

Position Summary

This position is responsible for policy analysis and professional program planning work in administering the statutorily mandated functions of the Wisconsin Department of Administration's Municipal Boundary Review (MBR) program. The MBR program oversees the transfer of territory between cities, villages, and towns.

Under supervision of the Administrator of the Division of Intergovernmental Relations and the Bureau Director for the Intergovernmental Services Team, this position provides programmatic, technical, and administration support for the statewide work performed by MBR. Responsibilities include determining whether the process and outcome of municipal incorporations, consolidations, and intergovernmental boundary agreements meet statutory criteria, and preparation of municipal annexation opinions.

The incumbent must possess a thorough knowledge of land use planning and the statutes and case law relating to towns, cities, villages, and counties, as well as state agency programs affecting land use and intergovernmental relations. Working within a broad statutory framework and agency policy constraints, this position establishes priorities for the multiple tasks assigned to MBR and monitors work products for quality and timeliness.

This position will work with individuals, communities, attorneys, planners, media, legislators and legislative staff, county staff and elected officials, other State agencies, among others. This position may also assist with the Division's Plat Review program.

Goals and Worker Activities

A. 75 % - Administer the Division's Municipal Boundary Review (MBR) program, which includes review of annexations, incorporations, consolidations, boundary agreements, detachments.

For Annexations:

- A1. Develop, propose and implement policies for MBR functions to meet statutory requirements, state goals and objectives. Review proposed annexations in the Municipal Data System and work with local communities and petitioners to obtain any missing information.
- A2. Manage the annexation review fee process and provide quarterly revenue information to the Division Administrator and other Department staff.
- A3. Draft and distribute a public interest review determination letter for annexation petitions based on statutory requirements, caselaw precedent, and Department precedent.
- A4. File approved annexation ordinances and work with local communities to obtain any missing information.
- A5. Maintain and update MBR's web pages related to annexation.
- A6. Partner with landowners, developers, surveyors, municipal staff, attorneys, and other members of the public and assist them with their annexation-related questions.
- A7. Research comprehensive plans and other planning documents, maps, and apply analysis to the review of annexations.
- A8. Monitor ongoing legal cases, ongoing legislative bills or proposals, news stories, and other pertinent information which pertain to annexations.

For Incorporations and Consolidations:

- A9. Determine that department decisions relating to MBR functions are consistent with past determinations and existing case law. Review proposed incorporations in the Municipal Data System, and work with local communities and petitioners to obtain any missing information and to schedule the Department's public hearing on the incorporation petition.
- A10. Manage the incorporation review fee process and provide quarterly revenue information to the Division Administrator and other Department staff.

- A11. Provide staff assistance to the Incorporation Review Board. This includes communicating with Board members to schedule the public hearing and other Board meetings, respond to Board member questions and feedback, among others.
- A12. Attend and participate in the Department's public hearing on the incorporation petition. This includes creating and submitting a Class 3 newspaper notice, ensuring that technical equipment such as camera and computers and recording equipment functions properly, ask questions of witnesses, and answers questions from the public and media about the incorporation process and standards.
- A13. Draft a public interest review determination for incorporation petitions based on statutory requirements, caselaw precedent, and Department precedent.
- A14. Meet with the Division Administrator, Department attorney, and other Department staff to discuss the petition.
- A15. Create an incorporation certificate for successfully incorporated communities, sent to the new community and uploaded to the Municipal Data System
- A16. Maintain and update MBR's web pages related to incorporation.
- A17. Communicate via email and phone with landowners, attorneys, municipal staff, planners and other members of the public to assist them with incorporation-related questions.
- A18. Research comprehensive plans and other planning documents, maps, and apply these materials to the review of incorporations.
- A19. Monitor ongoing legal cases, legislative bills or proposals, news stories, and other pertinent information which pertain to incorporations.

For Boundary Agreements:

- A20. Review proposed boundary agreements for review and work with local communities to obtain any missing information and to schedule the Department's public hearing on the boundary agreement, if a hearing is requested.
- A21. Attend and participate in the Department's public hearing on the boundary agreement, if a hearing is requested. This includes creating and submitting a Class 3 newspaper notice, ensuring that technical equipment such as camera and computers and recording equipment functions properly, ask questions of witnesses, and answer questions from the public and media about the boundary agreement process and standards.
- A22. Draft a public interest review determination for the proposed boundary agreement based on statutory requirements, caselaw precedent, and Department precedent.
- A23. Meet with the Division Administrator, Department attorney, and other Department staff to discuss the proposed boundary agreement.
- A24. File approved boundary agreements and attachment ordinances into the Municipal Data System and work with local communities to obtain any missing information.
- A25. Maintain and update MBR's web pages related to boundary agreements.
- A26. Communicate via email and phone with landowners, attorneys, municipal staff, planners and other members of the public to assist them with boundary agreement-related questions.
- A27. Research comprehensive plans and other planning documents, maps, and apply these materials to the review of boundary agreements.
- A28. Monitor ongoing legal cases, legislative bills or proposals, news stories, and other pertinent information which pertain to boundary agreements.

B. 15% - Provide technical assistance for the Plat Review Program and the Division.

- B1. Provide programmatic processing and assistance with the review of subdivision plats submitted for review per Chapter 236 Wis. Stats and the associated fees and finances per Adm 495, Wis. Admin. Code, and aid communities and surveyors with the submittal of subdivision plats for review.

- B2. Provide guidance with the statewide review and certification of plats and certified survey maps per statutory requirements.
- B3. Provide guidance to plat review coordinators with policy analysis, data coordination, and processing needs.
- B4. Engage in regular contact with the public and interested state and local representatives to provide information on land development and review of plats.

C. 10% - Professional Development and other duties as assigned

- C1. Attend conferences, seminars and meetings, read journals and periodicals and participate in opportunities to learn and maintain the knowledge and skills necessary to carry out the duties and responsibilities of the position.
- C2. Perform special projects as assigned by Administrator or Bureau Director. Projects are performed on an independent basis.
- C3. Maintain materials documenting workflow for all essential work tasks related to position.

Knowledge, Skills, Abilities

- 1. Thorough knowledge of Chapters 59, 60, 61, 62 and 66, Wis. Stats., relating to municipal annexations, incorporations, and consolidations and cooperative boundary agreements.
- 2. Ability to analyze, interpret, and make recommendations to the Department from the framework of broad statutory intent, case law, and standard of professional practice.
- 3. Ability to analyze, plan, and coordinate the development of complex programs.
- 4. Principles of effective project coordination, team collaboration, and leadership.
- 5. Extensive knowledge of the principals and practices of public administration, policy analysis (including municipal finance and public sector accounting practices, statistical analysis methods & other techniques), and local land use planning.
- 6. Extensive knowledge of annexation and incorporation case law.
- 7. Considerable knowledge of Chapters 30,87,91, and 144, Wis. Stats., relating to implementation of state farmland, shoreland, floodplain and wetland, water, sewage and air quality planning, mapping, and zoning programs.
- 8. Considerable knowledge of the rules and principles of conducting public hearings and meetings in compliance with the Wisconsin Open Meetings laws and skill in meeting facilitation.
- 9. Excellent skill in working cooperatively and effectively with elected officials at all levels of government and their professional staff, state agency personnel, judges and court personnel, attorneys, representatives from special interest groups, and municipal associations and citizens.
- 10. Considerable writing and public speaking skills to develop clear and concise documents and presentations on complex and technical issues for a variety of audiences.
- 11. Ability to manage time and prioritize projects to meet deadlines.
- 12. Extensive knowledge of statute interpretation, case law, and local ordinances related to land use and local government and ability to understand and apply these to the review of municipal boundary actions.
- 13. Extensive and excellent legal writing and verbal communication skills and experience and ability to draft public interest review determinations.
- 14. Substantial skill in preparing and conducting public meetings and discussions with residents, local communities, attorneys, planners, citizen groups, among others, in which specific information is communicated and decisions are made under possibly adversarial or controversial conditions.
- 15. Substantial skill at analyzing formal and informal relationships for mediating problems and achieving acceptable policy direction.
- 16. Extensive knowledge and skill in program development, implementation, monitoring and evaluation.

17. Extensive knowledge of legislative process in Wisconsin.
18. Substantial knowledge of work functions and practices in state agencies including the structure of state agencies and the day-to-day function within state agencies.
19. Ability to learn to use the Department's online Municipal Data System
20. Ability to use GIS mapping systems in the review of municipal boundary actions.
21. Ability to understand comprehensive plans, maps, and other planning documents in the review of municipal boundary actions.
22. Strong organizational and time management skills, because Wisconsin statutes establish specific timelines for the Department in its review of municipal boundary actions.
23. Ability to analyze and assess competing arguments regarding municipal boundary actions in an objective and neutral manner.
24. General knowledge of the structure and powers of state agencies, regional planning commissions, and local governments.
25. Excellent writing skills to design materials and edit text to communicate complex information and technical jargon in documents understandable to the layperson.
26. Skilled in common software such as Word, Excel, Adobe, Access, and PowerPoint.