received from Council that would like new Director to take on additional duties and was requested Council members would like to consider and Engineer if able to attract in the recruitment to bring more contract tasks in house. Question brought up concerns on length of job description and inclusion of Committees in the Job Description. Administrator brought up that current DPW Direct has these responsibilities, like other Department heads have Committee responsibilities. The current DPW Job Description has Plan Commission, Water & Sewer, as well RDA. Discussion the Committees be removed from the job description. Administrator Wills stated that Department heads have Committees,

these fall under Public Works. If DPW will no longer be involved, whom would handle the Committee agenda, packet and distribution. Mayor Mike Smith stated he has been working with each Committee to select Secretary position to take on Minute's and is seeking the Chair of each Committee to take on Agenda development. Additionally seeking Committees to become working committee of taking on more tasks and projects to reduce the admin burden on City Hall for Committees.

**Motion:** Smith moved to recommend to Council revised DPW Job Description to March 14, 2022 and recommend posting of summary DPW position to begin hiring process. Add Special Council to March 14, 2022 Second by Wenzel. Motion Carried

F. DPW Hiring Process Administrator & mayor  
Discussion-Administrator and Mayor will screen and interview Candidates and bring top candidate(s) to Council for final interview(s).

## 8. Personnel

### **A. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Convene in Closed Session

1. Closed Session per W.S.S. 19.85 (1)(c) DPW Director, Andy Geiger Exit Interview

**Closed Session Motion:** Wenzel moved to Convene in Closed Session

Closed Session per W.S.S. 19.85 (1)(c) DPW Director, Andy Geiger Exit Interview.  
Second by Lau. Motion carried.

2. Reconvene in Open Session to take action if necessary and appropriate.

**Session Motion:** Behnke moved to reconvene in Open Session to take action if necessary and appropriate. Second by Moehr. Motion carried. 6:51pm. No further action taken.

### **B. Closed session per WSS 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Convene in Closed Session

1. Closed Session per W.S.S. 19.85 (1)(c) Ann Marx, Park & Rec Director Compensation

**Closed Session Motion:** Behnke moved to Convene in Closed Session. Closed Session per W.S.S. 19.85 (1)(c) Ann Marx, Park & Rec Director Compensation. **Second by Lau.**

**Motion carried .**

1. Reconvene in Open Session to take action if necessary and appropriate regarding Ann Marx, Park & Rec Director Compensation

**Session Motion:** Smith moved to reconvene in Open Session to take action if necessary and appropriate regarding Ann Marx, Park & Rec Director Compensation  
Second by Moehrer. 7:02pm. Motion carried.

Motion: Behnke moved to increase compensation for Ann Marx for overseeing DPW during hiring and transition process. Dates to start February 28, 2022 week pay period. Second by Lau. Motion Carried.

## **9. Appointments**

### **10. OLD BUSINESS**

Michels Quarry Blasting – no update

**NEW BUSINESS:** Mike Smith next agenda Secretary positions for Committees seeking Committees to become working committee of taking on more tasks and projects to reduce the admin burden on City Hall for Committees

### **ADJOURNMENT:**

The meeting adjourned at 7:04pm.

Peter Wills  
Administrator

**City of Brillion Monetary Donation Form**



Donor Information:

Name: Ariens Company Date: 3/9/2022

Address: 655 W. Ryan St. Brillion, WI 54110 Phone number: 920-756-4680

E-mail address: jyoung@ariensco.com

Hereby gives to the City of Brillion \$ 10,000.00, which is:  
*ten thousand dollars*

for unrestricted use; or

for the purpose of:

Demolition of former Dollar General next to City hall  
which is owned by the city. Address: 205 N. Main Street

Any funds in excess of the amount required for the above purpose (if specified):

may be used for \_\_\_\_\_

shall be returned to the donor

may be applied to any other project or fund deemed appropriate by the City Administrator

The City of Brillion will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate, and/or dispose of any item funded through donated funds as the City may deem fit.

If this donation is in the amount smaller than \$10,000, the City may not create a separate trust account. For amounts greater than \$10,000, the donor may request and the City may establish a separate trust account for the donated funds.

This donation is subject to the City Donations, Gifts and Memorials policy.

Donor *[Signature]*

Date 3/9/2022

Donor \_\_\_\_\_

Date \_\_\_\_\_

Department Director \_\_\_\_\_

Date \_\_\_\_\_

City Administrator \_\_\_\_\_

Date \_\_\_\_\_

**AMBULANCE SERVICE AGREEMENT  
BETWEEN  
THE CITY OF BRILLION AND  
AND THE TOWN OF WOODVILLE.**

This Agreement is made and entered into this first day of January, 2022, by and between the City of Brillion, a Wisconsin Municipality, hereinafter called the "City," and the Town of Woodville, a Wisconsin municipality, hereinafter called the "Town"

**RECITAL**

The City of Brillion desires to contract with an ambulance provider, as authorized by Section 62.133 of the Wisconsin Statutes, to provide ambulance service for the safety of the residents of the City of Brillion. Gold Cross Ambulance Service, Inc. is a private corporation licensed to provide emergency ambulance services in the State of Wisconsin.

The Town of Woodville desires to contract with the City of Brillion to provide ambulance service for the safety of the residents of the Town of Woodville.

**CONDITIONS**

NOW, THEREFORE, for and in consideration of the mutual agreements herein contained and other good and valuable consideration, the City, the Town and Provider do agree as follows:

The City of Brillion, through its contract with Gold Cross Ambulance Service Inc, shall provide ambulance service to the Town of Woodville.

Gold Cross Ambulance Service Inc, shall bill and collect all charges made for services rendered to the Town of Woodville. The rate for Town of Woodville calls shall be \$350.00 more than the rate for City of Brillion calls.

As compensation for the benefits received by this Agreement, the Town shall pay the City the amount of **\$10,478** during the term of this agreement. This amount shall be payable in quarterly installments of **\$2619.50** payable to the City on or before 1/14/2022, 4/15/2022, 7/15/2022, and 10/14/2022.

**TERM**

This agreement shall commence January 1, 2022 and shall continue through December 31, 2022. Both parties will meet in October of 2022 to negotiate any further agreements.

c.s

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.  
**CITY OF BRILLION ("CITY")**

IN PRESENCE OF:

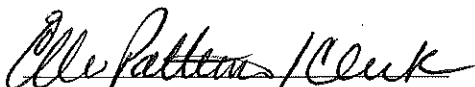
\_\_\_\_\_

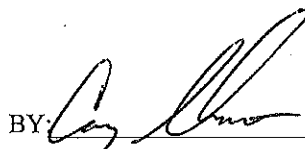
BY: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF WOODVILLE ("TOWN")**

IN PRESENCE OF:



BY:   
\_\_\_\_\_

Chair



# Kempen Excavating, LLC

N9680 Winkler Road  
Brillion, WI 54110

# Invoice

Date	Invoice #
3/9/2022	8971

<b>Bill To</b>
City of Brillion 130 Calumet Brillion, WI 54110

Date	Description	Hour/Yards	Rate	Amount
3-5-2022	Removal and disposal of old Dollar General building at 205 N Main street Brillion  Approximate donated value from Kempen Excavating LLC to remove and dispose of the old Dollar General in Brillion is \$30,000.00.		10,000.00	10,000.00
Approximate donated value from kempen excavating is 30,000. dollars			<b>Total</b>	\$10,000.00
Interest of 1% will be charged on accounts 30 days past due. If you have any questions about your bill, please call us at (920) 858-2034. Thank you.			<b>Payments/Credit</b>	\$0.00

**CITY OF BRILLION**

**POSITION DESCRIPTION**

Title: **PUBLIC WORKS DIRECTOR**

Department: Department of Public Works

Supervisor: City Administrator

Pay Category: Salary Exempt

Hours: Full-time

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**Full Job Description**

**General Overview**

Director is to carry out the directions and policies, pursuant to statute, City Code, and the resolutions, Board/Commission motions and directives of the Common Council and City Administrator. In addition to being able to perform all listed duties and responsibilities he/she shall be responsible to schedule and assign work duties of all other full and part time employees assigned to this department. This includes assigning priorities to required duties based on the overall needs of the various departments of the City and available staff to perform the required work.

**JOB DESCRIPTION:**

This position involves the direction of the city’s public works functions and involves administrative responsibility for the maintenance and construction of streets, alleys, parking lots and storm sewers, street signs, snow and ice removal, collection of recycling and refuse and yard waste, maintaining storm-water management practices, stream and dam management and other activities of the public works department. Also responsible to plan, supervise and coordinate the activities of the Public Works Maintenance Department, Contract City Engineer, Building Maintenance Department, and Building Inspection Department. The Director is responsible for the annual operations, maintenance, and capital budgets and serve on Committees as assigned. All work and activities are subject to the direction of the City Administrator.

## **EXAMPLES OF DUTIES:**

### **Department Leadership**

Coordinate the design, bidding, construction and inspection of all public works projects. Coordinates and oversees the work of contractors who are performing work for the City, to assure that work quality and contract specifications are being met. Shall keep all records and documents required by law or ordinances for activities under his/her supervision.

Review and approve all purchase orders and invoices and present them to the City Administrator for approval. Maintain a positive public image and demonstrate a professional level of interaction with City residents, vendors and others both in and out of the organization. Attend Dept Head Meetings, coordinate activities with Administrator and regular communication.

Attend and monthly report to the Common Council at their regular meetings on the activities of this department. Support assigned committees.

Act as Weed Commissioner per City Ordinance.

Such other duties as may be needed to perform the duties that fall under this department or assigned by the City Administrator.

### **Administration of the Public Works Operations and Maintenance Department**

Oversight of Public Works Staff

Short term (annual) project planning

Establish and enforce work place rules, policies, methods and procedures for the department. Train, evaluate and document performance of all department employees, select new employees when authorized.

Approve all expenditures

### **Water & Sewer Utility**

Liaison between contracted Utility operators, the Utility Commission and the City as directed by the Mayor and City Administrator

### **Administration of Contracted City Engineer**

Determine projects to be worked on

Provide technical input and project direction

Review quality of services provided and work product

Approve all engineering expenditures

### **Administration of Contracted Building Inspector**

Review quality of services and work product  
Dispute resolution when there is a disagreement  
Involvement with property maintenance issues  
Approve monthly cost share for permits

### **Administration of City Building Maintenance**

Be responsible for the coordination of all custodial and maintenance operations for all city buildings, facilities and grounds.  
Oversee work planning  
Review quality of service and work product  
Annual evaluation of the Building Maintenance Needs  
Project management for building changes and upgrades

### **Annual Budget Public Works & Sanitation**

Responsible person for the completion of the annual Long Term Finance Plan and Operations and Maintenance budgets  
Manage all expenditures through the year to stay within budgetary guidelines  
Manage Department Grant applications, management, reporting and tracking in coordination with Administrator and Clerk.  
Adjust budgeted projects as needed to account for any unplanned work  
Complete recommendations to purchase and obtain Committee support as required by the City's Procurement Policy for large projects, expenditures, and purchases  
Prepare resolutions, ordinances, and other agreements for projects, Town Maintenance agreements and follow up meeting coordination.  
Provide justification for the project, expenditure, or purchase from the Common Council  
Provide information regarding any variations for over or under-budgeted items  
Submit required documentation for any carryover expenditures to be finalized the following budget year

### **Street Maintenance**

Assume responsibility for and supervision of all maintenance, preventative maintenance, repair and construction of streets, parking lots, facilities, curb and gutter, sidewalks, bridges, signs, markings, storm sewer, city buildings, structures, parks, cemeteries, property and all machinery and equipment used in these activities  
Determine which streets are to be completed each year based on surface and utility needs

Obtain engineering services using the City's Procurement Policy  
Oversee all aspects of the street design process making the final determination of the end product for bidding  
Coordinate and publish Special Assessment Resolutions, public notices in coordinating Engineering estimates and Final Special Assessment approval.  
Coordinate all work by outside utilities  
Obtain right-of-entry or easements as needed  
Obtain Committee and Council approval for the project  
Lead person for all construction-related activities  
Has the ability to make adjustments to the plans when there are conflicts  
Review and approve all project change orders and payments

### **Stormwater Management**

Ensure compliance with Municipal Separate Storm Sewer System (MS4) permit  
Maintain all City-owned facilities  
Partner with the Wastewater Facility to implement Adaptive Management project  
Review stormwater management for all developments within the City  
Periodic review of all active project sites for erosion control compliance,  
Work directly with the Department of Natural Resources (DNR) for project planning  
Work to improve the quantity and quality of the stormwater water discharges  
Anticipate and resolve any compliance issues

### **Sanitation Management**

Coordinate Garbage and Recycling services for the City with private contract companies.  
Negotiate and administer contracts for private hauler  
Ensure we keep the public informed of the recycle/refuse standards  
Negotiate and administer Yard waste contract with Calumet County  
Review and adjust City ordinances as needed to stay current with service requirements  
Track monthly performance of the program  
Approve all expenditures

### **County, State and Federal Agency Coordination and Management**

Maintain compliance with all state and federal, Reporting, Grants , enforcement requirements and permitting  
Maintain compliance and update as required the WI DNR Compliance Monitoring

Annual Landfill maintenance

Submit grant applications to offset the cost of equipment purchases, road projects, studies, and USDA goose management

### **Bridges and Dam Management**

Ensure compliance with all DNR requirements

Direct and oversee all maintenance projects

Direct operations of the bypass flume as needed for water quality

### **Snow and Ice Management**

Ensure all equipment and personnel are at their ready

Stay current with all-weather forecasts

Based on forecast determine a plan of attack based on duration, available equipment, and the temperatures before, during, and after the event

In coordination with Administrator determine the start time of maintenance crew and be part of snow plowing team.

Based on the forecast determine the level of salt to be used and if before the storm salt operation will be done

Be informed and prepared to make adjustments to the operations as needed

### **New Developments and Redevelopments**

Assist the City Administrator and city in promotion and achieving long range, planned growth and development in the City.

Coordinate and assist to attract new subdivisions and multifamily developments stage from application approval process, preliminary plat, development agreements, through construction, inspection and completion with all City ordinances, zoning and code.

Coordinate and assist expansion of existing and new commercial, industrial and manufacturing businesses in the City with zoning, coordination with Building inspector of permits and committee and Council approvals.

Update standards and requirements to reflect changes in construction methods and materials

## **Zoning Administrator**

Supervise the administration of zoning, subdivision, flood plain, and wetland regulations, and building inspector. Prepare and maintain appropriate maps, plans, records, and files.

Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.

Issue permits and inspect properties for compliance, and issue certificates of compliance where appropriate.

Inspect all damaged floodplain structures and perform a substantial damage assessment to determine if substantial damage to the structures has occurred.

Keep records of all official actions such as:

All permits issued, inspections made, and work approved;

Documentation of certified lowest floor and regional flood elevations for floodplain development;

Records of water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.

All substantial damage assessment reports for floodplain structures.

## **Summary of Necessary Knowledge, Skills, and Abilities**

### **Knowledge -**

Comprehensive knowledge of modern principles and practices of public works administration

Comprehensive knowledge of the laws and regulations related to departmental activities

Comprehensive knowledge of the sources of engineering information and applications of engineering methods; good knowledge of the principles of budgeting

Solid working knowledge of building mechanical systems

Complete working knowledge of public works construction practices

General knowledge of the principles of budgeting

Demonstrated ability to direct and supervise public works activities and in a coordinated manner

**Skills -**

Strong attention to detail

Proficient in Microsoft Office (Word, Excel, Power-point)

**Ability -**

Demonstrated ability to direct and supervise public works activities and in a coordinated manner

Ability to establish and maintain effective working relationships with employees, city officials, and the general public

Ability to effectively communicate in both written and verbal formats to include the ability to persuade, convince, and influence in favor of a desired outcome

Ability to use good judgment to effectively solve problems

Willingness and ability to participate in a team-oriented environment

Ability and willingness to work evenings and weekends when needed.

Ability to maintain confidentiality

**Physical Requirements**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical



parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate. Additional Information

**QUALIFICATIONS: Education and Experience:**

(Preferred) Bachelor's Degree in Civil Engineering or related Field  
Associate Degree in Engineering with 5 years' experience; and  
State of Wisconsin registration as a Professional Engineer preferred  
5-10 Years professional public works experience, some of which shall have been in the field of municipal or public works management  
Extensive supervisory experience  
Or any equivalent combination of education and experience

**SPECIAL REQUIREMENTS:**

Ability to operate a motor vehicle and possession of a motor vehicle.  
Valid state of Wi Commercial Driver's License (CDL) or the ability to obtain one.