



MINUTES

Infrastructure

December 5, 2018

9:00 a.m.

Jury Assembly Room, Lower Level Courthouse

MEMBERS PRESENT: Supervisors Gilbert Engel, Shirley Kaufman, Al Mans, Al Sauld and Dave Zahn
MEMBERS EXCUSED: Supervisor Bill Stankevich
OTHERS PRESENT: County Clerk Kathy Brandt, County Administrator John Lefebvre, Highway Commissioner Eric Burmeister, Forestry and Park Administrator Pete Villas, Facilities Director Martin Keyport, DNR Representatives – LTE Wildlife Biologist Ben Olsen, Forester Dan Mertz, Bay Cities Radio and Eagle Herald

1. Call to Order

Chair Mans called the meeting to order at 9:00 a.m.

2. Agenda

Motion (Zahn/Kaufman) to approve agenda. Motion carried. No negative votes.

3. Minutes

Motion (Sauld/Engel) to approve the meeting minutes of November 7th and 13th, 2018. Motion carried. No negative votes.

4. Public Comment

Supervisor Kaufman requested Department Heads to remain in attendance for entire meeting going forward.

5. Correspondence – None

6. Reports of Outside Agencies and Others – Department of Natural Resources

- 1,723 standard hours completed – 59%
- Completed Jack Pine plantation survey
- Additional deer exclosures
- Training three new employees
- Chronic Wasting sampling efforts – 150+ deer to date – all tested negative
- DNR Surveillance Permits – 9 issued – mandatory chronic wasting testing
- Nine day gun season – harvest statistics

7. Report - Forestry and Parks

- Forestry's Monthly Revenue Report – Exhibit **A**
- Park's Monthly Revenue Report – Exhibit **B**
- Parks projects update
 - Camp Bird cabins – interior painting
 - Twin Bridge – brushed entire campground and trail system
- Forestry projects update
 - Goodman Park bathroom moved to new vault/foundation

8. PRT Agreement

Motion (Zahn/Kaufman) to recommend County Board approve agreement with PRT for 73,800 containerized red pine seedlings at a cost of \$12,029.40 for the spring 2020 planting Season. Motion carried. No negative votes. Exhibit **C**

9. Specialty Granules Easement

Motion (Engel/Sauld) to authorize Forestry and Parks Administrator to grant permission to Specialty Granules to study and identify a location for a future easement across Marinette County Forest Land located in E ½ of Sec. 35, T37N-R22E, Town of Pembine. Motion carried. No negative votes. Exhibit **D**

10. Heiden Forest Products – Wood Storage

Motion (Sauld/Zahn) to approve request by Heiden Forest Products for wood storage on timber sale contract #3635. Motion carried. No negative votes.

11. NRG Ducaine - Timber Sale Contract Extension

Motion (Zahn/Kaufman) to approve NRG Ducaine request for timber sale contract extension for timber sale contract #3618 with no increase in stumpage rates. Motion carried. No negative votes.

12. Report – Highway

- Peshtigo shop scale – concrete poured and curing, scaled installed, expecting to be operational by the end of the month
- Peshtigo shop wireless network – will be utilized by entire facility
- Winter Maintenance – crews have been sanding and salting as needed
- General Maintenance – cutting brush and grass on right-of-ways
- Winter Highway Conference – January 15-17, 2019 – WI Dells

13. Uncollectible Account

Motion (Sauld/Engel) to forward uncollectible account in the amount of \$225.60 to Finance for collection (auto accident sign post damage from 09/23/2018). Motion carried. No negative votes.

14. Create Administrative Specialist Position

Motion (Sauld/Kaufman) to recommend Administrative Committee approve creating an Administrative Specialist position at the Highway Department effective January 2, 2019 and eliminate the part-time Emergency Management Program position, upon vacancy. Motion carried. Voting No – Supervisor Kaufman. Exhibit **E**

15. Create a Chief Mechanic Position

Motion (Sauld/Zahn) to recommend Administrative Committee approve creating a Chief Mechanic position and eliminate two Highway Mechanic positions, effective January 2, 2019. Motion carried. No negative votes. Exhibit **F**

16. Create Financial Manager Position

Motion (Kaufman/Sauld) to recommend Administrative Committee approve creating a Financial Manager position at the Highway Department effective January 2, 2019 and eliminate an Accountant position in the Finance Department, upon vacancy. Motion carried. No negative votes. Exhibit **G**

17. Report - Maintenance

- Ella Court Phase 1- Photo presentation of existing layout and preparation for removal of second floor walls and attachments during the winter season
- Share Academy building – photo presentation of updates, occupancy permits have been received, installing camera security system, finishing remaining flooring installation

18. Invoices

Committee reviewed November Schedule of Paid Invoices for Highway, Forestry and Parks, Print Shop, UW Marinette and Maintenance Departments.

19. Future Agenda Items

Discuss registration for winter Highway Conference – January 15-17, 2019

20. Adjournment

Motion (Sauld/Kaufman) to adjourn 10:47 a.m. Motion carried. No negative votes

Next meeting date – December 13, 2018
January 9, 2019

Kathy Brandt, County Clerk
Date approved/corrected:

MARINETTE COUNTY FORESTRY

Timber Contract Revenue

Year 2017		
<u>Month</u>	<u>Revenue</u>	<u>Year-to-Date</u>
January	\$ 214,666.90	\$ 214,666.90
February	\$ 213,243.37	\$ 427,910.27
March	\$ 286,416.34	\$ 714,326.61
April	\$ 83,517.90	\$ 797,844.51
May	\$ 195,152.94	\$ 992,997.45
June	\$ 416,934.07	\$ 1,409,931.52
July	\$ 430,536.24	\$ 1,840,467.76
August	\$ 432,293.87	\$ 2,272,761.63
September	\$ 276,765.43	\$ 2,549,527.06
October	\$ 347,802.68	\$ 2,897,329.74
November	\$ 184,781.59	\$ 3,082,111.33
December	\$ 174,013.14	\$ 3,256,124.47

Year 2018		
<u>Month</u>	<u>Revenue</u>	<u>Year-to-Date</u>
January	\$ 131,737.75	\$ 131,737.75
February	\$ 193,229.22	\$ 324,966.97
March	\$ 256,095.72	\$ 581,062.69
April	\$ 150,322.17	\$ 731,384.86
May	\$ 102,944.16	\$ 834,329.02
June	\$ 371,430.48	\$ 1,205,759.50
July	\$ 368,274.40	\$ 1,574,033.90
August	\$ 463,517.30	\$ 2,037,551.20
September	\$ 260,093.32	\$ 2,297,644.52
October	\$ 182,812.91	\$ 2,480,457.43
November	\$ 197,024.27	\$ 2,677,481.70
December		\$ 2,677,481.70

Current Status: \$ 404,629.63

As of 11/30/2018 less than last year

MARINETTE COUNTY PARKS

Camping Fees, Day Use, & Violation Revenue

Year 2018						
Month	46720 Camping Fees	46722 Day Use	45110 Violations	Total Revenue	Year-to-Date	
January	\$ 61,407.60	\$ 241.78	\$ -	\$ 61,649.38	\$ 61,649.38	
February	\$ 13,591.28	\$ 66.36	\$ -	\$ 13,657.64	\$ 75,307.02	
March	\$ 15,550.15	\$ 289.09	\$ -	\$ 15,839.24	\$ 91,146.26	
April	\$ 13,083.64	\$ 900.62	\$ -	\$ 13,984.26	\$ 105,130.52	
May	\$ 22,540.35	\$ 2,891.30	\$ -	\$ 25,431.65	\$ 130,562.17	
June	\$ 30,839.27	\$ 31,703.95	\$ -	\$ 62,543.22	\$ 193,105.39	
July	\$ 33,409.73	\$ 25,529.09	\$ 100.00	\$ 59,038.82	\$ 252,144.21	
August	\$ 31,844.13	\$ 29,059.21	\$ 295.00	\$ 61,198.34	\$ 313,342.55	
September	\$ 20,446.80	\$ 16,373.06	\$ 90.00	\$ 36,909.86	\$ 350,252.41	
October	\$ 9,813.34	\$ 16,910.59	\$ 160.00	\$ 26,883.93	\$ 377,136.34	
November				\$ -	\$ 377,136.34	
December				\$ -	\$ 377,136.34	
	\$ 252,526.29	\$ 123,965.05	\$ 645.00			

Year 2017						
Month	46720 Camping Fees	46722 Day Use	45110 Violations	Total Revenue	Year-to-Date	
January	\$ 21,572.80	\$ 199.12	\$ -	\$ 21,771.92	\$ 21,771.92	
February	\$ 18,876.78	\$ 130.86	\$ -	\$ 19,007.64	\$ 40,779.56	
March	\$ 8,198.96	\$ 449.50	\$ -	\$ 8,648.46	\$ 49,428.02	
April	\$ 6,786.76	\$ 825.05	\$ -	\$ 7,611.81	\$ 57,039.83	
May	\$ 12,510.74	\$ 8,457.56	\$ 90.00	\$ 21,058.30	\$ 78,098.13	
June	\$ 22,578.06	\$ 12,017.48	\$ 290.00	\$ 34,885.54	\$ 112,983.67	
July	\$ 21,233.89	\$ 15,837.73	\$ 290.00	\$ 37,361.62	\$ 150,345.29	
August	\$ 32,815.44	\$ 23,487.82	\$ 420.00	\$ 56,723.26	\$ 207,068.55	
September	\$ 23,757.99	\$ 13,423.35	\$ 229.50	\$ 37,410.84	\$ 244,479.39	
October	\$ 16,589.15	\$ 8,922.79	\$ 200.00	\$ 25,711.94	\$ 270,191.33	
November	\$ 963.98	\$ 3,721.43	\$ 30.00	\$ 4,715.41	\$ 274,906.74	
December	\$ 3,775.35	\$ 2,121.70	\$ 10.00	\$ 5,907.05	\$ 280,813.79	
	\$ 189,659.90	\$ 89,594.39	\$ 1,559.50			

Revenue status
thru 10-31-18 \$ 106,945.01 More than last year



PRT Contract No.	ON-2019-039
Owner Ref.	

SEEDLING MANAGEMENT CONTRACT

THIS AGREEMENT effective this 22nd day of November, 2018 between **MARINETTE COUNTY - FORESTRY AND PARKS** ("Owner"), of 501 Pine Street, Peshtigo, WI, 54157, USA and **PRT USA INC.** ("PRT"), of #101 – 1006 Fort Street, Victoria, British Columbia, V8V 3K4, Canada.

BACKGROUND:

The Owner has agreed to engage PRT to cultivate a minimum number of seedlings as summarized below for the initial term of this agreement and detailed in Schedule "A", on the terms and conditions of this agreement:

YEAR AND TIME OF SOWING	YEAR AND TIME OF DELIVERY	MINIMUM NUMBER OF SEEDLINGS (K)
Spring 2019	Spring 2020	73.800
		73.800

AGREEMENTS:

For good and valuable consideration, the receipt and sufficiency of which each party acknowledges, the parties agree as follows:

1 RELATIONSHIP

- 1.1 Engagement. The Owner hereby engages PRT and PRT hereby accepts such engagement, for the purpose of providing the management services described in section 3.2 on the terms and conditions of this agreement.
- 1.2 Relationship. PRT and the Owner will at all times remain independent parties and are not, nor will they represent themselves to be, partners or joint venturers.

2 SUPPLY OF SEED

- 2.1 Seed Supply. The Owner will supply all seed from which it desires PRT to grow and deliver seedlings.
- 2.2 Title. Title to all seed supplied by the Owner and to all propagules and seedlings produced from such seed (the "Seedlings") will remain with the Owner throughout the initial term and any renewal term of this agreement, except as otherwise provided in this agreement.
- 2.3 Acquisition of Seed by PRT. If the Owner requests, and PRT agrees, to obtain the seed contemplated by this agreement, PRT will do so solely as the agent for the Owner and will have no obligation to the seed supplier or to the Owner, except as such agent. All seed so acquired for the Owner will be deemed for all purposes to be seed supplied by the Owner.

3 MANAGEMENT SERVICES

- 3.1 Nursery. PRT will manage the growth of the Seedlings at the nursery or nurseries specified in Schedule "A" or such other nursery facility as may be agreeable to the Owner (the "Nursery").
- 3.2 Services. PRT will perform the services (collectively, the "Management Services") of seedling production for the Owner and any other services included in Schedule "A" of this agreement.
- 3.3 Specifications. PRT will perform the Management Services in such a manner as to deliver to the Owner the Seedlings in the quantity, species, stock types and seedlots set out in Schedule "A". PRT further agrees to deliver the Seedlings in conformity with the specifications set out in Schedule "A" and the following further specifications (collectively, the "Specifications"):
- a) the Seedlings will be in a morphological and physiological condition which is acceptable to the Owner, acting reasonably;
 - b) the Seedlings will be substantially free of disease, pests, chlorosis and mechanical damage; and
 - c) the Seedlings may have been treated only with pesticides registered under the Federal Insecticide, Fungicide, Rodenticide Act (FIFRA) and approved under such Act for application upon forest seedlings and applied in accordance with the manufacturer's specifications.
- 3.4 Supply of Materials. PRT will have the sole and exclusive right to determine the manner in which the Management Services are provided by it and shall supply, at its own expense, all materials other than the seed required for the provision of such Management Services.
- 3.5 Inspection. The authorized representative of the Owner will have a right of access to the Nursery premises at mutually agreed times, for the purpose of inspecting the Seedlings, including verifying completion of sowing and inventories of the Seedlings and in order to complete a final inspection.

4 TERM AND TERMINATION

- 4.1 Term. The initial term of this agreement will commence on the effective date shown on page one and will end on the date on which the Seedlings have been delivered to the Owner, or are deemed to have been abandoned by the Owner under this agreement, unless terminated earlier in accordance with the terms of this agreement. The parties may renew this agreement for one or more renewal terms by signing a revised Schedule "A" and attaching it to this agreement, which revised Schedule "A" will form part of this agreement and be deemed to be the Schedule "A" referred to herein. Each such renewal term will commence on the date on which the revised Schedule "A" is signed by both PRT and the Owner and will end on the date on which the Seedlings under the revised Schedule "A" have been delivered to the Owner, or are deemed abandoned by the Owner under this agreement, unless terminated earlier in accordance with the terms of this agreement.
- 4.2 Termination. If the Owner fails to make any payment required to be made under this agreement, and fails to remedy such breach within thirty (30) days of receipt of written notice from PRT requesting remedy thereof, PRT may, at its option, terminate this agreement without further notice to the Owner. In the event of such termination, the Owner will pay forthwith to PRT an amount equal to the Fees (as defined below) in full less any instalment payments previously received by PRT, and the Seedlings shall be deemed to have been abandoned to PRT.

5 DELIVERY

- 5.1 Delivery. PRT will deliver the Seedlings to the Owner F.O.B. the Nursery, or at such other location as is mutually agreeable to the Owner and PRT, before the delivery date set out in Schedule "A" (the "Delivery Before").
- 5.2 Shipment. PRT will mark all shipping containers with the planting stock description and box quantities (including species, age, stock type and seedlot) and will provide the Owner with shipping invoices showing the number of

Seedlings, by species and stock types, and the pesticide uses and dates of application with each shipment.

6 REPORTING

- 6.1 Samples. At the Owner's request PRT will deliver samples of the Seedlings, provided that such samples will not exceed, in the aggregate, one-half of one percent (0.5%) of any of the seedling types specified in Schedule "A".
- 6.2 Reports. PRT will deliver reports to the Owner containing such details and information regarding the Seedlings as may reasonably be requested by the Owner.
- 6.3 Pesticide Reporting. PRT will maintain, and will make available to the Owner at the Owner's request, a complete and itemized written record of pesticide applications made to the Seedlings, including chemicals, dates, and rates of applications used.
- 6.4 Written Inventory. PRT will maintain, and will deliver to the Owner not less than twice during the crop cycle, a written inventory of the Seedlings and will advise the Owner of any material event which is likely to have a significant adverse impact on the physical condition or inventory of the Seedlings.

7 PAYMENT FOR MANAGEMENT SERVICES

- 7.1 Fees. In consideration of the Management Services, the Owner will pay PRT the management fees set out in Schedule "A" plus applicable taxes payable on such fees, which fees will be based on the number of Seedlings delivered (in aggregate, the "Fees"). All dollar amounts shall be in U.S. dollars unless otherwise specified.
- 7.2 Payment Schedule. The Owner agrees to pay the Fees in installments, in accordance with the payment schedule set out in Schedule "B". The Owner agrees to make all payments on PRT's standard invoice terms and in lawful U.S. Funds by Electronic Funds Transfer (EFT) or by check on bankers' draft negotiable by PRT without fee at a Canadian or U.S. chartered bank designated by PRT.
- 7.3 Excess Payments. If, on the Delivery Date, the aggregate instalment payments made to PRT exceed the Fees owing for the Seedlings actually delivered on the Delivery Date, PRT will repay the amount of such excess to the Owner within 30 days of such date.
- 7.4 Holding Over Fee. If the Owner fails to accept any or all of the Seedlings on the Delivery Date as specified in Schedule "A" and the Seedlings have met the Specifications by such date, then the Owner shall pay to PRT, upon invoice, the amount of accrued and unpaid Fees as at the Delivery Date plus a sum equal to five percent (5%) of the Fees for each additional month or portion thereof during which the Owner does not take delivery of the Seedlings. The additional fee shall be payable upon delivery of the Seedlings.

8 EXCESS PRODUCTION AND ABANDONMENT

- 8.1 Excess Seedlings. If PRT produces Seedlings in excess of the quantities specified in Schedule "A" ("excess seedlings"), then PRT will offer such excess seedlings to the Owner at a fee per seedling equal to the fee set out in Schedule "A" for similar stock. If the Owner does not accept the excess seedlings within sixty (60) days following the lift date for the excess seedlings, it will be deemed to have abandoned all of the excess seedlings to PRT as of the Delivery Date.
- 8.2 Excess Seedlings – Mandatory Contract Overruns. The Owner agrees to accept Excess Seedlings identified as Mandatory Contract Overruns at a fee per seedling equal to the fee set out in Schedule "A" for similar stock. Mandatory Contract Overruns are defined as those excess seedlings required to complete the packaging of one full box of an order over the original contracted requested seedlings

8.3 Failure to Accept Seedlings Meeting Specifications. If, for any reason, the Owner does not take delivery of the Seedlings on the Delivery Date, except only by reason of the failure of PRT to make delivery available in accordance with the terms of this agreement, and if the Seedlings meet the Specifications, the Seedlings will be deemed to have been abandoned to PRT by the Owner upon the expiration of fifteen (15) days from the Delivery Date provided that prior to the expiration of such 15 day period the Owner has not notified PRT that it wishes to engage PRT, and PRT accepts this engagement, on a holding over basis on the terms set out in paragraph 7.4.

8.4 Seedlings Not Meeting Specifications. The Owner is not obligated to accept delivery of any of the Seedlings which do not meet the Specifications. However, the Owner may agree to accept such seedlings on such other terms as are mutually acceptable to the Owner and PRT. If the Owner does not accept such seedlings on the terms of this agreement or such other terms upon which PRT and the Owner may agree:

- a) the Owner will be relieved of its obligation to pay that portion of the Fees directly related to the non-conforming seedlings and will be entitled to a refund of all instalment payments made in respect of such seedlings. PRT will make such refund payments to the Owner within 30 days of the expiration of the initial term or, as applicable, any renewal term, of this agreement and PRT will be entitled to set-off any such refund payments against Fees payable by the Owner to PRT under this agreement; and
- b) the Owner will be deemed to have abandoned such non-conforming seedlings to PRT as of the planned Delivery Date or the date of notification of abandonment, whichever is earlier, without any right of compensation therefor.

8.5 No Obligation to Account. When used in this agreement the term "abandonment" (and any variations thereof) means that the Owner has abandoned to PRT absolutely all of the Owner's right, title and interest in and to the Seedlings for all purposes and except as otherwise expressly provided herein, with no right of compensation therefor or refund of Fees. PRT will not be obliged to account to the Owner in any fashion for the use made or proceeds of the Seedlings abandoned to PRT under the terms of this agreement.

9 LIMITED WARRANTY

9.1 Seedling Survival. PRT warrants to the Owner that seedlings produce under the terms of this Agreement and which are subject to cold storage at a PRT cold storage facility or other agreed upon cold storage facility shall be capable of 90% (ninety percent) or greater survival, as determined by potting tests, when shipped to the Owner.

In the event that seedlings are not capable of survival as described, PRT agrees to advise the Owner immediately, and further agrees to provide sufficient seedlings to make up the balance to 100% (one hundred percent) of the original delivered amount, as soon as possible, and not later than two years after the originally planned shipping date.

Except as specifically provided in this Section 9, there are no warranties, express or implied, in connection with the sale of seedlings or the provision of management services hereunder, and all warranties, including warranties or merchantability or of fitness for a particular purpose, are hereby disclaimed.

10 NOTICES

10.1 Notices. Any notice or report or other communication required to be given by either party to this agreement will be given in writing and will be deemed to have been duly given if delivered by hand or by verified facsimile, or upon the third business day after the communication has been delivered to Canada Post or the U.S. Postal Service, whichever may be applicable, postage prepaid, for delivery by registered mail to the other party at the address set out on page one.

10.2 Authorized Official. The Owner will appoint an authorized official with complete authority to exercise all

discretion of the Owner provided for in this agreement and to conduct all inspections, approve all documents and otherwise communicate with PRT under this agreement and will specify such authorized official in Schedule "C". PRT will not be obliged to look to any further authority for the purposes of this agreement than the designation of the authorized official in Schedule "C". If the Owner fails to appoint an authorized official, or to replace such authorized official when necessary and to notify PRT of such replacement, the President of the Owner (or the signatory to this agreement if the Owner is not a corporation) will be deemed to be the authorized official.

11 GENERAL CONDITIONS

- 11.1 Governing Law. This agreement will be governed by and interpreted in accordance with the laws of the State of Wisconsin, U.S.A. and the parties hereby attorn to the jurisdiction of the Marinette County Circuit Court, Marinette County Wisconsin in the event of the submission of any dispute to litigation.
- 11.2 Time of Essence. Time will be of the essence of this agreement.
- 11.3 Entire Agreement. This agreement constitutes the entire agreement between the parties and there are no representations, warranties, collateral contracts, conditions or terms, express or implied, other than included herein.
- 11.4 Force Majeure. PRT will not be liable to compensate the Owner in any manner if PRT is unable to deliver the Seedlings or any part thereof by reason of Acts of God or of the public enemy, wars, insurrection, riot, crop failure, failure of seeds to germinate, loss of seedlings by fungus or other disease, insects or other pests, fire, flood, strikes or other industrial dispute or any other cause beyond its control; provided that if any such event does not cause total destruction of the Seedlings, PRT will deliver and the Owner will accept such portion of the Seedlings as have grown and met the Specifications and the Owner will pay to PRT a proportional amount of the Fees.
- 11.5 Limited Liability. PRT's liability for damages to the Owner for any cause whatsoever, and regardless of the form of action, whether in contract or in tort, will be limited to the Fees. In no event will PRT be liable for any lost profits or savings, or for incidental, consequential, punitive or exemplary damages, regardless of the form of action, even if PRT has been advised of the possibility of such damages, or for any claim against PRT by any other party.
- 11.6 Survival. This agreement will enure to the benefit of and be binding upon the parties hereto, their personal representatives, successors and permitted assigns as the case may be. This agreement may not be assigned without the prior written consent of the other, provided that PRT may at any time assign this agreement or subcontract the Services or any portion thereof, to any affiliate of PRT.
- 11.7 Severability. If any term of this agreement is partially or wholly invalid or unenforceable, the remainder of this agreement will not be affected and each remaining term will be separately valid and enforceable. The parties hereto agree to negotiate in good faith to agree to a substitute provision which will be as close as possible to the intention of an invalid or unenforceable provision as may be valid or enforceable.
- 11.8 Schedules. For greater certainty, it is specifically agreed and acknowledged that Schedule A, Schedule B and Schedule C attached hereto and separately signed by the parties form part of this agreement.

TO EVIDENCE THEIR AGREEMENT each of the parties has executed this agreement on the date appearing below.

Marinette County

By: _____
Authorized Signatory

Date: _____

PRT USA Inc.

By: *Mike Wood* _____
Authorized Signatory

Date: 11/27/2018 _____



Schedule A
SEEDLING MANAGEMENT CONTRACT

PRT Contract No.	ON-2019-039
Date	November 27, 2018
Owner Ref.	

BETWEEN: **Marinette County - Forestry and Parks**
AND: **PRT USA Inc.**

Order	Grow Nursery	Product	Seedlot	Year & Time of Sowing	Delivery Before	Season of Planting	No. of Seedlings (K)	Mgmt Fee / Seedling (USD\$)	Order Value (USD\$)	Stock Specifications				
										Target		Minimum		Max
										HT (cm)	RCD (mm)	HT (cm)	RCD (mm)	HT (cm)
2019ONBT570	PRT Brighton	PR PSB 311 1+0	PRTONUS DNRWI - 2018	2019 Mar	May 15, 2020	SP 2020	73.800	0.1630	\$12,029.40	12	2.3	8	1.8	20
TOTAL for ON-2019-039 :							73.800		\$12,029.40					

COLD STORAGE

Cold Storage costs are included in the management fee.

ADJUDICATION

The number of seedlings harvested that do not meet specifications shall not exceed 6%.

REEFER RENTAL COST (IF REQUIRED)

Cost to Rent a Reefer will be \$150.00 per day plus the freight cost to pick up the reefer should a reefer be requested.
Basic on-site maintenance (checking fluids/belts) and fueling will be provided by the Contract "Owner" at their cost.

DELIVERY SPECIFICATIONS

Dates: Delivery dates are defined by the Season of Planting:
Summer (SU) - between June 15 and not later than August 31.
Fall (FA) - between September 1 and not later than October 15.
Winter/Spring (WI/SP) - not later than June 30.

Please note that **PRT must receive the request to rent the reefer by January 15th of the year of the plant** in order to reserve a reefer.

GENERAL SEEDLING SPECIFICATIONS

Seedlings: Substantially free of any diseases, insects, chlorosis or mechanical damage.
Shoots: Shall not be forked from the base and will have a clearly dominant leader.
Roots: Seedlings shall have a sufficient amount of roots to make a plantable plug.

OVERRUNS

Shall be at 100% of Management Fee/Seedling.

INITIALS	Owner	PRT <i>mw</i>
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**Schedule B
SEEDLING MANAGEMENT CONTRACT**

PRT Contract No.	ON-2019-039
Date	November 27, 2018
Owner Ref.	

BETWEEN: **Marinette County - Forestry and Parks**
 AND: **PRT USA Inc.**

CONTRACT SEEDLING PAYMENTS

Product	Seedlings (K)	Price	Contract Value (USD\$)	Payments		
				Month	%	Amount (USD\$)
PR PSB 311 1+0	73.800	0.1630	\$12,029.40	2020 Jan	100 %	\$12,029.40
						\$12,029.40
TOTALS:	73.800		\$12,029.40			\$12,029.40

PAYMENTS SUMMARY

2020 Jan	<u>\$12,029.40</u>
2020 Total:	\$12,029.40
CONTRACT TOTAL:	\$12,029.40

INITIALS	Owner	PRT <i>MW</i>
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Schedule C
SEEDLING MANAGEMENT CONTRACT

PRT Contract No.	ON-2019-039
Date	November 27, 2018
Owner Ref.	

BETWEEN: **Marinette County - Forestry and Parks**
AND: **PRT USA Inc.**

AUTHORIZED OFFICIALS

The **OWNER** hereby designates as its authorized official(s) for all purposes under the contract:

Name : Marcus Isaacson
Position :
Address : 501 Pine Street
Peshtigo, WI
54157
USA

Name :
Position :
Address :

Tel. No : (715) 732-7525
Fax No :

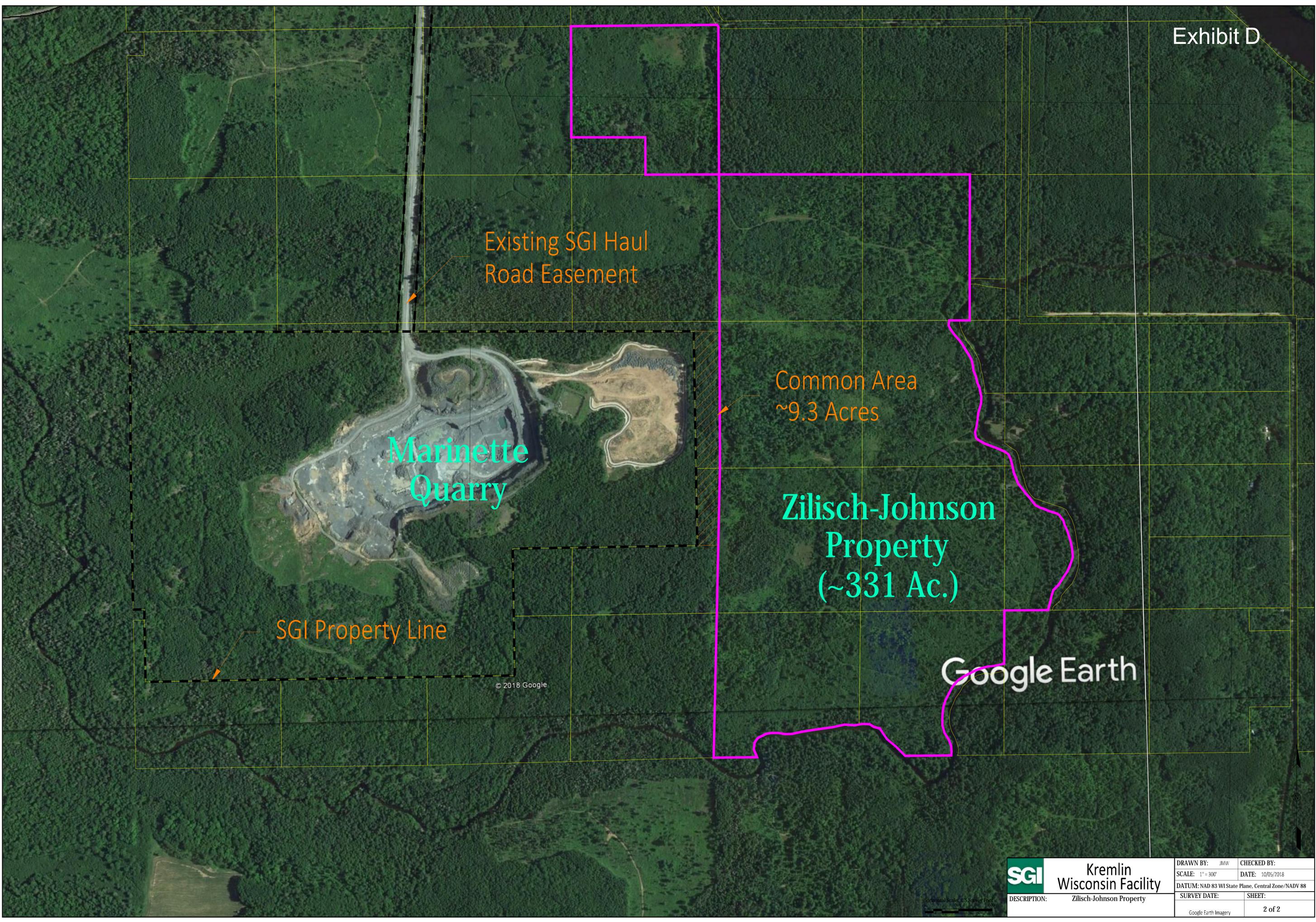
Tel. No :
Fax No :

PRT hereby designates as its authorized official(s) for all purposes under the contract:

Name : Mike Wood
Position : Customer Support Representative
Address : c/o #101 - 1006 Fort Street
Victoria, BC
V8V 3K4
Tel. No : (800) 270-9973
Fax No : (807) 937-8361

OWNER
DELIVERED BY: _____
DATE : _____

PRT
ACCEPTED BY: <i>Mike Wood</i> _____
DATE : 11/27/2018 _____



Marinette
Quarry

Existing SGI Haul
Road Easement

Common Area
~9.3 Acres

Zilisch-Johnson
Property
(~331 Ac.)

SGI Property Line

Google Earth

© 2018 Google

SGI	Kremlin Wisconsin Facility	DRAWN BY: JMW	CHECKED BY:
		SCALE: 1" = 300'	DATE: 10/05/2018
DESCRIPTION: Zilisch-Johnson Property		DATUM: NAD 83 WI State Plane, Central Zone/NADV 88	SURVEY DATE:
		SHEET:	2 of 2

Horizontal Scale: US Survey Feet
1" = 300'

Google Earth Imagery

December 2018 Re-Organization Position Request Summary
Emergency Management, Finance, Highway and Health & Human Services

POSITION TO BE CREATED

Emergency Management Coordinator - Pay Grade H

Administrative Specialist Highway/EM – Pay Grade F

Financial Manager – Highway – Pay Grade K

Chief Mechanic – Pay Grade I

POSITION TO BE ELIMINATED WHEN VACANT

Emergency Management Director – Pay Grade J

Part-time Emergency Management Program Assistant – Pay Grade F

Accountant – Finance- Pay Grade G

(2) Mechanic I/II/III - Pay Grades F/G/H respectively

2018 REQUESTED RE-ORGANIZATION

EMERGENCY MANAGEMENT, FINANCE, HIGHWAY AND HEALTH & HUMAN SERVICES POSITIONS

CURRENT STRUCTURE:

Finance 1 Finance Director 1 Assistant Finance Director 1 Financial Manager (located at HHS) 4 Accountants (1 located at Highway, 3 at Courthouse) 9 Accounting Clerks (1 located at Highway & Courthouse, 8 at HHS)	Highway 1 Highway Commissioner 4-Mechanics I/II/III	Health & Human Services 1 Director 1 Deputy Director	Emergency Management 1 Director 1 PT Program Assistant
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CHANGES REQUESTED:

Finance 1 Finance Director 1 Assistant Finance Director 1 Financial Manager (located at HHS) 4 3 Accountants (1 located at Highway , 3 at Courthouse) 9 1 Accounting Clerks (1 located at Highway & Courthouse , 8 at HHS)	Highway 1 Highway Commissioner <u>1 Financial Manager</u> <u>1 Emergency Management Coordinator</u> <u>1 Administrative Specialist</u> <u>4 2-Mechanics I/II/III</u> <u>1-Chief Mechanic</u>	Health & Human Services 1 Director 1 Deputy Director <u>1 Financial Manager</u> <u>8 Accounting Clerks</u>	Emergency Management 1 Director 1 PT Program Assistant
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FINAL RE-ORG OUTCOME:

Finance 1 Finance Director 1 Assistant Finance Director 3 Accountants 1 Accounting Clerk	Highway/Emergency Management 1 Highway Commissioner 1 Financial Manager 1 Emergency Management Coordinator 1 Administrative Specialist 2 Mechanics I/II/III 1 Chief Mechanic	Health & Human Services 1 Director 1 Deputy Director 1 Financial Manager 8 Accounting Clerks
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Note: Employees within the positions moving from Finance to Health & Human Services will retain their same positions only the department they work for and the upper management they report to will change. Once the Highway Department Financial Manager position is filled it is anticipated that there will be a vacancy in an Accountant position in Finance which will then be eliminated. The Part-time Program Assistant in Emergency Management will be eliminated when it becomes vacant. The Emergency Management Office will be physically relocated to the Highway Department Office in Peshtigo.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee PS-12/4/18 Infra-12/5/18
 Administrative Committee 12/13/18
 County Board 12/18/18

Permission to proceed:

JL 10/23/18

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Various - See Attached
 Department Head: Various
 Supervisor: Various
 Position Title: Various - See Attached
 Old Position Title: Various - See Attached
 Hours per Week/Year: 40/2080
 Effective Date: ASAP / /

New Positions:	<input type="checkbox"/> Permanent
(check all that apply)	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate/Create
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): _____

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: _____
 Pay Rate/Salary: \$ See attached
 Pay Level: _____ RA 11/27/18

Human Resources Initials: _____

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____ \$ _____
 Total Cost: \$ See attached Finance Initials: LM

Approval*

Department Head: _____
 County Administrator: JL 11/29/18

* Minutes from the applicable Governing Committee, Administrative Committee, and County Board meeting must be attached.

Position	Pay Grade	2019 Rates		
		Step 1	Step 6	Step 11
Administrative Specialist	F	\$ 19.68	\$ 22.49	\$ 25.30
Emergency Management Coordinator	H	\$ 23.40	\$ 26.74	\$ 30.08
Financial Manager	K	\$ 29.00	\$ 33.14	\$ 37.28

KA
11/27/18

Administrative Specialist-Highway Justification

The justification to establish the position of an Administrative Specialist-Highway comes from an organizational restructure in the Highway Department. The proposal is to have Emergency Government Department to become a Division of the Highway Department. This Administrative Specialist position will serve the needs of the Highway Department which includes the Emergency Management Division. The part-time Program Assistant in the Emergency Management Department will be eliminated and the need for the Finance Department to provide Accounting Clerk assistance will also no longer be necessary. The position will be funded through the savings realized from these two positions. The Highway Department does not currently have an Administrative Assistant position it utilizes either Parks/Forestry or Finance Department personnel to accomplish Highway Department tasks.



Job Title: Administrative Specialist

Department: Various

Position Reports to: Applicable Department Management

Pay Grade Level: Carlson-Dettmann F

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

Provide clerical support to applicable department. These duties may include receptionist duties, financial duties, transcription duties, filing duties, etc.

ESSENTIAL JOB FUNCTIONS

- A. Perform receptionist duties, i.e. greeting customers/visitors/clients, answer questions, assist customers/visitors/clients with paperwork, schedule or coordinate appointments/transport, answer phones, direct phone calls/visitors to the appropriate person, etc.
- B. Provide information/direction to customers, visitors or clients.
- C. Perform filing duties and maintain confidential files/records.
- D. Process incoming and outgoing mail.
- E. Transcribe correspondence and reports.
- F. Prepare mailings and send out.
- G. Order and maintain office supplies.
- H. Process and record records requests.
- I. Enter and update various records databases.
- J. Prepare applicable reports and submit to proper location.
- K. Review applicable reports for accuracy.
- L. Perform notary duties.
- M. Prepare minutes and agendas.
- N. Issue temporary security passes and maintain visitor's log when necessary.
- O. Provide back-up to other clerical positions within department.
- P. Assist other positions within department with applicable duties.
- Q. Prepare/file reports/applicable items with other agencies.
- R. Coordinate appointments/hearings with other agencies and contact those agencies to cancel when needed.
- S. Prepare and file affidavits and subpoenas and/or testify in court/hearings when necessary.
- T. Obtain signatures/approvals for orders or warrants and submit where appropriate.
- U. Prepare and submit payroll forms to department management for signature and then submit to Human Resources or Finance/Payroll.
- V. Prepare/edit letters, reports, brochures, charts, newsletters, etc.
- W. Prepare department webpage, develop and post to department social media pages.
- X. Provide information regarding department programs or requirements.
- Y. Conduct research for department programs or policy development.
- Z. Perform basic bookkeeping or accounting tasks, receipt payments, assist with payroll functions, prepare invoices and process Pcard transactions, research data for budgetary tasks.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Write documents and/or articles using original or innovative techniques or styles.
- G. Present information to management, small groups and individuals.
- H. Respond to inquiries, complaints or questions from a group or individual setting.

- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- J. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- K. Possess excellent public relation skills.
- L. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- M. Interpret complex documents.
- N. Respond effectively to the most sensitive inquires or complaints.
- O. Define problems, collect data, establish facts and draw valid conclusions.
- P. Process information derived from numbers.
- Q. Memorize and retain information over long and short periods of time.
- R. Apply attention to detail.
- S. Perform effectively under tight time frames and demanding schedules.
- T. Plan and monitor assigned activities.
- U. Prioritize multiple tasks and meet scheduled deadlines.
- V. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- W. Work as team player in the absence of or with minimal supervision.
- X. Manage unexpected changes within job duties.
- Y. Demonstrate knowledge of principles and practices of public management.
- Z. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a high school diploma or equivalent.
- B. Requires two years of experience in a related field.
- C. Possess and maintain and insurance acceptable driver's license.
- D. Requires 50% tested proficiency in Microsoft Word 2010 and Microsoft Excel 2010.
- E. Requires 4001 KPH tested proficiency in Data Entry – Alphanumeric.
- F. Requires no felony convictions if applicable to department.
- G. Requires Time System Certification within six months of hire if applicable to department.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Travel to all county workstations on an as needed basis.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

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Prepared: 10/2017 & 12/2017
 Approved: 12/18/2017

12/18/2017 Title separation approved by Personnel.

**2018 Position Request - Eliminate EM P/T Program Assistant / Create Administrative Specialist
Using 2019 Figures**

	Hours	Per Hour	111 SALARY	Longevity	151 S.S.	6.55% 152 RET	154 H&D & HRA	155 Life Insurance	0.17% 159 W/C	Total Benefits	Total Salary & Benefits
Current Position: EM Program Assistant (KF)-Grade F,Step 7	1478.39	\$ 22.49	\$ 33,248.99	\$ 255.87	\$ 2,541.51	\$ 2,194.57	\$ 767.76	\$ -	\$ 56.96	\$ 5,560.80	\$ 39,065.66
New Position: Administrative Specialist-Grade F,Step 1	2080	\$ 19.68	\$ 40,934.40	\$ -	\$ 2,974.13	\$ 2,681.20	\$ 18,424.52	\$ 50.40	\$ 69.59	\$ 24,199.85	\$ 65,134.25
Administrative Specialist-Grade F,Step 6	2080	\$ 22.49	\$ 46,779.20	\$ -	\$ 3,421.26	\$ 3,064.04	\$ 18,424.52	\$ 50.40	\$ 79.52	\$ 25,039.74	\$ 71,818.94
Administrative Specialist-Grade F,Step 11	2080	\$ 25.30	\$ 52,624.00	\$ -	\$ 3,868.39	\$ 3,446.87	\$ 18,424.52	\$ 50.40	\$ 89.46	\$ 25,879.64	\$ 78,503.64

*Social Security percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

**Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental

Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 1	\$ (65,134.25)
	\$ (26,068.59)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 6	\$ (71,818.94)
	\$ (32,753.28)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 11	\$ (78,503.64)
	\$ (39,437.98)



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee Infrastructure 11-7-18
Administrative Committee 11-8-18
County Board 11-13-18

Permission to proceed: [Signature] 10/23/18
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Highway
Department Head: Eric Burmeister
Supervisor: Patrol Superintendent
Position Title: Mechanics I-III & Chief Mechanic (3 positions)
Old Position Title: Mechanics I-III (4 positions - eliminating one position)
Hours per Week/Year: 40/2080
Effective Date: ASAP / /

New Positions: (check all that apply)	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate/Create
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Account Number(s): Same

Funding taken from: Same (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance 10/23/18 - received in HR

Wage Scale _____
Pay Rate/Salary: \$ See attached
Pay Level: KA 11/20/18

Human Resources Initials: _____

Finance Completes and returns to Administration

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____ \$ _____

Total Cost: \$ see attached Finance Initials: LM

Approval*

Department Head: Eric Burmeister
County Administrator: [Signature]

10 /22 /2018
11 /29 /18

* Minutes from the applicable Governing Committee, Administrative Committee, and County Board meeting must be attached.



**2018 Position Request - Eliminate 2 Mechanic's / Create Chief Mechanic
Using 2019 Figures**

	Hours	Per Hour	111 SALARY	Longevity	7.65% 151 *S.S.	6.55% 152 RET	154 **H&D & HRA	155 Life Insurance	4.50% 159 W/C	Total Benefits	Total Salary & Benefits
Current Positions:											
Mechanic I (JT)-Grade F, Step 3	2080	\$ 20.80	\$ 43,264.00	\$ -	\$ 3,152.35	\$ 2,833.79	\$ 18,424.52	\$ 50.40	\$ 1,946.88	\$ 26,407.94	\$ 69,671.94
Mechanic III (VT)-Grade H, Step 6	2080	\$ 26.74	\$ 55,619.20	\$ 120.00	\$ 4,048.59	\$ 3,650.92	\$ 25,260.70	\$ 50.40	\$ 2,508.26	\$ 35,518.87	\$ 91,258.07
Mechanic I-Grade F, Step 1	2080	\$ 19.68	\$ 40,934.40	\$ -	\$ 2,974.13	\$ 2,681.20	\$ 18,424.52	\$ 50.40	\$ 1,842.05	\$ 25,972.30	\$ 66,906.70
Mechanic I-Grade F, Step 1	2080	\$ 19.68	\$ 40,934.40	\$ -	\$ 2,974.13	\$ 2,681.20	\$ 18,424.52	\$ 50.40	\$ 1,842.05	\$ 25,972.30	\$ 66,906.70
New Positions:											
Mechanic I (JT)-Grade F, Step 3	2080	\$ 20.80	\$ 43,264.00	\$ -	\$ 3,152.35	\$ 2,833.79	\$ 18,424.52	\$ 50.40	\$ 1,946.88	\$ 26,407.94	\$ 69,671.94
Mechanic III (VT)-Grade H, Step 6	2080	\$ 26.74	\$ 55,619.20	\$ 120.00	\$ 4,048.59	\$ 3,650.92	\$ 25,260.70	\$ 50.40	\$ 2,508.26	\$ 35,518.87	\$ 91,258.07
Chief Mechanic, Grade I, Step 1	2080	\$ 25.27	\$ 52,561.60	\$ -	\$ 3,863.61	\$ 3,442.78	\$ 18,424.52	\$ 50.40	\$ 2,365.27	\$ 28,146.59	\$ 80,708.19
Chief Mechanic, Grade I, Step 6	2080	\$ 28.87	\$ 60,049.60	\$ -	\$ 4,436.45	\$ 3,933.25	\$ 18,424.52	\$ 50.40	\$ 2,702.23	\$ 29,546.85	\$ 89,596.45
Chief Mechanic, Grade I, Step 11	2080	\$ 32.48	\$ 67,558.40	\$ -	\$ 5,010.87	\$ 4,425.08	\$ 18,424.52	\$ 50.40	\$ 3,040.13	\$ 30,950.99	\$ 98,509.39

*Social Security percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

**Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental

Fiscal Impact	Savings (Cost)
Current Positions	\$ 294,743.42
New Positions-Chief Step 1	\$ (241,638.20)
	\$ 53,105.22

Fiscal Impact	Savings (Cost)
Current Positions	\$ 294,743.42
New Positions-Chief Step 6	\$ (250,526.46)
	\$ 44,216.96

Fiscal Impact	Savings (Cost)
Current Positions	\$ 294,743.42
New Positions-Chief Step 11	\$ (259,439.41)
	\$ 35,304.02

Highway Department Chief Mechanic Justification

The justification to reorganize the Mechanic positions stems from the inability to hire and retain qualified technicians and mechanics. The department has had difficulties finding qualified mechanics when the position has been vacant. This difficulty is not unique to Marinette County; it is being experienced industry wide from governmental agencies to the private sector. The current qualifications for the mechanic position are restrictive, and past Highway Department administrations have had difficulty attracting and hiring the best qualified individual for the position of mechanic. Restructuring these positions will provide Marinette County the opportunity to hire, train, and retain quality employees. This change will provide the County with 4 levels of mechanics, as opposed to the current 3 levels, and allows for the Chief Mechanic to supervise and direct the work activities of the other mechanics.

Funding for the position will be from the elimination of a Mechanic position.

Position	Pay Grade	2019 Rates		
		Step 1	Step 6	Step 11
Mechanic I	F	\$ 19.68	\$ 22.49	\$ 25.30
Mechanic II	G	\$ 21.54	\$ 24.61	\$ 27.69
Mechanic III	H	\$ 23.40	\$ 26.74	\$ 30.08
Chief Mechanic	I	\$ 25.27	\$ 28.87	\$ 32.48

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11/27/18



Job Title: Chief Mechanic

Department: Highway

Position Reports to: Patrol Superintendent

Pay Grade Level: Carlson-Dettmann I

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to hire, train, discipline and supervise mechanics; review mechanic work; determine repair priority; etc. Additional duties include to perform major and minor mechanical repairs to department vehicles and power equipment. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Direct, assign and supervise all work activities of mechanics including hiring staff, conducting performance evaluations, scheduling work hours for staff, assigning workloads and conducting disciplinary procedures.
- B. Review the inventory and condition of the department equipment, materials and parts and direct the ordering of more when needed.
- C. Trouble-shoot and problem-solve vehicle or equipment breakdowns.
- D. Determine if repairs should be contracted.
- E. Schedule department work on equipment maintenance projects.
- F. Record employee and machinery time, materials bills of lading and invoices according to the appropriate job.
- G. Provide technical advice to municipal and township governments.
- H. Assist with developing equipment specifications and equipment Request for Proposals.
- I. Recommend the purchase of new equipment, the repairs of present equipment and utilization of rental equipment when necessary.
- J. Assure staff compliance of all Wisconsin Department of Safety and Professional Services Commerce safety standards.
- K. Assure care and custody of all county property/facilities associated with the job.
- L. Direct and review the work of all Mechanics.
- M. Sign off on all vehicle/equipment maintenance work performed by a non ASE Certified Mechanic(s).
- N. Review/sign off on all vehicle/equipment maintenance assistance performed by the Purchasing/Stockroom Coordinator and Equipment Operators.
- O. Oversee engine overhauls, electrical and brake system repairs, bodywork and hydraulic systems repairs and assist when necessary.
- P. Maintain vehicle/equipment records and prepare reports as required.
- Q. Operate all county owned equipment.
- R. Assist with road maintenance.

REQUIRED ABILITIES

- A. Work independently, maintain reliability, exercise sound professional judgement, and effectively utilize authority.
- B. Work as team player in the absence of or with minimal supervision.
- C. Communicate effectively orally and in writing.
- D. Memorize and retain information over long and short period of time.
- E. Work efficiently and accurately under time constraints, pressure or emotional strain.
- F. Plan and monitor assigned activities effectively.
- G. Accurately apply concepts of basic algebra and geometry.
- H. Apply procedures and interpret instructions accurately.
- I. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- J. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- K. Operate heavy equipment
- L. Possess excellent troubleshooting and problem solving skills.

- M. Explore and research problems effectively to ensure positive results.
- N. Prioritize multiple tasks and meet scheduled deadlines.
- O. Ability to apply attention to detail.
- P. Possess outstanding flexibility in order to shift focus of priority on a moment's notice.

QUALIFICATIONS

- A. Requires a high school diploma or equivalent.
- B. Possess and maintain an insurance acceptable Class A Commercial Driver's License (CDL) with air brakes endorsement at time of hire and tanker endorsement.
- C. Requires two years of experience driving a Class A CDL vehicle.
- D. Requires ASE medium/heavy truck certifications in five of the following eight categories:
 - a. Gasoline Engines
 - b. Diesel Engines
 - c. Drive Train
 - d. Brakes
 - e. Suspension and Steering
 - f. Electrical/Electronic Systems
 - g. Heating, Ventilation and Air Conditioning (HVAC) Systems
 - h. Preventative Maintenance Inspection (PMI)
- E. Requires five years of experience in gasoline/diesel engine overhaul and repair, automotive bodywork, gas/electrical welding, painting and metal fabrication, and electrical hydraulic/braking system repair.
- F. Requires forklift certification within three months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in wet or humid conditions.
- F. Work near moving mechanical parts on a regular basis.
- G. Work in high precarious places.
- H. May be subjected to fumes or airborne particles.
- I. May be exposed to bodily fluids or communicable diseases.
- J. Exposed to dust, mud and snow.
- K. Subject to excessive noise.
- L. Work in highway construction sites in heavy traffic.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Stand for long periods of time.
- C. Work with vibrating tools or equipment when necessary.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch and twist frequently.
- H. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Maintain all certification and training standards.
- D. Travel to all county work stations on an as needed basis.
- E. Assist with performing minor repairs and maintenance on vehicles and equipment when needed.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 07/02
Approved: 08/02
Revised: 07/2010 & 10/2012
Approved: 10/23/2012 Human Resources Director & County Administrator

2013 Position Streamlined with Mechanics

Revised: 10/2018 & 11/2018
Approved: 11/28/2018

11/28/2018 Highway Reorg pending Committee and County Board approvals.



Job Title: Mechanic I/II/III

Department: Highway

Position Reports to: Chief Mechanic

Pay Grade Level: I Carlson-Dettmann F
II Carlson-Dettmann G
III Carlson-Dettmann H

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

This position performs major and minor mechanical repairs to various County equipment/vehicles within the Highway Department. Additional duties include maintaining maintenance records for all equipment.

ESSENTIAL JOB FUNCTIONS

- I**
- A. Repair electrical and brake systems on all department equipment and vehicles.
 - B. Perform fabrication/bodywork including gas and electrical welding.
 - C. Repair equipment hydraulic systems.
 - D. Perform complete engine tune-ups.
 - E. Change tires and perform various automotive shop tasks as required.
 - F. Maintain vehicle/equipment records and prepare reports as required.
 - G. Operate all county owned equipment not requiring a Class A CDL.
 - H. Perform all repairs on vehicles and equipment.
 - I. Clean and maintain department buildings and equipment.
 - J. Perform carpentry work at state waysides and county buildings.
 - K. Perform routine duties such as painting, cleaning and removing roadside brush.
 - L. Mow grass or shovel snow when needed.

II/III

- A. Perform Mechanic I duties.
- B. Operate all County owned equipment.
- C. Operate truck for construction activities, winter snow removal and to ensure repair accuracy
- D. Assist with road maintenance, including plowing.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Work as team player in the absence of or with minimal supervision.
- C. Communicate effectively orally and in writing.
- D. Apply concepts of basic algebra and geometry accurately.
- E. Define problems, collect data, establish facts, and draw valid conclusions.
- F. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- G. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- H. Prioritize multiple tasks and meet scheduled deadlines.
- I. Possess outstanding flexibility in order to shift focus of priority on a moment's notice.

QUALIFICATIONS

Mechanic I

- A. Requires high school diploma or equivalent.
- B. Requires insurance acceptable driver's license.

- C. Requires one year of experience in gasoline/diesel engine overhaul and repair, automotive bodywork, gas/electrical welding and electrical hydraulic/braking system repair.
- D. Requires Forklift Certification within three months of hire.

Mechanic II

- A. Requires high school diploma or equivalent.
- B. Requires insurance acceptable Class A Commercial Driver's License (CDL) with no restrictions on air brakes and Tanker endorsement.
- C. Requires one year of experience in gasoline/diesel engine overhaul and repair, automotive bodywork, gas/electrical welding and electrical hydraulic/braking system repair.
- D. Requires Forklift Certification within three months of hire.

Mechanic III

- A. Requires high school diploma or equivalent.
- B. Requires insurance acceptable Class A Commercial Driver's License (CDL) with no restrictions on air brakes and Tanker endorsement.
- C. Requires two years of experience driving with a Class A CDL.
- D. Requires one year of experience in gasoline/diesel engine overhaul and repair, automotive bodywork, gas/electrical welding and electrical hydraulic/braking system repair.
- E. Requires Forklift Certification within three months of hire.
- F. Requires ASE medium/heavy truck certifications in three of the following eight categories:
 1. Gasoline Engines
 2. Diesel Engines
 3. Drive Train
 4. Brakes
 5. Suspension and Steering
 6. Electrical/Electronic Systems
 7. Heating, Ventilation and Air Conditioning (HVAC) Systems
 8. Preventative Maintenance Inspection (PMI)

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in wet or humid conditions.
- F. Work near moving mechanical parts on a regular basis.
- G. Work in high precarious places.
- H. Subject to fumes or airborne particles.
- I. Subject to excessive noise.
- J. Exposed to dust, mud and snow.
- K. Work on highway construction sites in heavy traffic.
- L. May be exposed to bodily fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Stand for long periods of time.
- C. Work with vibrating tools or equipment when necessary.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch and twist frequently.
- H. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Maintain all required certifications and trainings standards.
- D. Travel to all County work stations on an as-needed basis.

NOTE:

1. A Mechanic - I shall move to Mechanic - II level/pay after completion of and providing proof of acquiring all Qualifications required for Mechanic - II level/pay.
2. A Mechanic - II shall move to Mechanic - III level/pay after completion of and providing proof of acquiring all Qualifications required for Mechanic - III level/pay.

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Prepared: 08/02
 Approved: 09/02
 Revised: 01/07 & 02/07
 Approved: 03/02/2007
 Revised: 01/09
 Approved: 02/20/2009
 Revised: 07/10
 Approved: 07/28/2010
 Revised: 02/2013
 Approved: 02/07/2013
 Revised: 02/2013
 Approved: 02/14/2013
 Revised: 08/2013
 Approved: 09/05/2013
 Revised: 10/2013
 Approved: 11/05/2013

10/08/2017 Updated to new pay scale.

Revised: 10/2018
 Approved: 11/27/2018

11/27/2018 Highway Mechanic Reorg pending Committee and County Board approval.

Financial Manager-Highway Justification

The justification to establish the Financial Manager position stems from the difficulty in managing a large county department and maintaining a large multi-faceted budget; with little business management assistance. The lack of a Financial Manager who is looking at all facets of the operation has resulted in inefficiencies, and poor inventory control measures. The Department previously had an Office Manager position however that position did just that managed the office and never looked beyond at the bigger picture. It will be the Financial Managers responsibility to look at the bigger picture. It is my belief that a Financial Manager with business management, cost accounting experience, and managerial authority will create business efficiencies and cost effectiveness, and implement sound internal business controls within the organization. Also one needs to keep in mind that the Highway Department is unique from other County departments as it operates as an enterprise fund (like a business) and this requires greater financial processes.

The funding for accounting services rendered by the finance Department will no longer be needed and as well as revenues received from WisDOT performance based maintenance projects will help fund a majority of the position expense. The remainder of the funding will come from general highway operations.

December 2018 Re-Organization Position Request Summary
Emergency Management, Finance, Highway and Health & Human Services

POSITION TO BE CREATED

Emergency Management Coordinator - Pay Grade H

Administrative Specialist Highway/EM – Pay Grade F

Financial Manager – Highway – Pay Grade K

Chief Mechanic – Pay Grade I

POSITION TO BE ELIMINATED WHEN VACANT

Emergency Management Director – Pay Grade J

Part-time Emergency Management Program Assistant – Pay Grade F

Accountant – Finance- Pay Grade G

(2) Mechanic I/II/III - Pay Grades F/G/H respectively

2018 REQUESTED RE-ORGANIZATION

EMERGENCY MANAGEMENT, FINANCE, HIGHWAY AND HEALTH & HUMAN SERVICES POSITIONS

CURRENT STRUCTURE:

Finance 1 Finance Director 1 Assistant Finance Director 1 Financial Manager (located at HHS) 4 Accountants (1 located at Highway, 3 at Courthouse) 9 Accounting Clerks (1 located at Highway & Courthouse, 8 at HHS)	Highway 1 Highway Commissioner 4-Mechanics I/II/III	Health & Human Services 1 Director 1 Deputy Director	Emergency Management 1 Director 1 PT Program Assistant
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CHANGES REQUESTED:

Finance 1 Finance Director 1 Assistant Finance Director 1 Financial Manager (located at HHS) 4 3 Accountants (1 located at Highway , 3 at Courthouse) 9 1 Accounting Clerks (1 located at Highway & Courthouse , 8 at HHS)	Highway 1 Highway Commissioner <u>1 Financial Manager</u> <u>1 Emergency Management Coordinator</u> <u>1 Administrative Specialist</u> <u>4 2-Mechanics I/II/III</u> <u>1-Chief Mechanic</u>	Health & Human Services 1 Director 1 Deputy Director <u>1 Financial Manager</u> <u>8 Accounting Clerks</u>	Emergency Management 1 Director 1 PT Program Assistant
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FINAL RE-ORG OUTCOME:

Finance 1 Finance Director 1 Assistant Finance Director 3 Accountants 1 Accounting Clerk	Highway/Emergency Management 1 Highway Commissioner 1 Financial Manager 1 Emergency Management Coordinator 1 Administrative Specialist 2 Mechanics I/II/III 1 Chief Mechanic	Health & Human Services 1 Director 1 Deputy Director 1 Financial Manager 8 Accounting Clerks
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Note: Employees within the positions moving from Finance to Health & Human Services will retain their same positions only the department they work for and the upper management they report to will change. Once the Highway Department Financial Manager position is filled it is anticipated that there will be a vacancy in an Accountant position in Finance which will then be eliminated. The Part-time Program Assistant in Emergency Management will be eliminated when it becomes vacant. The Emergency Management Office will be physically relocated to the Highway Department Office in Peshtigo.

Position	Pay Grade	2019 Rates		
		Step 1	Step 6	Step 11
Administrative Specialist	F	\$ 19.68	\$ 22.49	\$ 25.30
Emergency Management Coordinator	H	\$ 23.40	\$ 26.74	\$ 30.08
Financial Manager	K	\$ 29.00	\$ 33.14	\$ 37.28

KA
11/27/18



Job Title: Administrative Specialist

Department: Various

Position Reports to: Applicable Department Management

Pay Grade Level: Carlson-Dettmann F

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

Provide clerical support to applicable department. These duties may include receptionist duties, financial duties, transcription duties, filing duties, etc.

ESSENTIAL JOB FUNCTIONS

- A. Perform receptionist duties, i.e. greeting customers/visitors/clients, answer questions, assist customers/visitors/clients with paperwork, schedule or coordinate appointments/transport, answer phones, direct phone calls/visitors to the appropriate person, etc.
- B. Provide information/direction to customers, visitors or clients.
- C. Perform filing duties and maintain confidential files/records.
- D. Process incoming and outgoing mail.
- E. Transcribe correspondence and reports.
- F. Prepare mailings and send out.
- G. Order and maintain office supplies.
- H. Process and record records requests.
- I. Enter and update various records databases.
- J. Prepare applicable reports and submit to proper location.
- K. Review applicable reports for accuracy.
- L. Perform notary duties.
- M. Prepare minutes and agendas.
- N. Issue temporary security passes and maintain visitor's log when necessary.
- O. Provide back-up to other clerical positions within department.
- P. Assist other positions within department with applicable duties.
- Q. Prepare/file reports/applicable items with other agencies.
- R. Coordinate appointments/hearings with other agencies and contact those agencies to cancel when needed.
- S. Prepare and file affidavits and subpoenas and/or testify in court/hearings when necessary.
- T. Obtain signatures/approvals for orders or warrants and submit where appropriate.
- U. Prepare and submit payroll forms to department management for signature and then submit to Human Resources or Finance/Payroll.
- V. Prepare/edit letters, reports, brochures, charts, newsletters, etc.
- W. Prepare department webpage, develop and post to department social media pages.
- X. Provide information regarding department programs or requirements.
- Y. Conduct research for department programs or policy development.
- Z. Perform basic bookkeeping or accounting tasks, receipt payments, assist with payroll functions, prepare invoices and process Pcard transactions, research data for budgetary tasks.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Write documents and/or articles using original or innovative techniques or styles.
- G. Present information to management, small groups and individuals.
- H. Respond to inquiries, complaints or questions from a group or individual setting.

- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- J. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- K. Possess excellent public relation skills.
- L. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- M. Interpret complex documents.
- N. Respond effectively to the most sensitive inquires or complaints.
- O. Define problems, collect data, establish facts and draw valid conclusions.
- P. Process information derived from numbers.
- Q. Memorize and retain information over long and short periods of time.
- R. Apply attention to detail.
- S. Perform effectively under tight time frames and demanding schedules.
- T. Plan and monitor assigned activities.
- U. Prioritize multiple tasks and meet scheduled deadlines.
- V. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- W. Work as team player in the absence of or with minimal supervision.
- X. Manage unexpected changes within job duties.
- Y. Demonstrate knowledge of principles and practices of public management.
- Z. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a high school diploma or equivalent.
- B. Requires two years of experience in a related field.
- C. Possess and maintain and insurance acceptable driver's license.
- D. Requires 50% tested proficiency in Microsoft Word 2010 and Microsoft Excel 2010.
- E. Requires 4001 KPH tested proficiency in Data Entry – Alphanumeric.
- F. Requires no felony convictions if applicable to department.
- G. Requires Time System Certification within six months of hire if applicable to department.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Travel to all county workstations on an as needed basis.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

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Prepared: 10/2017 & 12/2017
 Approved: 12/18/2017

12/18/2017 Title separation approved by Personnel.



Job Title: Emergency Management Coordinator

Department: Highway - Emergency Management Division
Position Reports to: Highway Commissioner
Pay Grade Level: Carlson-Dettmann H
FLSA Status: Non Exempt
Position Status: Full Time

JOB ANALYSIS

Organize, maintain and implement the civil and emergency preparedness programs and the Emergency Planning and Community Right-to-Know Act (EPCRA) for Marinette County and its municipalities. Additional duties include ensuring grant compliance of the Emergency Management Performance Grant (EMPG), EPCRA and additional grants when awarded by Wisconsin Emergency Management, FEMA or the Department of Homeland Security. Further duties include responding to and coordinating the recovery from emergency/disaster situations. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Interact and work with county and city law enforcement agencies, fire departments, emergency medical service staff and municipalities for the operational needs of the department.
- B. Develop county plans and assess strengths and weaknesses within the county in order to prepare applicable grants.
- C. Prepare and participate in training exercises involving various types of issues and appropriate responses.
- D. Review applicable state and federal mandates to ensure proper accountability to reduce liability when responding to incidents.
- E. Assist emergency responders in contacting appropriate resources to recover from incidents.
- F. Administer County-wide presentations on emergency preparedness and disasters.
- G. Assist special populations (i.e. nursing homes, camps, schools, etc.) with emergency situation planning.
- H. Create response plans, prepare trainings grants requests and develop special projects for county-wide protection.
- I. Coordinate efforts with Local Emergency Planning Committee (LEPC) to plan for chemical risk management.
- J. Develop and maintain the Marinette County Emergency Operation Plan (EOP), LEPC By-Laws Manual, Dispatch updates and County Hazard Analysis and forward to appropriate personnel.
- K. Develop procedures for new State and Federal mandates, current emergency situations and standard operating procedures for grant programs to address local, state and federal laws.
- L. Prepare grants, news releases and outreach program presentations regarding emergency preparedness and disaster information.
- M. Assist with preparing Emergency Management budget.
- N. Conduct quarterly LEPC meetings.
- O. Develop and inspect off-site emergency plans for fixed EPCRA facilities within the county and exercise responses for federal requirements.
- P. Serve as Marinette County Public Information Officer.
- Q. Run the Emergency Operations Center and direct work of those involved.
- R. Meet with emergency responders to coordinate and update them on programs and response needs.
- S. Meet with local, state and federal officials and agencies to prepare plans for emergency response.
- T. Review, revise and create reports according to WI Emergency Management requirements.
- U. Serve as project manager, coordinator and fiscal agent for Department of Homeland Security, FEMA, Port Security and WI Emergency Management grants.
- V. Recommend the purchase of new equipment, the repairs of present equipment and utilization of rental equipment when necessary.
- W. Assist the Public Services and LEPC committee at scheduled meetings as needed.
- X. Research issues of concern and submit the results to the Commissioner when required.
- Y. Assist with or direct the preparation of governing committee agendas.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.

- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Write documents and/or articles using original or innovative techniques or styles.
- F. Present information to management, small groups and individuals.
- G. Respond to inquiries, complaints or questions from a group or individual setting.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- J. Possess excellent public relation skills.
- K. Apply excellent trouble shooting skills.
- L. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- M. Interpret complex documents.
- N. Respond effectively to the most sensitive inquires or complaints.
- O. Process information derived from numbers.
- P. Work with mathematical concepts such as probability and statistics.
- Q. Memorize and retain information over long and short periods of time.
- R. Apply attention to detail.
- S. Apply procedures and interpret instructions accurately.
- T. Perform effectively under tight time frames and demanding schedules.
- U. Work as team player in the absence of or with minimal supervision.
- V. Manage unexpected changes within job duties.
- W. Work independently and exercise sound professional judgment.
- X. Utilize authority effectively.
- Y. Plan, organize and direct the work of others.

QUALIFICATIONS

- A. Requires five years of direct emergency management experience OR an Associate's degree in a related field with one year of related experience.
- B. Possess and maintain an insurance acceptable driver's license.
- C. Requires an active Advanced Public Information Officer Certification within one year of hire

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in wet or humid conditions.
- F. Work in frequently quiet environment without significant interaction with others.
- G. Work in an environment with few distractions.
- H. Work with long periods of solitary work.
- I. Travel to all county workstations on an as needed basis.
- J. Adapt to rapid changes in environmental conditions.
- K. Interact with abusive and/or difficult individuals occasionally.
- L. Work in fast-paced high-pressure situations.
- M. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Bend, squat, stretch, and twist frequently.
- E. Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Complete annual training requirements to remain current on emergency management issues.
- D. Respond to emergency calls when necessary.
- E. Travel to any county working environment for emergency or training situations.

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Prepared: 11/2018
Approved: 11/27/2018

11/27/2018: Highway/Emergency Management/Finance/HHS Reord pending committee and County Board approval.



Job Title: Financial Manager

Department: Various

Position Reports to: Department Head

Pay Grade Level: Carlson-Dettmann K

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible for department financial records, monitoring contracts and related audits, including preparing financial statements along with the annual closings and audits, providing data and support in preparing the annual budget, and ensuring maximum revenue from all funding sources. Additional duties include supervising support staff and serving department payroll liaison with the Finance Department. This position also receives direction from the Finance Director regarding financial procedures.

ESSENTIAL JOB FUNCTIONS

- A. Maintain responsibility for financial records for the department, including preparation and reporting financial statements along with the annual closing.
- B. Provide data and support in preparing the annual budget in coordination with the department head.
- C. Prepare state reports for data collection and to meeting funding requirements.
- D. Prepare reconciliations for departmental expenditures and revenues to ensure maximum funding for agency programs.
- E. Coordinate and prepare all financial data for the department's annual audit.
- F. Coordinate and monitor payroll and billing procedures to maximize revenue.
- G. Monitor all department accounts receivable and accounts payable.
- H. Implement procedures for successful data collection to secure necessary information to satisfy federal and state requirements.
- I. Monitor department contracts and related audits.
- J. Supervise staff, including directing workload and daily activities, scheduling hours, authorizing leaves, training, hiring and conducting employee consultations.
- K. Maintain a professional standard of operation.
- L. Assist in monitoring operations to ensure compliance with applicable laws and administrative directives.
- M. Coordinate and work with other County staff and state fiscal contacts.
- N. Serve as department payroll liaison with Finance Department.
- O. Prepare and present various reports to the governing committee as requested.
- P. Establish and implement inventory control processes.
- Q. Assist Department Head in fiscal operations of the department.

REQUIRED ABILITIES

- A. Maintain knowledge of applicable codes and regulations.
- B. Work as team player in the absence of little or no supervision.
- C. Communicate effectively orally and in writing.
- D. Memorize and retain information over long and short periods of time.
- E. Work effectively and accurately when there is time, pressure, or emotional strain.
- F. Plan and monitor assigned activities.
- G. Apply procedures and interpret instructions.
- H. Deal with unexpected changes in the job.
- I. Determine methods of work sequences, scheduling and how to achieve objectives of assignments.
- J. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Possess troubleshooting and problem solving skills.
- M. Maintain security of confidential matters and materials.
- N. Analyze complex information.
- O. Possess excellent leadership skills.

QUALIFICATIONS

- A. Requires a Bachelor's Degree in managerial accounting, public administration, business management or related field.
- B. Requires five years of experience in an accounting field.
- C. Possess working knowledge of financial accounting systems and governmental accounting concepts.
- D. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.

ADDITIONAL DUTIES

- A. Travel as needed.
- B. Perform additional duties as assigned.
- C. Work outside of normal hours when necessary.

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Prepared: 09/99
Revised: 10/01
Approved: 02/02
Revised: 06/08 & 08/08
Approved: 08/11/2008 Human Resources & Administration
08/14/2008 Governing Committee
12/16/2008 County Board approved pay grade 11

The following motion was adopted by the Health & Human Services Board on 08/14/2008 to follow Permanent Hiring Process stated in the Policy & Procedures Manual (effective 03/28/2006), which allows for the qualifications listed above as guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

No Changes during Non Rep Performance Appraisal Process

2010
2011

01/18/2016 Position transferred from Health & Human Services Department to Finance Department

Revised: 11/2018 (remove from Finance Department, place in multiple departments)
Approved: 11/27/2018

11/27/2018 Highway/Emergency Management/Finance/HHS Reorg pending Committee and County Board approval

**2018 Position Request - Eliminate EM P/T Program Assistant / Create Administrative Specialist
Using 2019 Figures**

	Hours	Per Hour	111 SALARY	Longevity	151 S.S.	6.55% 152 RET	154 H&D & HRA	155 Life Insurance	0.17% 159 W/C	Total Benefits	Total Salary & Benefits
Current Position: EM Program Assistant (KF)-Grade F,Step 7	1478.39	\$ 22.49	\$ 33,248.99	\$ 255.87	\$ 2,541.51	\$ 2,194.57	\$ 767.76	\$ -	\$ 56.96	\$ 5,560.80	\$ 39,065.66
New Position: Administrative Specialist-Grade F,Step 1	2080	\$ 19.68	\$ 40,934.40	\$ -	\$ 2,974.13	\$ 2,681.20	\$ 18,424.52	\$ 50.40	\$ 69.59	\$ 24,199.85	\$ 65,134.25
Administrative Specialist-Grade F,Step 6	2080	\$ 22.49	\$ 46,779.20	\$ -	\$ 3,421.26	\$ 3,064.04	\$ 18,424.52	\$ 50.40	\$ 79.52	\$ 25,039.74	\$ 71,818.94
Administrative Specialist-Grade F,Step 11	2080	\$ 25.30	\$ 52,624.00	\$ -	\$ 3,868.39	\$ 3,446.87	\$ 18,424.52	\$ 50.40	\$ 89.46	\$ 25,879.64	\$ 78,503.64

*Social Security percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

**Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental

Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 1	\$ (65,134.25)
	\$ (26,068.59)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 6	\$ (71,818.94)
	\$ (32,753.28)
Fiscal Impact	Savings (Cost)
Current Positions	\$ 39,065.66
New Positions - Step 11	\$ (78,503.64)
	\$ (39,437.98)

**2018 Position Request - Eliminate EM Director / Create EM Coordinator
Using 2019 Figures**

	Hours	Per Hour	111 SALARY	Longevity	151 S.S.	6.55% 152 RET	154 H&D & HRA	155 Life Insurance	2.00% 159 W/C	Total Benefits	Total Salary & Benefits
Current Position: EM Director, Grade J, Step 1	2080	\$ 27.13	\$ 56,430.40	\$ -	\$ 4,159.58	\$ 3,696.19	\$ 18,424.52	\$ 114.91	\$ 1,128.61	\$ 27,523.81	\$ 83,954.21
New Position: EM Coordinator, Grade H, Step 1	2080	\$ 23.40	\$ 48,672.00	\$ -	\$ 3,566.06	\$ 3,188.02	\$ 18,424.52	\$ 50.40	\$ 973.44	\$ 26,202.44	\$ 74,874.44
EM Coordinator, Grade H, Step 6	2080	\$ 26.74	\$ 55,619.20	\$ -	\$ 4,097.52	\$ 3,643.06	\$ 18,424.52	\$ 50.40	\$ 1,112.38	\$ 27,327.88	\$ 82,947.08
EM Coordinator, Grade H, Step 11	2080	\$ 30.08	\$ 62,566.40	\$ -	\$ 4,628.98	\$ 4,098.10	\$ 18,424.52	\$ 50.40	\$ 1,251.33	\$ 28,453.33	\$ 91,019.73

*Social Security percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

**Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental

Fiscal Impact	Savings (Cost)
Current Positions	\$ 83,954.21
New Positions - Step 1	\$ (74,874.44)
	\$ 9,079.77

Fiscal Impact	Savings (Cost)
Current Positions	\$ 83,954.21
New Positions - Step 6	\$ (82,947.08)
	\$ 1,007.13

Fiscal Impact	Savings (Cost)
Current Positions	\$ 83,954.21
New Positions - Step 11	\$ (91,019.73)
	\$ (7,065.52)

**2018 Position Request - Eliminate Accountant / Create Financial Manager
Using 2019 Figures**

	Hours	Per Hour	111 SALARY	Longevity	151 S.S.	6.55% 152 RET	154 H&D & HRA	155 Life Insurance	0.17% 159 W/C	Total Benefits	Total Salary & Benefits
Current Position: Accountant-Grade G, Step 8	2080	\$ 25.84	\$ 53,747.20	\$ 210.00	\$ 3,786.34	\$ 3,534.20	\$ 25,887.84	\$ 50.40	\$ 91.73	\$ 33,350.50	\$ 87,307.70
New Position: Financial Manager-Grade K, Step 1	2080	\$ 29.00	\$ 60,320.00	\$ 210.00	\$ 4,289.16	\$ 3,964.72	\$ 25,887.84	\$ 122.98	\$ 102.90	\$ 34,367.59	\$ 94,897.59
Financial Manager-Grade K, Step 6	2080	\$ 33.14	\$ 68,931.20	\$ 210.00	\$ 4,947.92	\$ 4,528.75	\$ 25,887.84	\$ 139.10	\$ 117.54	\$ 35,621.15	\$ 104,762.35
Financial Manager-Grade K, Step 11	2080	\$ 37.28	\$ 77,542.40	\$ 210.00	\$ 5,606.67	\$ 5,092.78	\$ 25,887.84	\$ 157.25	\$ 132.18	\$ 36,876.72	\$ 114,629.12

*Social Security percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex

**Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental

Fiscal Impact	Savings (Cost)
Current Positions	\$ 87,307.70
New Positions - Step 1	\$ (94,897.59)
	\$ (7,589.89)

Fiscal Impact	Savings (Cost)
Current Positions	\$ 87,307.70
New Positions - Step 6	\$ (104,762.35)
	\$ (17,454.64)

Fiscal Impact	Savings (Cost)
Current Positions	\$ 87,307.70
New Positions - Step 11	\$ (114,629.12)
	\$ (27,321.42)