

# OPERATOR'S LICENSE

No. 2014-18

\$ 10.00

WHEREAS the local governing body of the Town of Washington, County of Door, Wisconsin has, upon application duly made, granted and authorized the issuance of an "Operator's" License to:

**ANDREW W STAUBER**

AND WHEREAS the said applicant has paid to the treasurer the sum of \$20.00 as required by local ordinances and has complied with all the requirements necessary for obtaining such license;

Now Therefore, an "Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and Local ordinances, is hereby issued to said applicant.

For the period from December 10, 2014 to June 30, 2015



Given under my hand and the corporate seal of the Town of Washington, County of Door, State of Wisconsin, this 10th day of December, 2014

*Valerie Carpenter*

Valerie Carpenter-Clerk

PAID  
DEC 10 2014

BY: Cash 17.00



Valerie Carpenter <townoffice@washingtonisland-wi.gov>

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**Art & Nature Center\_12.5.14.pdf**

1 message

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**Susan Hoefft** <susanh@vandewalle.com>

Tue, Jan 13, 2015 at 12:19 PM

To: "townoffice@washingtonisland-wi.gov" <townoffice@washingtonisland-wi.gov>

Again, it is what we are getting costed out. Perhaps getting on the agenda for February meeting to get approval and then we can start ordering materials. Thanks, Valerie.

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**2 attachments**

 **Art & Nature Center\_12.5.14.pdf**  
964K

 **ATT00001.txt**  
1K



1/31/15

Joel,

This is the parcel that my sister  
Mrs G Richard Jones (Kaka) is willing  
to donate to the Town to expand  
its sand dunes park.

Please submit this offer  
to the Town Board for its  
consideration and acceptance.

Sincerely,

Bruce McElmer

# Tax Parcel Report

Courtesy of the Door County Land Information Office



... from the Web Map of ...  
( //www.co.door.wi.gov )  
**Door County, Wisconsin**  
**... for all seasons!**



Spring 2013 Orthophoto as backdrop

Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.



Data Current as of 9th February 2015

Parcel Number: 0280318333041D - TOWN OF WASHINGTON

PLSS Section-Town-Range: Gov Lot 1 18-33-30

Property Address: 0

Owner Name: JONES FAMILY TRUST

Mailing Address:

115 STEPHENS RD  
GROSSE POINTE FRM, MI 48236

Legal Description:

COM 276.45'E&628.60'S NW  
COR SEC.18:S563.67'TO SHR  
N67°E ALG SHR 200'N572.64'  
TO CL RD S78°W121.77'S47°W  
88.50'BG.

Other Owners:

Recorded Doc: DOC# 760654, 702972

School District: WASH ISL

Valuations: 2014

Taxes: 2014

Acres: 2.20

Real Estate Tax: \$1675.78

Land Value: \$153000

Special Tax: \$0.00

Improved Value: \$0

Forest Tax: \$0.00

Forest Value: \$0

Est Fair Market Val: \$146500

**REAL ESTATE PROPERTY TAX BILL FOR 2014  
TOWN OF WASHINGTON**

LOCAL TREASURER:

VALERIE CARPENTER  
PO BOX 220  
WASHINGTON ISLAND WI 54246

(920)847-2522

Jay Zahn, County Treasurer  
www.co.door.wi.gov

Parcel No. 028-03-18333041D R  
Bill No. 028-1581

All correspondence should refer to the Parcel No.  
See Reverse Side for Important Information



**DOOR COUNTY**

**IMPORTANT:** Be sure this description covers your property.  
Note that this description is for the tax bill only and may not be a full legal description.

Legal Description / Location of Property:

2.2 ACRES  
DOC# 760654, 702972  
COM 276.45'E&628.60'S NW  
COR SEC.18:S563.67'TO SHR  
N67\*E ALG SHR 200'N572.64'  
TO CL RD S78\*W121.77'S47\*W  
88.50'BG.

JONES FAMILY TRUST

115 STEPHENS RD  
GROSSE POINTE FRM MI 48236

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A star in this box means unpaid prior year taxes.
153,000		153,000	1.0445	146,500		146,500	
		<b>2013</b>	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>% Tax Change</b>	<b>Net Property Tax 1,675.78</b>
<b>Taxing Jurisdiction</b>	<b>Est. State Aids Allocated Tax Dist.</b>	<b>Est. State Aids Allocated Tax Dist.</b>	<b>Net Tax</b>	<b>Net Tax</b>			
STATE OF WISCONSIN			25.69	24.86	-3.2%		
DOOR COUNTY	48,830	50,532	554.40	559.40	.9%		
TOWN WASHINGTON	138,472	143,597	542.45	487.35	-10.2%		
VOCATIONAL SCHOOL	80,081	90,214	251.27	115.02	-54.2%		
WASHINGTON ISL SCH	39,846	45,742	453.74	489.15	7.8%		
<b>Total</b>	<b>307,229</b>	<b>330,085</b>	<b>1,827.55</b>	<b>1,675.78</b>	<b>-8.3%</b>		
		First Dollar Credit					
		Lottery and Gaming Credit					
		<b>Net Property Tax</b>	<b>1,827.55</b>	<b>1,675.78</b>	<b>-8.3%</b>		
School taxes reduced by school levy tax credit.	\$87.91	Net Assessed Value Rate (Does NOT reflect Credits)		\$10.952810			
						<b>TOTAL DUE FOR FULL PAYMENT</b>	
						<b>PAY BY JANUARY 31, 2015</b>	
						<b>\$ 1,675.78</b>	
						<b>Warning:</b> If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.	
						<b>Failure to pay on time. See reverse.</b>	

TOWN OF WASHINGTON  
COUNTY OF DOOR  
2014 TAXES



JONES FAMILY TRUST

115 STEPHENS RD  
GROSSE POINTE FRM MI 48236

Parcel No. 028-03-18333041D R  
Bill No. 028-1581

**PAY 2ND INSTALLMENT - \$ 837.89**  
**By July 31, 2015**

REMEMBER TO PAY TIMELY TO AVOID  
INTEREST PENALTY OF 10.5% IN AUGUST 2015

**MAKE CHECK PAYABLE & MAIL TO:**

DOOR COUNTY TREASURER  
421 NEBRASKA ST  
STURGEON BAY WI 54235  
(920)746-2286

Tear off this stub and include with your payment. If receipt is needed, send stamped, self-addressed envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

TOWN OF WASHINGTON  
COUNTY OF DOOR  
2014 TAXES



JONES FAMILY TRUST

115 STEPHENS RD  
GROSSE POINTE FRM MI 48236

Parcel No. 028-03-18333041D R  
Bill No. 028-1581

**PAY 1ST INSTALLMENT - \$ 837.89**  
**OR**  
**FULL PAYMENT - \$ 1,675.78**  
**By January 31, 2015**

**MAKE CHECK PAYABLE & MAIL TO:**

DOOR COUNTY TREASURER  
421 NEBRASKA ST  
STURGEON BAY WI 54235  
(920)746-2286

Kirby's Draft

**POSITION DESCRIPTION**  
**Director of Public Works**  
**Town of Washington**

**Position Summary:**

This position administers the activities pertaining to the management and development of all buildings, roads, and grounds owned or leased by the Town of Washington. Additionally, this position serves as lead worker for the Town road crew, Town landfill crew, and airport workers - full and part-time. This position reports directly to the Town Board.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:** High school education or G.E.D. and seven to ten years of responsible work experience in the management and operations, roads, snow removal, and administration; experience including supervisory and budgetary; or any equivalent combination of education and experience.

**Ability:** Ability to plan, assign and supervise the work of employees. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepares financial reports, and prepares grants.

**Skill:** Skill in small engine to heavy equipment repair, maintenance and operation of equipment. Excellent planning and organizational skills.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.

## Goals and Activities:

### A. Administration (25%)

1. The Director will administer to the operation of the Town road crew, and organize and supervise the daily work assignments and scheduling of work hours.
2. The Director will submit time-sheets and Town, County, State, and Federal operation reports in a timely manner.
3. The Director will collect and submit drinking water samples, according to established guidelines.
4. The Director will coordinate work tasks for Door County roads and parks for the Town of Washington, and maintain an open dialogue with the Door County Highway Commissioner.

### B. Performance of Maintenance Activities (50%)

1. The Director must possess and maintain a State of Wisconsin Commercial Driver's License (CDL).
2. The Director must have a thorough understanding and ability to maintain and operate trucks, heavy equipment, specialized airport equipment, and fire, police, and EMS equipment. The Director must also understand and be able maintain small engines contained in chainsaws, brush clippers, lawn mowers, weed trimmers, and pumps.
3. The Director will coordinate the maintenance of all Town owned or leased buildings, towers, or other structures; including plumbing, electrical, heating and HVAC.
4. The Director will coordinate maintenance of all Town and County roads in the Town of Washington, both paved and unpaved, according to Town, County, and State standards.
5. The Director will coordinate maintenance of all Town owned trails and parks including; the cleaning of restrooms (both pit toilets and flush buildings), routine trash removal, litter removal, and removal of hazardous trees and objects/obstacles to ensure public safety.

### C. Performance of Non-Routine Activities (25%)

1. The Director will assist the Utility District Manager in inspection and maintenance of the FAST system, and inspection and reporting of Town owned and leased field spreading sites.
2. The Director will attend the monthly meeting of the Town Board. On special occasions, the Director will attend meetings of Town committees, such as;

Parks, Community Center Board, and museum board meetings.

3. The Director will maintain and order cleaning supplies for Town buildings, and inventory and order parts and supplies for Town equipment.

# County of Door Highway Commissioner

Status: Exempt  
Department: Highway  
EEO: 01- Office / Administration  
Oversight Committee: Highway

Pay Range: 6  
Revision Date: 07/16/2013  
HR Reviewed: 11/2013

## **General Summary**

Responsible for supervising the overall efficient and effective operation of the Highway Department to include the paving, crushing, maintenance shop, highway maintenance and construction, bridge operation and maintenance departments. This position is appointed by County Administrator and is on call 24 hours a day.

## **Duties and Responsibilities**

### ***Essential Job Functions***

1. Plan and schedule road construction and maintenance projects in conjunction with Highway Superintendent.
2. Prepare, recommend, and administer annual budget and grants in conjunction with other department superintendents.
3. Review inventory and condition of department equipment and recommend various amounts of new highway and bridge equipment purchases, repairs, and rentals.
4. Develop department administrative and operating policies, practices and procedures.
5. Supervise department staff activities. Assigns and reviews employee tasks. Participate in prospective employee interviews. Provides training, approves transfers/promotions and handles disciplinary matters in accordance with labor agreements and County policies.
6. Manage the Highway Department's risk management function to ensure compliance with federal, state and county safety laws and regulations.
7. Serve in an advisory capacity in labor negotiations.
8. Manage, administer, and ensure compliance with federal and state environmental regulations on air quality, (asphalt plant stack emissions), hazardous material storage and usage (roadside herbicide spray, road salt, gasoline, shop chemicals and paint), groundwater contamination (asphalt plant, landfill site, underground fuel tanks), and road construction project impact on wetlands.
9. Active participant in County Emergency Operating Plan in regard to Public Works and Engineering, Resource Management and Damage Assessment and Recovery.
10. Recommend purchase of right of way and other property needed for highway construction and maintenance.
11. Make presentations to various community business and education groups about the Highway Department functions and services available. Maintain good communication with County Board and Highway Committee.

### **Reporting Relationships**

Reports to the County Administrator.

## **REQUIREMENTS**

### ***Training and Experience***

1. Bachelors degree in Business Administration or Civil Engineering with experience in highway operations and road construction is highly desirable. Registered Professional Engineer in Wisconsin desired but not required.

County of Door  
Airport Director

Status: Exempt  
Department: Airport  
EEO: 01 - Officials/Administrators

Pay Grade: 10  
Revision Date: 12/16/2009

### **General Summary**

Administers, directs and supervises the County airport, including the overall operational maintenance and construction of grounds, facilities and equipment, and staff supervision. Assists the Parks Director as requested.

### **Duties and Responsibilities**

#### *Essential Job Functions*

1. Responsible for the administration of Chapter 13 & 14 of the Door County Code Book.
2. Prepares and administers budget.
3. Responsible for maintaining and repairing airport facilities and equipment.
4. Ensures that notices are provided to proper authorities; e.g. notice to Airmen (NOTAMS) when conditions warrant (e.g. runway conditions).
5. Administers all lease agreements and/or building rental contracts.
6. Prepares and submits all state and federal reports.
7. Responsible for procurement of state and federal funding.
8. Prepares and implements planning and project programming for airport.
9. Responsible for supervising, hiring, training, evaluating and disciplining of subordinate employees.
10. Occasionally operates equipment necessary in the operation and maintenance of the airport.
11. Acts as the on-site airport representative when coordinating airfield construction projects with contractors, engineers and others.
12. Provides supervision for subordinate parks employees in the absence of the Parks Director.

#### *General Job Functions*

1. Daily check of runway surface for debris and/or snow.
2. Daily check of runway lighting systems for proper operation.
3. Harassment of wildlife when necessary.

#### **Reporting Relationships**

1. Reports to the Airport & Parks Committee on a monthly basis.

### **REQUIREMENTS**

#### *Training and Experience*

1. High school diploma
2. Three (3) to five (5) years airfield supervisory experience and knowledge of FAA rules and regulations; OR any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities in airport facility and grounds maintenance, preferably with supervisory or lead worker experience.

**Knowledge, Skills, and Abilities Required**

1. Ability to read, comprehend and communicate both verbally and in writing at a level normally associated with completion of an associate degree or equivalent training.
2. Knowledge in repairing and maintaining buildings and grounds.
3. Knowledge of required and acceptable safety standards and regulations as they apply to work practices and airport functions.
4. Knowledge of federal and state aeronautical laws and procedures.
5. Knowledge of basic accounting procedures and general office practices.
6. Ability to plan and administer department work schedules, prepare and administer department budget.
7. Ability to establish effective working relationships with co-workers, clients, other county departments and outside agencies to promote good will between the airport and outside agencies.
8. Ability to operate a variety of motorized vehicles and equipment.
9. Ability to understand and implement the constantly changing regulations.
10. Ability to maintain and repair all runway lighting systems.
11. Ability to maintain and repair airport equipment.
12. Must possess a valid Commercial Drivers License.

**Physical & Working Conditions**

1. Maintain 24/7 availability status.
2. Ability to hear, speak, stoop, climb ladders, bend, stretch; push, pull, and lift objects up to 50 lbs. understanding and using proper safety equipment and body mechanics.
3. Occasional high pitch sound due to close proximity to aircraft.
4. Ability to work outdoors in all kinds of weather conditions and be available as needed day or night.
5. Exposure to noise and vibration in the operation of tools and equipment.
6. Normal office conditions are present with occasional discomfort due to heat, cold or high pitch sound due to close proximity to aircraft.
7. Potential for physical injury is limited with good safety habits.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

**Approvals:**

Keith R. Basbosh 12/18/09  
Name Department Head Date

Kelly Hender 12/16/09  
Name Human Resources Director Date