

County of Door



2015 Annual Reports

Compiled by:
Door County Administrator's Office
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2552

2015 Annual Reports to the Door County Board of Supervisors

Building & Grounds Dept.....	3
Child Support.....	7
Circuit Court and Clerk of Court	9
Corporation Counsel	15
County Clerk.....	19
District Attorney	21
Emergency Services.....	25
Finance Department	32
Highway Dept.	34
Human Resources	38
Human Services	40
Information Systems	45
Library.....	49
Museum.....	51
Parks and Airport Dept..	54
Planning	57
Public Health.....	62
Real Property Listing	66
Register of Deeds	68
Sanitarian	71
Sheriff's Dept.....	75
Soil & Water	79
Treasurer	87
UW-Extension.....	89
Veterans Office	95



The County of Door Building & Grounds, Maintenance Department "Annual Report" 2015



2015 ANNUAL REPORT**DOOR COUNTY BUILDING & GROUNDS, MAINTENANCE DEPARTMENT****A. Mission Statement:**

Our mission is to maintain the County's buildings and grounds for the use of the citizens and employees of Door County.

B. Summary of Responsibilities:

To provide a maintenance program that covers the following structures:

- Justice Center (129,359 sq ft)
- Government Center (77,144 sq ft)
- Museum (13,600 sq ft)
- Emergency Services (4,320 sq ft)
- Senior Resource Center (7,350 sq ft) ADRC Office (720 sq ft)
- Highway Offices (59,482 sq ft)
- Former Highway (28,677 sq ft)
- Historical Archive (1,065 sq ft)
- For a total of 321,717 square feet of buildings

To provide the following services on a regular basis:

- Incorporate HVAC Preventive Maintenance programs for all major systems
- Shredding and destruction of sensitive/secure documents and hard drive data
- Window cleaning
- Floor scrubbing, polishing and sealing
- Carpet vacuuming and cleaning
- Dusting and surface cleaning
- Furniture, equipment and fixture cleaning
- Clean and sanitize restroom facilities
- Maintenance of grounds, lawn mowing and snow removal

To provide the following additional services:

- Repair and maintain doors, locks and openers
- Fleet vehicle maintenance and cleaning
- Painting
- Ceiling tile replacement
- Inspect heating and air conditioners
- Adjust and monitor air circulation/quality
- Clean up spills, messes, etc.
- Extra cleaning of restrooms
- Replace lighting fixtures and bulbs
- Move/rearrange equipment (desk, files, etc.)

To provide the following services day to day or as needed:

- Pick up and deliver mail to the U.S. Postal Service, Highway Department & Justice Center
- Receive and deliver projects and equipment to various departments
- Manage single stream recycling program and arrange for pick up
- Trash collections from the offices and public areas
- Table, chair and equipment setup for organizational meetings
- Machinery maintenance
- Exterior and interior maintenance as warranted
- Monitoring of heating systems – boilers
- Repair mechanical, plumbing, HVAC, and electrical systems
- Repair, replace, adjust, & aim security cameras as needed

C. Goals / Objectives Achieved in 2015: See Section E under Notable Projects Completed.

D. Department Budget Status – Unaudited

Approved 2015 Budget	\$1,481,450.00	Actual 2015 Budget	\$1,495,167.44
2015 Levy appropriation	\$1,481,450.00	2015 Levy appropriation	\$1,495,167.44
2015 budgeted revenue	\$25,014.00	2015 Actual Revenue	\$24,749.13
		2014 Actual Revenue	\$25,623.25

Grants received for 2015: -0-

Wisconsin Focus on Energy Rebates Received in 2015: \$3,388.00

E. Notable Projects Completed:

Justice Center:

- Completed A/C phase II installation in Main Distribution Frame with courtroom audio visual control migration
- Parking lot crack sealing and line painting (all lots)
- Courtroom low voltage wiring removed
- L.E.D. lighting upgrade in jail recreation center
- L.E.D. exterior wall pack lighting upgrade 50% complete
- Security camera installation
- Repair of asphalt at door #3 Sheriff Garage
- Squad car work with IS Dept. and Sheriff Dept.
- Parking lot light replacement and repairs to lamps, ballast and associated wiring
- Replaced 5 dead trees, refreshed terrace landscape and removal of dead bushes and shrubs
- Installation and maintenance of 2.65 miles of walking trails in support of the Wellness Team activities

Government Center:

- Completed remodel of carpet and painting, Human Services Dept. 1st Floor.
- Removed trees infested with Emerald Ash Borer and planted new trees.
- Landscape repair along Oregon Street, Nebraska St. Parking lot
- Completed Phase II L.E.D. exterior lighting upgrade
- Repainted parking lot lines

Museum:

- Repaired Cupola and Bell Tower on museum roof
- Painted exterior of the Pioneer Fire Station, museum section
- Replaced, upgraded, antiquated fire alarm monitoring system at the 442
- Michigan Ave, Archives building and Museum connection with IP over internet service.

Highway Shop:

- Repaired indoor gas detection (CO2-NO2) indoor air safety system. Set up annual Preventative Maintenance Contract for South and Central facility.
- Analyzed, inspected and contracted repair of Central Highway shop roof leaks and window repairs.
- Completed South Highway shop heating repairs
- Replaced mini split A/C heat pump in Central Highway, sign shop
- Repaired/replaced 5 parking lot lamps-2 exterior ballast packs

Senior Center:

- Installed 4 ton A/C unit for main dining room
- Researched, contracted, and managed the set of Modular Office for ADRC on a 3 year option Contract.

Other noteworthy items were:

- Completed 100% in house furnace inspections
- Continued to test water quality

F. Issues, concerns and Restraints: To be able to maintain the current level of operation while undertaking additional responsibilities with serious budget restraint.

G. Goals and Objectives for 2016:

- Continue life cycle analysis of equipment, use value engineering and preventative maintenance programs to extend the life of Mechanical systems.
- Work with preferred service contractor to continue developing and planning our strategic high value capital asset replacement program.
- To improve the current level of services and facilities that the department is responsible for. Work force analysis review.
- Continue to work with other departments to achieve common goals and directives in line with Door County's Strategic Priorities.
- Review all aspects of the operation of the department in order to maintain a responsible budget while the cost of goods and services rise.
- Continue to analyze ways to save energy and to keep Door County Maintenance Operations green.

Respectively submitted,

Wayne J. Spritka, Director
Building & Grounds Department

2015 ANNUAL REPORT
DOOR COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

A. Summary of Responsibilities:

Primary functions

- a. Intake: the process of receiving, reviewing and assessing new child support referrals or applications.
- b. Locate: the process of searching for and verifying information on the whereabouts, employment status, income or assets of a parent or alleged father.
- c. Interstate: process of assisting another state, upon their request and sending requests from this state to other states.
- d. Establishment:
 - 1) Child Support Establishment: the process of obtaining a legally enforceable court order for child and medical support
 - 2) Paternity Establishment: the process of legally determining the identity of a non-marital child's father.
- e. Enforcement: the process of using administrative, civil or criminal actions necessary to ensure that parents comply with the provisions of their court-ordered obligations.
- f. Collection processing: process of receipting and disbursing money paid for child support and other related debts

B. Goals / Objectives Achieved in 2015: *Current support collections increased for the fifth year in a row. Current support collections exceeded the 80 percent level and Door County is in the top 20 counties in Wisconsin for percentage of current support collected. The "payments on arrears" measure also exceeded the 80 percent level—the goal set by the State of Wisconsin and the Federal Government.*

C. Knowledge Sharing 2015: *Not applicable.*

D. Department Budget Status

Approved 2015 Budget	\$578,481	Actual 2015 Budget	\$571,466
2015 Levy appropriation	\$59,544	2014 Levy appropriation	\$59,655
2015 budgeted revenue	\$518,937	2015 Actual Revenue	\$561,332
2015 Actual Levy	\$17,149	2014 Actual Revenue	\$544,948

Grants received for 2015: *N/A*

E. Other Accomplishments: *The Wisconsin Child Support Enforcement Association (WCSEA), in partnership with the Department of Children and Families – Bureau of Child Support was successful in maintaining general purpose revenue at its calendar year 2010 level of \$8,500,000. Staffing levels remain constant with no turnover.*

- F. Issues, concerns and restraints: *The Wisconsin Legislature's Joint Committee on Finance has added a fifth measure for awarding of performance funds that is based upon actual dollars collected in relation to current child support owed; such a measure hurts counties that do not have the volume of cases that are present in larger counties as well as counties who have smaller dollar amount orders due to economic circumstances. We will continue to monitor the effect of this on Door County. Also, the State of Wisconsin has begun the process of replacing the KIDS system (Kids Information Data System; the statewide child support database implemented in the early 1990's), beginning with the document generation portion. Roll-out of the new system was anticipated sometime in early 2016. However, implementation is not expected until at least the end of 2017. A new system will most certainly involve increased training for all employees and downtime for operational problems.*
- G. Goals and Objectives for 2016: *The Child Support Agency looks to maintain the 80 percent level on arrears collections, and to improve on their 82 percent collection rate for current support collections. The CSA is also looking to increase participant access by more effective use of online resources.*

2015 ANNUAL REPORT

DOOR COUNTY CIRCUIT COURT and CLERK OF COURT



Mission Statement:

The mission of Wisconsin's court system is to protect individual's rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective. [WI Supreme Court Strategic Plan, 1994] It is the responsibility of the Circuit Court system to fulfill this constitutional mission in Door County.

Summary of Responsibilities:

CIRCUIT COURT

The Circuit Court for Door County, since August 1, 1978, is part of the 8th Judicial District for the State of Wisconsin, which also includes Kewaunee, Brown, Marinette, Oconto, Waupaca and Outagamie Counties.

The Circuit Court for Door County is the court of original jurisdiction for all cases filed in Door County. Door County does not have any municipal courts and county paid court commissioners are rarely utilized. Door County is somewhat unique in that most all matters are heard by the Circuit Court Judges, except for temporary hearings in family cases, heard by the Family Court Commissioner. The Family Court Commissioner hears a limited number of other matters, as needed, when the Circuit Court Judges are unavailable.

The Circuit Court, handles all stages of criminal proceedings; juvenile CHIPS, delinquency, termination of parental rights and ordinance cases; family matters, including divorce and paternity; all civil matters including personal injury, land disputes, contracts, foreclosures, money judgments and small claims; traffic and forfeiture cases; probate, guardianship, and mental, drug, and alcohol commitment proceedings; and court review of local and state administrative proceedings including zoning, taxes, condemnation, DNR permits, and worker's and unemployment compensation reviews.

The Circuit Judge has the power to appoint Court Commissioners, a Court Reporter, a Register in Probate and six Commissioners in connection with proceedings in eminent domain and in the condemnation of land.

Door County has two Circuit Court Judges. Judge Peter C. Diltz has been the Branch II judge since 1994 and is the presiding judge for Door County. Judge D. Todd Ehlers has been the Branch I Judge since 2000. Circuit Court Commissioners are Victor Dana Brooks, Nina H. Martel, Jennifer Moeller, Randall Nesbitt, and Trudy Toft.

CLERK OF CIRCUIT COURT OFFICE

The office of the Clerk of Circuit Court, also known as the Clerk of Court, is a constitutional office. The electorate of Door County elects the Clerk.

The duties of the Clerks office are varied. It is the responsibility of the Clerk of Court to keep records of all civil, small claims, family, traffic and criminal actions filed in Door County Circuit Court.

In a civil action, the clerk's office records all documents filed in regard to the action as it progresses and upon the completion of the action, the final disposition of the case.

In a criminal case, the clerk's office records all information and correspondence received for each case, including the charge filed, the statute alleged to be violated and the circumstances surrounding the charges. Once the case has concluded, the clerk's office is responsible for processing the final judgment and providing copies to all agencies involved in the disposition.

In divorce and paternity actions, this office is responsible for maintaining all information and correspondence received on each case and provide copies to all necessary agencies when required.

The respective clerk keeps minutes, which include all proceedings in open court showing all motions and orders made in the progress of each hearing. Also the clerk records the names of any witnesses sworn in, the names of the bailiff and juror's selected if it is a jury trial, and the verdict of the jury when returned. The clerk must keep all exhibits entrusted in the court actions and only upon order of the Court may exhibits be released at the conclusion of an action or trial.

Prospective juror lists are maintained in the Clerk of Courts office. Jurors are regularly summoned by letter for each prospective jury trial in which they are to serve.

Condominium and Construction Liens, Judgments and Wisconsin Delinquent Income Tax Warrants are filed in this office. The Clerk also issues Executions and Writs of Assistance, and issues and signs subpoenas.

The Clerk of Court keeps traffic and forfeiture records, and collects all fines and costs associated with them. At the end of each month these monies are turned over to the County and City Treasurers along with a Suit Tax Report (ST-83) to the State Department of Administration, State Treasurer and County Treasurer.

REGISTER IN PROBATE/FAMILY COURT COMMISSIONER OFFICE

Pursuant to Wis. Stats. 851.71(1), the judges of each county shall appoint a register in probate. Appointments may be made only with the approval of the chief judge. Registers in probate are statutorily responsible for various record-keeping functions of the court, and are the custodians of the courts' records.

The register is responsible to accurately maintain records governed by Wis. Stats. Ch. 851, 54, 55 and Wisconsin Supreme Court Rule of all probate, guardianship, mental commitments, and wills. The register works with local and state agencies, businesses and the general public who rely upon the office of the register in probate to assist in the resolution of various issues and problems. Registers in probate provide an administrative link between the judiciary, the county board and the public. Registers also work closely with other court staff to

ensure that the courts run smoothly and efficiently. The administrative duties of the current register in probate involve diverse tasks, including but not limited to, budgeting and administering county and court resources.

Currently, the Register in Probate also serves as the Family Court Commissioner (FCC) involved in divorce, paternity and related proceedings and matters such as mediation. Per Wisconsin Statute, the judges of each county appoint court commissioners. The FCC is a Circuit Court Commissioner performing some court duties as needed when the judges are unavailable.

Program Summary:

- VIP – Victim Impact panel – Victims of drunken driving tragedies share their stories of pain and loss with drunken driving offenders who appear to be in need of understanding the results of impaired driving.
- Facility & Security – This committee shall under Supreme Court Rule 79.39 coordinate the adoption of general court security and facilities policies. Day-to-day security decision and case-specific security measures shall remain within the discretion of the presiding judge.
- Alternatives to Violence Program - The Court routinely orders as a condition of probation that domestic abuse offenders comply with an Alternatives to Violence (ATV) assessment and participate in the program if determined eligible. It is a 26 week program coordinated by HELP of Door County to address violence, anger and healthy relationship issues. There are separate groups for men and women. Defendants can participate either in HELP's program or similar programs of other private agencies. An ATV assessment and compliance may also be ordered for individuals convicted of battery, disorderly conduct involving violence or any other crimes involving physical abuse.
- Internships – Unpaid law student interns assist and observe Judge Diltz and Judge Ehlers from time to time. While this benefits the court, it is a valuable opportunity to any law student and his or her future contributions to the legal community.
- Outreach and Education – Circuit Court and Clerk of Court staff meet with groups large and small regarding the general operations of the court.

Goals / Objectives Achieved in 2015:

- Connie DeFere completed her first year as Clerk of Court. She trained with the former Clerk of Court, Nancy Robillard and a few of her peers around Wisconsin. Ms. DeFere's efforts and her veteran staff ensured continuity of service to the public.
- In June 2015, Karrie Anthony filled a vacancy in the Office of the Clerk of Court. Karrie works 20 hours per week, assisting with a variety of office matters, including the process of summoning citizens for jury duty.
- The judges worked with Sheriff Delarwelle regarding some of his new ideas for his department as they relate to the courts. A coordinated process was clarified regarding minor changes to Huber release privileges.
- Outreach and Education – Judge Ehlers, Judge Diltz, Family Court Commissioner/Register in Probate Jennifer Moeller and Clerk of Court Connie DeFere all participated in education of the public, at the Justice Center and at other locations regarding the operations of the court. Groups visiting in 2015 included Learning in Retirement and Leadership Door County. Judge Ehlers discussed his job with local students who visited his courtroom. Judge Ehlers also periodically speaks to government classes at Door County high schools regarding the court system here in Door County and in the state of Wisconsin.

Commissioner Moeller wrote articles for the senior center newsletter and the employee newsletter concerning wills. She also presented probate information as part of a workshop for business owners sponsored by the

Door County Visitor Bureau and the Door County Economic Development Corporation. Commissioner Moeller met with local funeral homes to coordinate our service to the public. She also contributed to a Wisconsin Department of Health Services video series to prepare new guardians for what to expect from probate court.

Near the 10 year anniversary of the opening of the Door County Justice Center, all offices participated in an Open House. A highlight was the in-depth tour of the facility. The tour began by observing a Sheriff's Deputy conduct a mock traffic stop. The volunteer portraying the driver was Deputy Clerk of Court, Karen Lambeck. The tour observed the traffic stop, her "arrest", booking, and initial hearing before Judge Ehlers. State Representative Joel Kitchens attended the open house and part of the tour. The experience prompted Representative Kitchens to schedule a full morning to observe criminal intake court with Judge Ehlers.

- Technology - Video Conferencing and Circuit Court Technology Upgrades: Over the course of the first half of 2015, equipment was installed in the courtrooms with minimal downtime for the courts. Several departments facilitated in important ways. The Sheriff's Department assisted in the contractor's access to the facility as well as fine tuning video court with the jail. Buildings and Grounds assisted with access as well as HVAC needs and building issues to accommodate equipment. And most significantly, Door County Information Systems (IS) was invaluable in working with court staff and the contractor, Camera Corner Connecting Point (CCCP). Information Systems participated in a Circuit Court informational presentation to the legal community of Northeast Wisconsin regarding the upgrades to courtroom technology. Court staff was first trained by CCCP. Also, IS trained staff and continue to assist with troubleshooting and working with CCCP to address minor issues as they may arise.

The technological upgrades make the courtrooms more reliable for audio and videoconferencing capabilities. The upgrades also open up videoconferencing to more possibilities. For example, the old system did not allow video conferencing with Bellin Psych in Green Bay where some Door County residents receive treatment. Previously, transport by the Sheriff would have been necessary for court. Now, video court with Bellin is possible for some hearings. Attorneys from around the state who appear in our courtrooms continue to compliment Door County on its outstanding facilities and technology.

A much smaller project, Judge Diltz and his court reporter installed CaseViewNet. This software allows for secure streaming of interactive encrypted real time testimony for the judge to view. The judge can consult this record during a hearing and thereafter. This is particularly valuable in preparing written decisions. This technology could have broader applications involving litigants and attorneys in the future.

- Pamela Parks become Deputy Register in Probate in 2015. This title comes with additional ways for Ms. Parks to assist Circuit Court in Probate matters. It helps with greater flexibility in scheduling hearings as Ms. Parks can serve as a court clerk. Also, there are additional options in responding to citizen requests as efficiently as possible.
- The judges met approximately monthly with select department heads and community partners to enhance communication, cooperation, and coordination of court related procedures, in general. Problem resolution is addressed as needed, including time and cost saving when possible.
- The judges met with local attorneys and court staff concerning various aspects of the family court proceedings. They decided to meet as needed, likely at least annually.
- CCAP Equipment – The State of Wisconsin provides computers, printers and scanners to court employees in Circuit Court and the Clerk of Court. The Clerk of Court purchased additional scanners to aid in the file storage process noted below.

- File storage - The Clerk of Court and Register in Probate continue to scan paper documents to make electronic court records. This means that once scanned, paper files can be offered to the state historical society or discarded, pursuant to state statute, for efficient use of storage space. Scanning saves time for judges and staff to access files for court use and service to the public. In addition, scanning is critical in preparation for electronic filing which will be mandatory effective July 1, 2016. Currently, Small Claims files are paperless.
- Juries – The Clerk of Court continues to be as efficient and economical as possible with the number of jurors summoned for trials. Notable for 2015, the Clerk of Court continues to effectively accommodate qualified jurors who may have a disability to participate in this important role in circuit court.

Department Budget Status

Approved 2015 Budget	865,116	Actual 2015 Budget	854,233
2015 Levy appropriation	371,922	2014 Levy appropriation	414,924
2015 budgeted revenue	493,194	2015 Actual Revenue	483,949
		2014 Actual Revenue	483,001

Other Accomplishments:

- In addition to his duties presiding over Branch I, Judge Ehlers serves on two statewide committees. Since 2010 upon election by his judicial colleagues, Judge Ehlers has served on the Criminal Jury Instructions Committee along with ten other circuit court judges from across the State. This committee meets six times annually to review and discuss inquiries and recent developments in criminal law, recently enacted legislation, recent court decisions, and drafts of new and revised material and criminal jury instructions. Upon appointment by the Wisconsin Supreme Court in 2012, Judge Ehlers also serves on the Judicial Conduct Advisory Committee. This committee renders formal opinions and gives informal advice to judges and judicial officers concerning the compliance of their contemplated or proposed conduct under the Wisconsin Code of Judicial Conduct. In 2015, Judge Ehlers was appointed to the chair of this committee by the Supreme Court.
- Connie DeFere hosted the Wisconsin Clerk of Court Association Fall 2015 Conference in Sturgeon Bay. In addition to education during the day, the Door County Clerk of Court arranged for visits to local attractions showcasing Door County's many recreational activities.
- Jennifer Moeller co-hosted the Wisconsin Register in Probate Association Spring 2015 Conference in Green Bay. Among the presenters were Door County Assistant Corporation Counsel David Hemery and Door County Veteran Services Officer Scott McFarlane.

Issues, Concerns and Restraints:

- Court security is routinely monitored and examined for improvements in cooperation with the Sheriff Department's Court Security Staff. The Clerk of Court attended the annual statewide conference on court security and brought back helpful information to all court staff. Staff of the Circuit Court, Clerk of Court, Child Support Agency and District Attorney's Office again participated in training in Door County conducted by the Sheriff Department's Court Security Staff.

Goals and Objectives for 2016:

- After over 21 years as Circuit Court Judge for Door County Branch 2, Judge Peter C. Diltz has announced that he will retire in May 2016. Judge Diltz was the first person elected to serve as Circuit Court Judge in Branch 2. Prior to that, he served as Family Court Commissioner. He had been in private practice in Door County for a number of years before that.

Judge Diltz will be missed by all county employees that worked with him. His even temperament and sense of humor eased the very difficult work of the court system. Local attorneys and those appearing in his court will miss him, too. He approached all cases with an open mind, considering the law and the comments of everyone who came before him, and delivering thoughtful decisions. Judge Diltz was always calmly in control of his courtroom respectful of all who entered which in turn, garnered the respect of all.

Judge Diltz notified the Governor's Office in March that he intends to retire on May 11. The Governor will have the opportunity to appoint someone to fill the vacancy. Then, an election will be held in April 2017 for the position. This will be a significant transition for Circuit Court and the Clerk of Court. Judge Diltz and all Circuit Court staff have been planning for as smooth of a transition as possible. Judge Ehlers and Commissioner Moeller are prepared to assist with Branch 2 cases as needed during the transition. We are in contact with District Court Administration regarding our needs, as well, with the prospect of reserve judges handling a portion of the Branch II caseload after May 11. The Clerk of Court staff will also be helpful throughout this period of change.

- Training: Clerk of Court and Circuit Court staff plan to avail themselves of training offered by CCAP and their respective professional organizations. Training will be critical related to electronic filing of court cases will be mandatory in the near future.
- We plan to continue monthly Judges meetings with select department heads and community partners to enhance communication, cooperation, and coordination of court related procedures, in general. Problem resolution is addressed as needed, including time and cost saving when possible. The judges also plan to meet, as needed, with attorneys, the county mediator, and court staff concerning various aspects of the family court proceedings.
- We will continue to educate the public on the operations of the court through our involvement in Learning in Retirement, Leadership Door County and visits to courts by students. Commissioner Moeller plans to meet with local banks to coordinate our service to the public. As time allows, articles may be drafted for the senior center newsletter and/or employee newsletter concerning the need for advance directives.
- Based on the outcomes from their last meeting in 2014, the Family Court Commissioner will meet again with staff of HELP of Door County, Inc. to discuss family court, restraining orders and general court procedures. The Clerk of Court and one or two of her Deputy Clerks of Court, who also work with this agency, plan to attend this meeting in March.

Special issues

- On February 23, 2016, the Supreme Court voted unanimously in favor of a rule that will begin the process of transitioning Wisconsin's circuit courts from a largely paper-based record-keeping system to an electronic filing (eFiling) system. The mandatory eFiling rule (Wis. Stat. § 801.18) will take effect July 1, 2016. As proposed, mandatory eFiling will be implemented first in select pilot counties that already offer voluntary eFiling in civil, family, small claims and paternity cases. The program will then expand in those case types to other counties statewide by the end of 2017. Other case types will be added as court system resources allow, with a target completion date for mandatory eFiling in all case types statewide by December 31, 2019.

We welcome your questions and comments.

2015 ANNUAL REPORT

DOOR COUNTY CORPORATION COUNSEL DEPARTMENT

A. MISSION STATEMENT:

Our mission is to provide legal services, of the highest professional and ethical standards, that facilitate and support Door County's goals.

B. SUMMARY OF RESPONSIBILITIES:

The Door County Corporation Counsel Department attends to all civil legal matters relating to Door County. This includes:

- Prosecute and defend all civil actions or proceedings.
- Interpret the powers and duties of boards, commissions, committees, departments, employees, and officers of the County.
- Serve as legal adviser to boards, commissions, committees, departments, employees, and officers of the County.
- Guardianships and protective placements.
 - ❖ Chapters 54 and 55 Wisconsin Statutes.
- Civil (mental and alcohol) commitments.
 - ❖ Chapter 51 Wisconsin Statutes.
- Land use, zoning, conservation and environmental issues (e.g., agricultural standards and prohibitions, private on-site wastewater treatment systems, and stormwater and erosion control).
- Code drafting, interpretation, and enforcement.
- Employment / Labor Relations.
 - ❖ This encompasses compliance with state and federal employment laws, regulations and rules; legal aspects of hiring, discipline and termination; legal aspects of negotiation, mediation and interest arbitration; legal aspects of grievances, up to and including arbitration; and representing the County in proceedings before the courts, administrative bodies and various agencies.
- Contract negotiation, drafting, review, interpretation, and/or enforcement.
- Foreclosure of tax liens (by action In Rem or In Personam) and sale of tax delinquent real estate.
 - ❖ Chapter 75 Wisconsin Statutes.
- Animal Abuse or Neglect.
 - ❖ Section 95.21 and Chapters 173 and 174, Wisconsin Statutes.
- Ethics and conflicts of interest.
 - ❖ Render (verbal and written) opinions regarding ethics and conflict of interest issues.
 - ❖ Sections 19.21 – 19.39 Wisconsin Statutes.
- Public records.
 - ❖ Sections 19.41 – 19.59 Wisconsin Statutes.
- Open meetings.
 - ❖ Sections 19.81 – 19.98 Wisconsin Statutes.
- Real property acquisition / disposal.
 - ❖ Handle legal aspects of the purchase and sale of real estate by the County.
- Public works projects.
 - ❖ Involved in the legal aspects of (e.g., land use and zoning, financing, risk management, drafting of documents, design, bidding, construction, oversight, and dispute resolution issues) public works projects.
- Director of Family Court Counseling Services.
 - ❖ Corporation Counsel is the Director of Family Court Counseling Services, with the attendant responsibilities and authority as set forth in Section 767.11 Wisconsin Statutes.

- Child Support Agency.
 - ❖ Assists the Child Support Agency on an as needed basis. The Child Support Agency Director, on an as needed basis, serves as Assistant Corporation Counsel and aids Corporation Counsel. The Departments were separate and distinct entities, through 2011, were assimilated effective January 1, 2012, and then torn asunder January 1, 2013.
- Claims against county / officials / employees.
 - ❖ The County's liability insurance is through the Wisconsin County Mutual Insurance Corporation (WCMIC). The scope of liability protection provided by WCMIC is broad. Corporation Counsel oversees and assists outside counsel assigned by WCMIC to defend covered claims.
 - ❖ Defend all claims not covered by County's liability insurance.
- Miscellaneous issues.
 - ❖ Communications, election, information security and confidentiality, intellectual property, parliamentary, referenda, and whatever other legal issues, which may arise from, time to time.
- Interim County Administrator.
 - ❖ Corporation Counsel has been appointed to serve as Interim County Administrator (Section 59.18, Wisconsin Statutes) on two (2) separate occasions [March 27, 2012 (Resolution No. 2012-16) and on October 28, 2014 (Resolution No. 2014-88)]. It is fervently hoped that we shall not pass this way again.

As a general rule, we handle everything in-house. We make very judicious use of outside counsel, and are somewhat unique in this respect.

C. PROGRAM SUMMARY:

Not applicable. As in-house counsel, we are an internal service department. To a certain degree we live vicariously, through the other departments.

D. GOALS / OBJECTIVES ACHIEVED:

The straightforward answer? Maintain the current state of affairs. As with anything else in life, work as in-house counsel is about balance; balancing competing priorities, other's expectations, and our own.

E. KNOWLEDGE SHARING:

Provide legal advice to elective and appointive officials, and employees of Door County. Participate in public forums, to educate the public at large as to various issues.

F. DEPARTMENT BUDGET STATUS:

Adopted 2015 Budget	352,938	Amended 2015 Budget	358,114	Amount Used	357,352	Percent Used	100%
---------------------	---------	---------------------	---------	-------------	---------	--------------	------

Adopted 2015 Counseling Services	3,920	Amended 2015 Counseling Services	6,250	Amount Used	9,688	Percent Used	155%
----------------------------------	-------	----------------------------------	-------	-------------	-------	--------------	------

Adopted 2015 Law Library	11,760	Amended 2015 Law Library	11,760	Amount Used	15,387	Percent Used	131%
--------------------------	--------	--------------------------	--------	-------------	--------	--------------	------

Adopted 2015 Revenue	7,620	Amended 2015 Revenue	9,950	Amount Collected	10,290	Percent Collected	103%
----------------------	-------	----------------------	-------	------------------	--------	-------------------	------

G. OTHER ACCOMPLISHMENTS:

Having an influence within Door County, which involves working together with elective and appointive officials, and employees to tackle problem--not necessarily the big hairy audacious ones but rather the many ordinary things done right each day that in the end make the biggest difference.

H. ISSUES, CONCERNS AND RESTRAINTS:

To use a scientific analogy, it is recognizing (and bringing to light) the existence of the "Mandelbrot Set" ... that there is order in chaos when there is adherence to basic principles and laws.

I. GOALS AND OBJECTIVES:

Having a positive impact. Realizing we are here to counsel and assist Door County's elective and appointive officials, and employees to accomplish their goals.

"The indescribable, innocence and beneficence of nature – such health, such cheer, they afford forever!"
Henry David Thoreau

2015 CASES

TABLE 1:

Opened	391
Closed	178
Pending	213

TABLE 2:**AREAS OF LAW**

Administrative Review	0
Claim	8
Collection	23
Commitments	64
Contract	15
General	112
Guardianships	17
Labor	16
Mediations	49
Open Records	13
Violations	64
Property	10
Support	0
TOTAL	391

TABLE 3:**DEPARTMENTS**

Airport/Parks	9
Building Maintenance	5
Child Support	0
Circuit Court	49
Clerk of Courts	8
Corporation Counsel	6
County Administrator	9
County Board	0
County Clerk	4
District Attorney	0
Emergency Services	12
Finance	10
Highway	14
Human Resource	2
Human Services	91
Information Systems	3
Library	2
Museum	1
Planning	21
Public Health	2
Real Property	3
Register of Deeds	2
Sanitarian	48
Sheriff	56
Soil & Water Conservation	18
Treasurer	16
Veterans	0
UW-Extension	0
TOTAL	391

* Tables do not reflect ongoing cases from previous years.

HISTORY

On December 7, 1976, the Executive & Personnel Committee engaged in discussion concerning the position of Corporation Counsel. The Executive & Personnel Committee recommended that the duties and powers of Corporation Counsel be conferred upon the District Attorney. County Board accepted this recommendation by adoption of Resolution No. 38-76.

Over time, the workload of the Door County District Attorney's Department steadily increased. Effective January 1, 1979, by adoption of Resolution No. 72-78, County Board relieved the District Attorney of the duties and powers of Corporation Counsel, established the Office of Corporation Counsel, and employed a part-time Corporation Counsel.

There was an upsurge in the caseload of Corporation Counsel, particularly with respect to code enforcement matters (i.e., zoning ordinance violations). Consequently, it was deemed necessary to employ a part-time Assistant Corporation Counsel. By adoption of Resolution No. 22-85, the Board of Supervisors authorized the appointment of an Assistant Corporation Counsel to aid the Corporation Counsel in the performance of the duties of Corporation Counsel.

On October 27, 1987, by enactment of Ordinance No. 67-87, the County Board established a full time Corporation Counsel position. County employed its first full time Corporation Counsel and one full-time support staff person, in 1988.

In 1994, County employed a full-time Assistant Corporation Counsel, and an additional full-time support staff person. The Assistant Corporation Counsel time was divided equally between Office of Corporation Counsel and the Child Support Agency.

On May 31, 1999, the Assistant Corporation Counsel resigned. On June 3, 1999, one full-time support staff person transferred from the Office of Corporation Counsel to the Office of County Administrator. Neither position was re-filled.

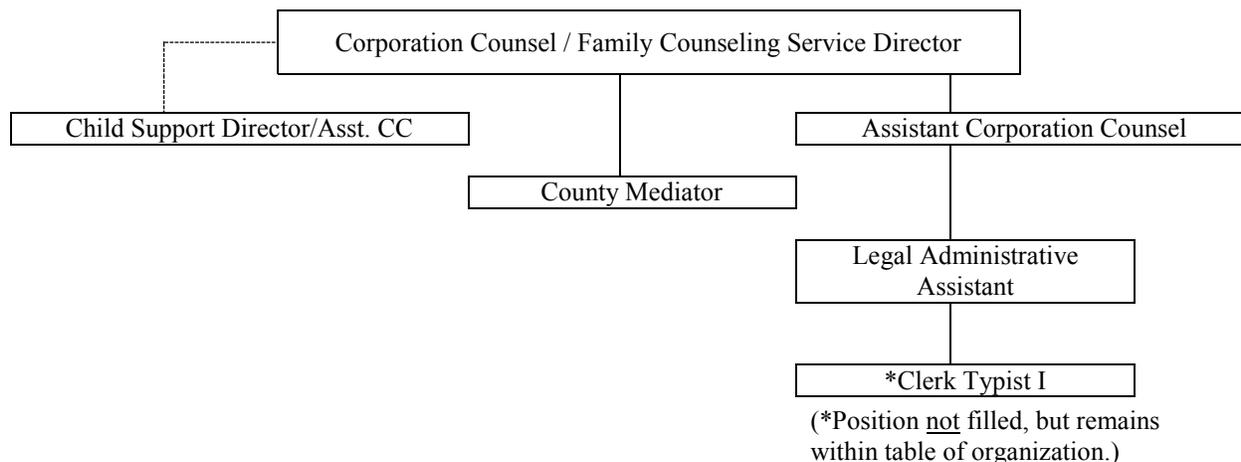
On October 11, 1999, County employed a Child Support Agency Director / Assistant Corporation Counsel. This person is the administrator of, and attorney for, the Child Support Agency.

On September 30, 2002, by adoption of Resolution 95-02, County Board reauthorized the employment of an Assistant Corporation Counsel and Clerk Typist I. The Assistant Corporation Counsel aids the Corporation Counsel and Child Support Agency Director / Assistant Corporation Counsel in the performance of their duties.

In 2005, a decision was made to layoff the Clerk Typist I. This position remains unfilled.

There have been no organizational changes since 2005.

ORGANIZATIONAL CHART (2013)



2015 Staff:

Grant P. Thomas, Corporation Counsel/Family Counseling Service Director

David P. Hemery, Assistant Corporation Counsel

Marie A. Larson, Legal Administrative Assistant

Rodney Dequaine, Child Support Director/Attorney/Assistant Corporation Counsel

2015 Annual Report Door County Clerk's Office

Mission Statement:

It is the objective of the County Clerk and her staff to go beyond the statutes in order to provide efficient, courteous service, in the most cost-effective manner possible, to county residents, the county board, municipalities and other units of government.

Summary of Responsibilities:

The Door County Clerk's office is a State Constitutional office, with the Clerk being elected by the people of Door County. The Clerk has both statutory and non-statutory responsibilities.

The County Clerk's Office issues marriage licenses, timber cutting permits, temporary car license plates, county boat launch permits for the Parks Department and distributes the State dog licenses to local Municipal Treasurers. The office compiles and distributes the Official County Directory for Door County, publishes the Property Valuation Statistical Report and the Proceedings of the Door County Board of Supervisors.

The County Clerk is the official clerk to the Door County Board of Supervisors; responsible for keeping the minutes, records and contracts for the Board and for publishing the minutes and ordinances in the newspaper. All County Board minutes, original resolutions and ordinances are on file in the Clerk's Office.

The office is the information system for the county and the public. The office handles the switchboard operations, directs the public to proper offices, answers numerous questions from the public, reserves meeting rooms for various committees and organizations, maintains the Fleet Vehicle reservations and manages the Mail Department.

The Door County Clerk is the chief election officer for Door County; the office conducts all federal, state, county, local and school elections, in coordination with the municipalities and school districts, to insure that the State Statutes governing elections are carried through. The County Clerk's Office is responsible for programming elections, publishing legal notices, preparing ballots, tabulating results and ensuring the accuracy of all county-wide elections. This office utilizes the Statewide Voter Registration System (SVRS) which will be changing to WisVote in 2016. SVRS is a voter database system which enables the State of Wisconsin to comply with the Help America Vote Act, and provides SVRS service to 18 Door County municipalities.

Goals & Objectives Achieved in 2015:

- ✓ Coordination and purchase of county-wide voting machine replacement (ICE - Imagecast Evolution)
- ✓ Purchase of new election software (Democracy Suite)
- ✓ Attendance at the Wisconsin County Clerk's Association Conferences, Wisconsin Counties Association Trainings/Conferences

SVRS

- ✓ Continuation of record updating and maintenance for 18 municipalities
- ✓ 2015 Elections - February Primary, April Spring Election

Department Budget Status

Approved 2015 Budget	\$204,230	Actual 2015 Budget	\$436,843
2015 Levy Appropriation	\$176,080	2014 Levy Appropriation	\$196,272
2015 Budgeted Revenue	\$28,150	2014 Budgeted Revenue	\$33,725
2015 Actual Revenue	\$169,605	2014 Actual Revenue	\$40,049

Other Accomplishments

- ✓ Fielded and directed 3,800+ incoming phone calls
- ✓ Issued 256 Marriage licenses
- ✓ Issued 506 temporary license plates

Issues, Concerns, Restraints

No issues, concerns or restraints out of the ordinary occurred in 2015.

Goals and Objectives for 2016:

- ✓ Additional training, as offered by the State or other Institutions/Programs
- ✓ February Primary Election, April Presidential Preference/Spring Election, August Partisan Primary, November Presidential Election
- ✓ Coordinate election equipment training for Municipal Clerks
- ✓ Training of Municipal Clerks to maintain certification
- ✓ Coordinate with Municipal Clerks for training of Poll Workers and Certified Chief Election Inspectors
- ✓ Continue to strive to carryout statutorily required duties
- ✓ Continue to serve the public in the most efficient and courteous manner



2015 Annual Report **Door County District Attorney's Office**

Office Personnel:

District Attorney: Raymond L. Pelrine
Assistant District Attorney – Joan M. Korb
 Sally Baudhuin – Office Coordinator
 Lisa Mraz – Victim/Witness Coordinator
 Sally Hall – Admin. II
 Melanie Hoffmann-Hass – Admin. II (Part-time)
 Lisa Giraud – Office Assistant

Summary of Responsibilities:

- Prosecute adult criminal cases occurring within Door County, including misdemeanors and felonies.
- Prosecute juvenile delinquency cases occurring within Door County or where juvenile resides in Door County, including misdemeanors and felonies.
- Prosecute child in need of protection and services (CHIPS) cases occurring within Door County or where juvenile resides in Door County, including cases of child neglect, child abuse, etc.
- Prosecute juvenile in need of protection and services (JIPS) cases occurring within Door County or where juvenile resides in Door County, including habitual truancy, uncontrollability, criminal law violations by child under age 10.
- Prosecute voluntary and involuntary termination of parental rights (TPR) cases occurring within Door County or where juvenile resides in Door County; there is also statutory authority for private individuals to commence voluntary and involuntary TPRs.
- Prosecute state and county civil law violations occurring within Door County, including traffic and non-traffic forfeitures initiated by Wisconsin State Patrol, Door County Sheriff's Department, and Wisconsin Department of Natural Resources; violations of Sturgeon Bay city ordinances, traffic and non-traffic, are prosecuted by the Sturgeon Bay City Attorney.
- Prosecute Open Meeting and Open Record violations.
- Perform special prosecutions as requested by other counties.
- Perform special investigative proceedings such as Inquests and John Doe hearings.
- Provide guidance and training to area law enforcement agencies.

Office Description:

- The position of District Attorney is a State Constitutional Office, per Article VI, Sec. 4 of the Wisconsin Constitution.
- Term of office: 4 years.
- Door County has a full-time District Attorney and one full-time Assistant District Attorney, a full-time Victim/Witness Coordinator, three full-time and one part-time legal support staff.
- The District Attorney and Assistant District Attorney are classified as state employees; with salaries and benefits paid by the State of Wisconsin. Support staff and all other costs related to the operation of the District Attorney's Office are paid by Door County, as required by Sec. 978.13(2) Wis. Stats.
- All prosecutors must be licensed to practice law in the State of Wisconsin; all prosecutors must attend 30 hours of continuing legal education every two years in order to maintain their license to practice law; credits typically earned during summer and winter DA conferences sponsored by Wisconsin Department of Justice; other seminars attended as determined necessary and/or beneficial to the position.
- Victim/Witness Coordinator attends a yearly conference to garner updates in victim/witness services.
- District Attorney support staff belong to the Criminal Law Agencies Support Staff Association (CLASS A) and attend its yearly conference on a rotating schedule. This conference unites the various staff members of District Attorney's Offices in the State of Wisconsin to increase their general and legal knowledge and overall effectiveness through the exchange of ideas, problems and solutions.

Case Statistics

Adult Criminal case filings: (excludes criminal traffic)	<u>2014</u> Misdemeanors: 245 Felonies: 163	<u>2015</u> Misdemeanors: Felonies: 174
Adult Criminal Traffic case filings: (including OWI 2nd or Greater)	<u>2014</u> 112	<u>2015</u> 115
Adult Non-Criminal Citation case filings: (including non-criminal traffic and non-Traffic forfeitures)	<u>2014</u> 3736	<u>2015</u> 3097
Juvenile Case Filings:	<u>2014</u>	<u>2015</u>
Delinquency/JIPS	29	35
CHIPS	27	6
TPR's	6	2
Witnesses Subpoenaed/Notified: (Officer and Non-Officer Witnesses)	<u>2014</u> 1557	<u>2015</u> 1206

Jury Trials:	<u>2014</u>	<u>2015</u>
Felony	2	1
Misdemeanor	2	3
Criminal Traffic	0	0
Non-Criminal Traffic	1	2
Non-Criminal Forfeitures	0	0

Collections**Worthless Check Restitution Collected & Ordered by the Court:**

<u>2014</u>	<u>2015</u>
Collected Prior to Court: \$10,143	Collected Prior to Court: \$10,062
Ordered by Court: \$1,866	Ordered by Court: \$2,273

Restitution Collected and Ordered: (Excluding Worthless Checks)

<u>2014</u>	<u>2015</u>
Collected: \$35,202	Collected: \$19,493
Ordered: \$244,323	Ordered: \$185,644

Total Restitution Collected & Ordered:

<u>2014</u>	<u>2015</u>
Collected: \$45,345	Collected: \$29,555
Ordered: \$246,189	Ordered: \$187,917

DA Surcharges Collected: (Added "Ordered" Amt for 2015)

<u>2014</u>	<u>2015</u>
Worthless Checks: Collected: \$1,409	Worthless Checks: Collected: \$1,312
	Ordered: \$207

All other Cases:
Collected: \$8,173

All other Cases:
Collected: \$3,927
Ordered: \$18,551

Bonds Forfeited by DA (New category for 2015)

2015
\$13,500

District Attorney Budget Status:

	<u>2014</u>	<u>2015</u>
Approved Budget (expenses):	\$344,527	\$352,453
Budgeted Revenues:	\$69,081	\$68,301
Levy Appropriation:	\$275,446	\$284,152
Actual Budget (expenses)	\$356,021	\$352,759
Actual Revenues	\$60,996	\$64,216
Revenues over expenditures	(\$16,026)	\$761
Victim/Witness State Reimbursement	\$39,779*	\$41,457**

(*54% of Victim/Witness Salary & Expenses; **56% of Victim/Witness Salary & Expenses)

Thank you:

On behalf of the office I extend my gratitude to the Administrative Committee and all of you, the Door County Board of Supervisors, for your continued commitment and assistance to my office. If you should have any questions, please feel free to contact me.

Sincerely,

Raymond L. Pelrine

Raymond L. Pelrine
District Attorney
Door County, Wisconsin

RLP/sb



EMERGENCY SERVICES OF DOOR COUNTY

2015 SUMMARY

**Emergency Services of Door County
319 South 18th Ave
Sturgeon Bay, WI 54235**

SUBMITTED BY: DAN WILLIAMS, DIRECTOR

EMERGENCY SERVICES OF DOOR COUNTY

DEPARTMENT OVERVIEW

Responsibilities:

Emergency Services of Door County is responsible to provide basic and advanced life support, emergency 911 ambulance response to the entire mainland of Door County as well as Washington Island from four locations. In addition, we bill, receive and receipt monies for that service.

- **Emergency Management:**
Emergency Management, is a significant part of Emergency Services. Responsibilities include the mitigation, planning, response, and recovery to natural and man-made disasters. This is accomplished through planning, exercises, training, education and public outreach.
- **Ambulance:**
Provide direction to the four stations that provide ambulance response.
Provide direction for the collections and receipting of revenues received for service.
Provide oversight to the county's Emergency Medical Responder groups.

Door County Emergency Services operates from four locations located strategically throughout the county in an effort to obtain response time equity. Three (3) advanced life support ambulances (Paramedics) are staffed 24/7/365. Each ambulance is staffed with two full-time paramedics; Two (2) full-time units are staffed and respond from the Sturgeon Bay station at 319 South 18th Avenue. One (1) full-time staffed unit responds from the Sister Bay station at 2258 Mill Road. Two basic life support ambulances are staffed by paid-on-call emergency medical technicians; they respond from the Washington Island fire station and from the Brussels-Union-Gardner fire station.

The Service Director and Deputy Director's offices are located at the Sturgeon Bay station. The service has 9 ambulances in service. 1 – Brussels; 4 – Sturgeon Bay; 2 – Sister Bay; 2 – Washington Island. It is the most unique service in the State of Wisconsin, in that it is a pure County operated service that serves the entire population of the County. There is another County that is similar, but does not serve the entire County.

Door County emergency medical response is a system that begins with the call to 911. Door County Sheriff's Department civilian dispatchers obtain information critical to properly dispatching our units and provide basic instructions for treatment of the patient prior to the arrival of EMS personnel. The first response typically includes Emergency Medical Responders from one of the 11 groups in the county. An increased level of treatment capability is provided with each subsequent level of dispatched responders. Medical direction is received from the Ministry Door County Medical Center, Emergency Room, with Dr. George Gorchynsky serving as the service Medical Director. Training is provided for the paramedics by Northeast Wisconsin Technical College in the form of monthly continuing medical education sessions, while EMTs and EMR's attend bi-annual refresher courses. An online EMS education program was purchased and is being utilized this year to provide supplemental education which in turn allows for our staff to be better prepared for the unknown situations that they will be placed in.

Emergency Management:

Emergency Management is one of the most misunderstood departments in County Government. There is a tremendous responsibility on the Director and Deputy Director to

assure that the County is protected from manmade and natural disasters. This is accomplished with minimal staff resources. In this day and age with the advent of more severe weather phenomena happening all over the country, it is no longer a matter of if something will happen, but when it will happen.

Due to the significant increase of calls and associated work on the EMS side of our department is becoming extremely difficult to maintain our State Statute required obligation in Emergency Management. There are tasks that we should be doing and providing to the Community that we are unable to do with the current personnel allocation.

EMPG (Emergency Management Performance Grant) program is part of the workload of the EM Director. The main emphasis is preparedness, planning and education and community outreach.

EPCRA (Emergency Planning and Community Right to Know Act) program is a more significant part of the EM Director activity. Responsibilities include, but are not limited to the identification of hazardous substances (HS) and extremely hazardous materials (EHS) in our community and the pre-planning for the accidental release of those materials. Grant administration: Numerous grants are administered through Wisconsin Emergency Management and the Dept. of Homeland Security and our office.

BUDGET OVERVIEW

EMS/EM

Approved 2015 Budget	\$3,871,903.44	Actual 2014 Budget	\$2,547,563.45
2015 Levy appropriation	\$2,654,757	2014 Levy appropriation	\$2,015,588
2015 budgeted revenue	\$1,266,913	2015 Actual Revenue	\$1,094,481.04

Grants received for 2015:

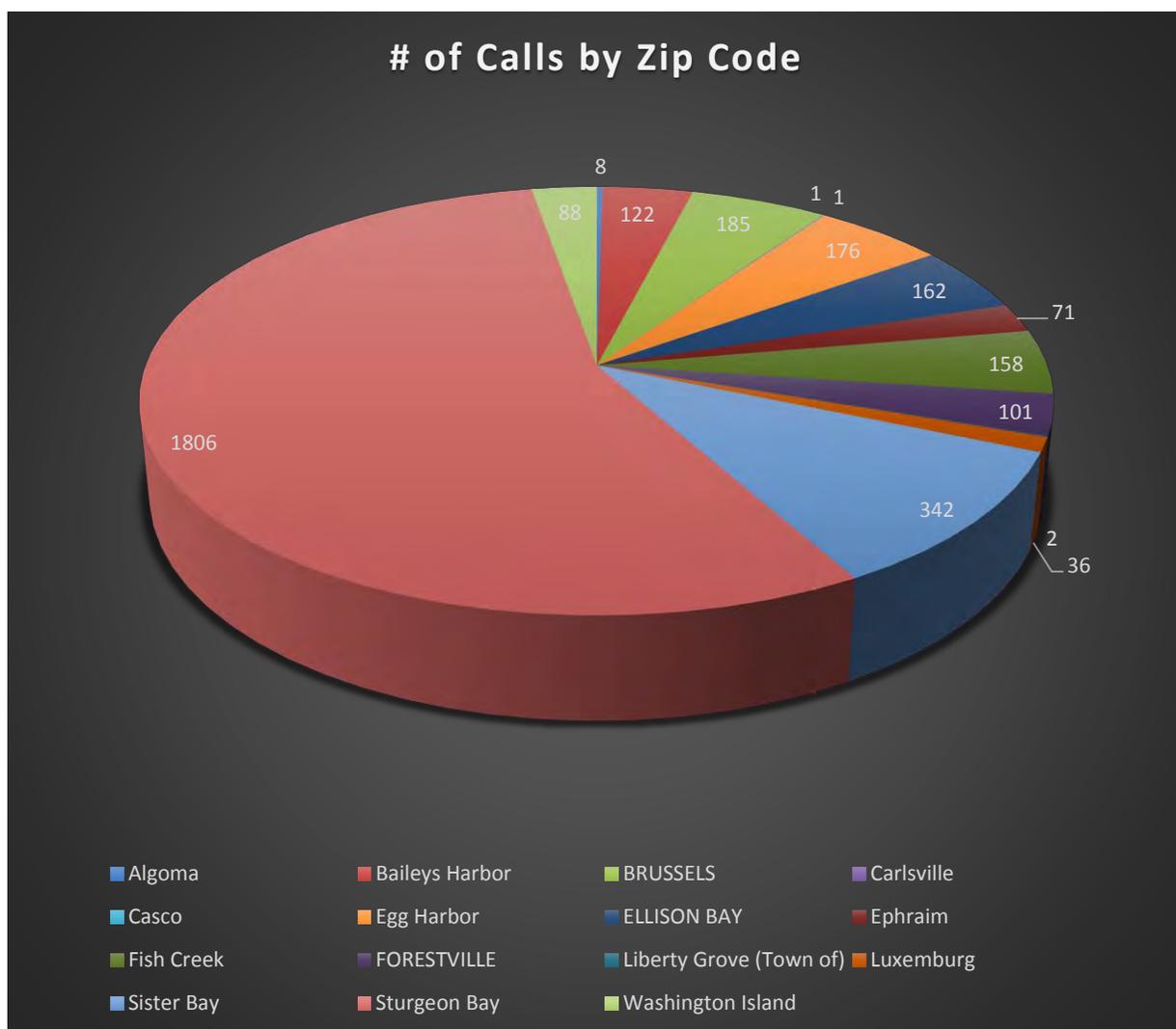
EMPG	\$31,226.49*
EPCRA	\$14,447.00*
FEMA	\$24,750.00
Act 102	\$7,859.47

***Note: The EMPG and EPCRA dollars above total \$45,673.49, which is designed to be an offset for salaries for an Emergency Management position.**

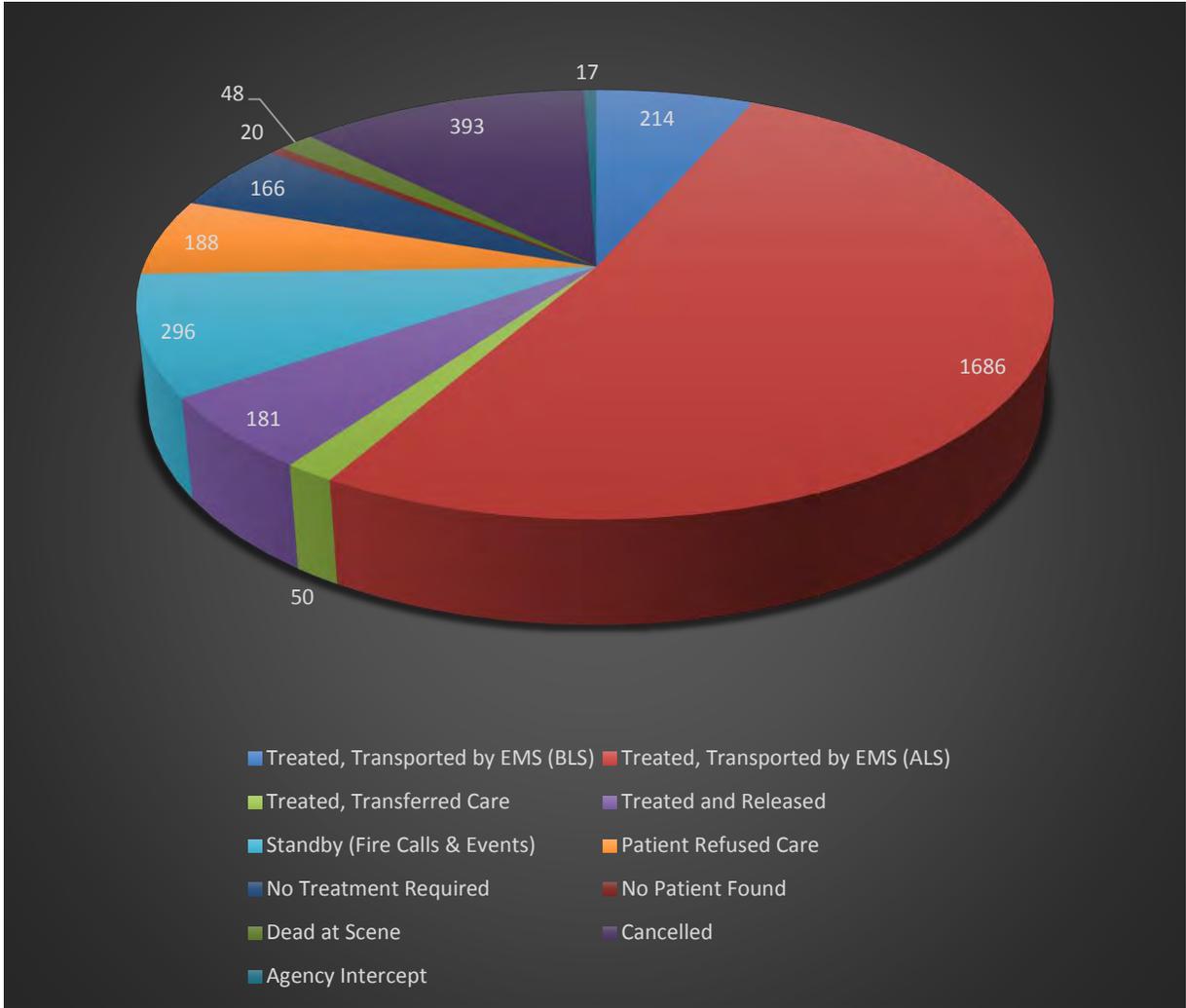
2015 RUN DATA

- **Total Incident Cases: 3,258**
- **Patient Contacts**
 - **Transports - 1909**
- **Top 4 Dispatch Reasons**
 - **Fall Victim**
 - **Chest Pain**
 - **Pain**
 - **Breathing Problems**

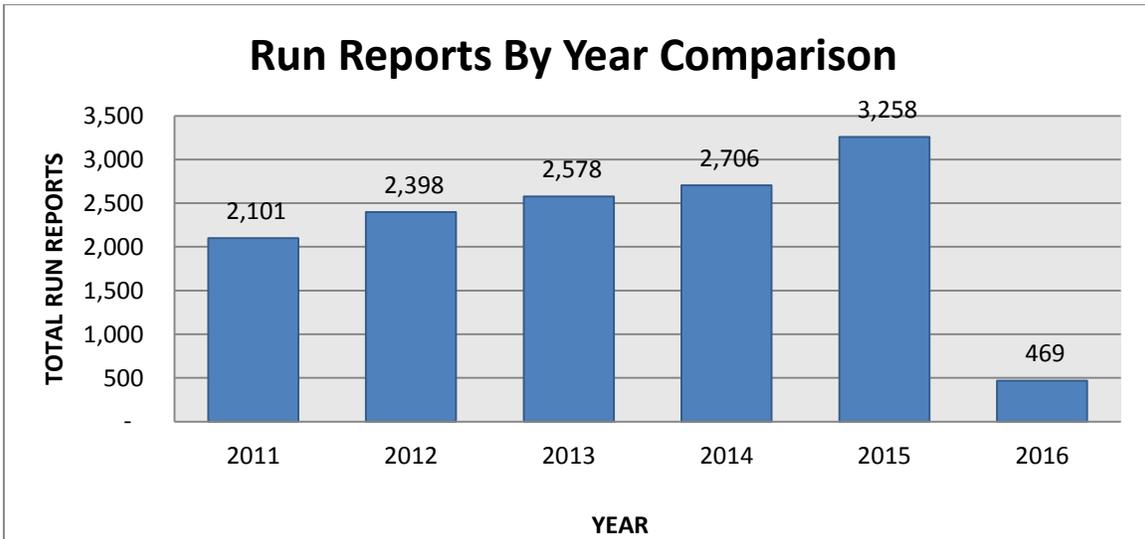
Number of calls by Zip Code.



CALLS BY DISPOSITIONS TYPE



RUNS BY YEAR



2015 HIGHLIGHTS

Operations:

- The hiring of six (6) additional paramedics could not have come at a better time as we experienced a 17% increase in calls in 2015. Added staffing was provided during peak times and special events, which resulted in decreased response times for back up calls and better resource utilization.
- More consistent “flexible Deployment” methods continue to be used between the stations to help cover the zones in the county during peak call periods. This amounts to moving units to different areas for added coverage frequently during the day.
- An enhanced field training orientation program was continued for new EMT’s and Paramedics. This 3 month training period includes ride time with preceptors and testing with the operational medical director prior to being cleared to practice.

Education/Training:

- Staff continues its tradition of training and maintaining required certifications. This includes mandatory refresher training in EMS.

Public Education:

- We would like to develop a department specific webpage that would allow us to push out emergency information in a more timely fashion. The goal is to have public information and other announcements available.
- A Face Book page is maintained for social media.
- Event Standbys for School and Sporting events, parades and other community events is one of fastest growing areas for our service. From May 1st through the end of October there is virtually a special event every weekend that we need to provide staffing and resources for to cover.

Personnel Recap:

- 1 - Paramedic Director
- 1 - Deputy Director
- 18 Full - Time Paramedics (6 New Paramedics Added in 2015)
- 2 - Billing and Coding Specialist
- 28 EMT’s
- 105 EMR’s

ISSUES AND RESTRAINTS

There is no reason to believe that the increases in call volume will do anything but continue to advance. Therefore, more solutions will continue to be monitored and evaluated going forward.

Staffing models for 2016 need to continue to be studied and adjusted as needed based on the experience of the 2015 calendar year.

2015 GOALS

- Enhance the continuing education for the entire staff. **Purchased an on-line education program for staff education enhancement.**
- Work towards the approval and initial phase of building a new Headquarters Station in Sturgeon Bay. **Due to many unforeseen issues this goal was not attained and has been pushed to the 2016 goals.**
- Determine the 10 – 15 year proposed station locations. **This was done and a report was completed as part of the EMS Building Ad Hoc Committee's work.**
- Continue the replacement of old ambulances. **Another unit was refurbished in 2015.**

2016 GOALS

- Continue to develop and design a new Ambulance Station in Sturgeon Bay
- Evaluate and determine the proper resources for the Emergency Management section of our Department.
- Continue the replacement of old ambulances.
- Maintain current programs and work to expand public outreach programs.
- Develop proper rehabilitation program and determine proper personal protective equipment for staff.

2015 ANNUAL REPORT DOOR COUNTY FINANCE DEPARTMENT

Mission Statement

The primary responsibility of the Finance Department is to safeguard the financial assets of Door County. The Finance Department administers and accounts for all of the financial resources of Door County in accordance with County Board policies, state and federal regulations, Generally Accepted Accounting Principles, and Governmental Accounting Standards Board pronouncements.

Summary of Responsibilities

- Preparation and maintenance of Door County's annual budget.
- Annual preparation of Door County's capital improvement plan.
- Preparation and processing of payroll for all Door County employees.
- Preparation and processing of accounts payable.
- Maintain all accounting records for Door County, including general ledger, accounts receivable, and fixed assets.
- Manage and administer all Door County debts.
- Manage and administer all Door County cash and investment accounts.
- Administer unemployment insurance, property and liability insurance, workers compensation insurance, health and dental insurance, retirement program, and deferred compensation program.
- Reconciliation of tax settlements with local municipalities.
- Reconciliation of current and delinquent tax payments.
- Auditing of all county records and acting as primary liaison with outside auditors.
- Provide special financial expertise to the Human Services Department and the Highway Department.
- Provide information and financial expertise to the County Board and to all Door County Departments.

2015 Finance Department Program Summary

Not applicable. We are an internal service department, providing financial and accounting services to all Door County departments.

Goals/Objectives Achieved in 2015

- Smooth transition to replace long-standing Finance Director who retired in January, 2015, and to hire well-qualified staff to fill resulting vacancies.
- Completed 2014 Comprehensive Annual Financial Report for Door County with an unqualified opinion from our outside audit firm.
- Maintained very strong credit rating for Door County (Aa2 from Moody's Investor Service).

2015 Knowledge Sharing

- Provided financial and accounting advice to the County Board and to all Door County departments.
- Leadership Door County Government Day.

2015 Finance Department Budget Status

	<u>2015</u>	<u>2014</u>
Approved Budgeted Expenditures	\$548,872	\$555,695
Actual Expenditures	\$528,958	\$544,022
Budgeted Revenues	\$0	\$200
Actual Revenues	\$15	\$4,395
Levy Appropriation	\$548,872	\$555,495

Other Accomplishments

- Worked with the County Board, the County Administrator and all Door County Departments to successfully complete the 2016 Door County Annual Budget which maintains a high level of services to Door County residents, property owners, and visitors while maintaining fiscal responsibility.
- Remained compliant with the ever-changing requirements of the Affordable Care Act, including the new requirement for 2015 of issuing IRS Form 1095-C to all employees eligible for employer-provided health Insurance.
- Successful refinancing of \$9,710,000.00 of existing bond indebtedness, resulting in estimated savings of \$1,333,851.00.

Issues, Concerns and Restraints

- We will likely need to replace our existing financial accounting software package in the next 2-3 years, requiring a significant investment of financial assets as well as human capital.
- Changes to federal regulations regarding grant accounting, reporting, and monitoring (referred to as "Uniform Grant Guidance") will require significant changes to procedures and processes and additional work on the part of all grant-receiving departments, as well as for the Finance Department who will have to coordinate and oversee these efforts.
- It appears as though Door County will undertake a significant capital project to convert the former Highway Shop into a combined Central Ambulance Station and Human Services Resource Center. This will require a new debt issue as well as financial monitoring of the construction project, which will further tax a limited Finance Department staff that is already working at capacity.

Goals and Objectives for 2016

- To complete the 2015 Comprehensive Annual Financial Report with an unqualified opinion from our outside audit firm.
- To maintain or improve the very strong credit rating for Door County (presently Aa2 from Moody's Investor Service).
- To successfully implement changes to our grant accounting, reporting, and monitoring procedures and processes as mandated by the federal Uniform Grant Guidance.
- To successfully complete a new debt issue for the combined Central Ambulance Station and Human Services Resource Center.
- To provide the necessary financial monitoring for the construction project for the combined Central Ambulance Station and Human Services Resource Center.
- To begin looking for an acceptable replacement to our existing financial accounting software package.

2015 ANNUAL REPORT

DOOR COUNTY HIGHWAY DEPARTMENT

Prepared by: John P. Kolodziej, PE

Highway Commissioner

March 15, 2016

A. Mission Statement

The Highway Department is entrusted with the responsibility for developing, maintaining, and operating a safe and reliable transportation system in the County. It is the goal of the department to maintain the highest quality transportation system possible, with a major emphasis on safety and efficiency, and to reach this goal in a fiscally responsible manner.

The Department also serves as the responsible unit to ensure that the County is operating an effective recycling management programs. The goal is to work with all local units of government to implement this program and provide a resource and distribute state grant funds for ongoing operation.

B. Summary of Responsibilities

The primary responsibility of the Highway Department is the ongoing maintenance, snow and ice control, design, and construction of the 588 lane mile system of County Trunk Highways. Working under contract to the State of Wisconsin Department of Transportation, services are provided to maintain 268 lane miles of State Trunk Highways and 3 lift bridges within the County. Working with local towns and villages the Department provides service to 1174 of the 1743 lane miles of local roads. This equates to 2030 lane miles of maintenance responsibility.

In order to maintain this transportation system, the Department operates 3 shop facilities (Sturgeon Bay, Sister Bay, Brussels), 6 mines that produce an average of 75,000 cubic yards of material per year, a hot mix production plant that produces an average of 53,000 tons per year, 45 full time employees, trucking equipment, grading and construction, bridge maintenance and inspection, and roadway marking and signing.

Another major component of the operation is the procurement and disbursement of diesel and gasoline fuels to County and other governmental units. The Department purchases fuel and disburses the fuel to a total of 45 departments or agencies, with over 521 vehicles. A total of 4 fueling facilities are operated and maintained, Sturgeon Bay (2), Sister Bay, and Brussels.

The Department also is responsible for the Solid Waste Operation. This includes performing the ongoing maintenance and regulatory testing of the closed Door County Landfill, and also the statutory requirements as the responsible unit for recycling programs. The department works with all local units of government to ensure that effective recycling programs are in place to receive state grants for recycling efforts. The grant funds are redistributed to local governments based upon their prorated collection volumes to the total amount collected.

C/D. Program Summary and Goals/Objectives Achieved in 2015

1. Hot Mix Asphalt and Seal Coating Operations

- Produced 62,261 tons of bituminous hot mix for paving projects on county, state and local roads.
- Purchased and placed an additional 2,795 tons of Hot Mix Asphalt from Private sector for local projects.
- Performed resurfacing on 15.51 miles of County Trunk Highways
- Performed resurfacing on 10.36 miles of Local roadways
- Performed chip sealing on 10.21 miles of roads.
- Completed the fourth full year of operating the Hot Mix Asphalt plant using the reclaimed asphalt pavement (RAP) system. Based upon 2015 production, the county recovered 498 tons of Asphaltic Oil in the RAP used to produce the 62,261 tons of hot mix asphalt. This represents a savings of \$261,450 in 2015 in the cost of AC Oil that did not have to be purchased. Since inception the savings from the installation of the RAP system have been \$1,733,033. The cost of the upgrade was \$1,046,781. The net savings exceeded the cost of the upgrade during the 2013 construction season.
 - 2015 was the second full year of operating the hot mix plant using natural gas in lieu of liquefied petroleum (LP) gas. The total project cost to convert to natural gas was \$136,625 in 2013. In 2015 the operation consumed 154,860 therms of natural gas to produce hot mix asphalt at a unit cost of \$1.20 per ton.

2. Mining and Crushing Operations

- Produced 67,096 cubic yards of aggregates at the Ward and Johnson Mines. Also crushed 34,392 tons of RAP material for the hot mix asphalt production.

3. Fuel Handling

- Procured and disbursed 204,089 gallons of diesel fuel at an average cost \$2.96/gallon. The usage of diesel was 37,097 gallons less than in 2014 with a lower cost of \$0.71 per gallon.
- Procured and disbursed 129,955 gallons of gasoline at an average cost of \$2.56/gallon. The usage of gasoline was 461 gallons less than in 2014 with a lower cost of \$0.72/gallon.

4. Construction and Maintenance

- Performed construction, snow and ice control, and routine maintenance for 1175 lane miles of local roads at a total cost of \$4,477,525. (2014 Dollars, 2015 annual report not complete).
- Performed construction and routine maintenance work on 592 lane miles of county roads at a total cost of \$4,810,075 (2014 Dollars, 2015 annual report not complete).
- Performed snow and ice control and routine maintenance on 269 lane miles of state highways at a total cost of \$1,656,772 (2014 Dollars, 2015 annual report not complete).
- Performed maintenance and construction services for other departments at a total cost of \$353,948 (2014 Dollars, 2015 annual report not complete).
- Construction work on County Highways included work on the following:

1. 3.7 miles on CTH F.	2. 3.22 miles on CTH PD.
3. 1.55 miles on CTH U.	4. 2.75 miles on CTH D.
5. .975 miles on CTH O-CTH H.	6. 2.26 miles on CTH Y.
7. 1.44 miles on CTH M.	8. 0.8 miles of Chip Seal Projects.

5. Equipment and Facility Operations

- Maintained over 320 pieces of equipment with a total replacement value of over 17 million dollars. The Highway Department depends on quality equipment to make the transportation operations of the Department run smoothly and efficiently. The net revenue generated by the equipment charges produces the funding for all equipment purchases, therefore there is no tax levy for equipment owned by the Highway Department.
- Acquired new equipment at a cost of \$943,000.

6. Safety and Training

- Conducted 2 department wide safety training days. One for Winter Snow and Ice Control and one for Federal Mine Safety and Health Administration guidelines.
- Sent 8 personnel to additional safety, operations and equipment training.
- Sent 4 personnel to specialized training school for the new asphalt paver.

7. Snow and Ice Control

- During the 2014/2015-winter season approximately 2680 tons of salt was applied to State Roads and 2993 tons was applied to County and Town roads.
- Snow and Ice control charges for 2015 on County Highways totaled \$416,900, Town/Village Roadways totaled \$280,004 and State Highways totaled \$322,973.

8. Solid Waste Operations

- Worked with State and Local officials to ensure compliance for effective recycling programs.
- Door County residents involved in community sponsored programs recycled the following quantities: (The report for 2015 has not yet been compiled). In 2014 County property owners recycled 576 tons of newspaper, 190 tons of magazines, 772 tons of corrugated paper, and 824 tons of commingled aluminum, glass, and plastics.
- Secured \$86,516 in State Grants to offset costs for local communities who have effective recycling programs. Distributed these Grant Funds to 14 local governments who operated recycling programs that met program criteria.
- Secured Household Hazardous and Agricultural grants for clean sweep programs in the amounts of \$9,345 and \$3,115, respectively. In 2016 Clean Sweep collections will be scheduled for early November.

9. State Bridge Operations

- Contracted with the WisDOT for bridge tending and routine maintenance for total charges of \$468,332.
- The Maple/Oregon Bridge was opened 1442 times for 392 commercial and 1050 pleasure vessels.
- The Michigan was opened 3279 times for 1598 commercial and 1641 pleasure vessels.
- The Bayview Bridge was opened 600 times for 163 commercial and 407 pleasure vessels.

10. Local Bridge/Culvert Maintenance

- Coordinated biannual bridge inspection required for all local bridges.
- Coordinated the County Bridge/Culvert Aid Program. The towns of Union, Forestville, Nasewaupée and Gibraltar received aid in the program with the Department performing all of the construction work.

E. Knowledge Sharing 2015

In 2015 Department supervisory staff and operations staff continued meeting with their respective counterparts in other counties to discuss general operations and evaluate efficiencies.

F. Department Budget Status

The 2015 annual financial report of the Highway Department has not been completed and final figures will be available upon completion.

G. Other Accomplishments:

Coordinated and provided oversight on two federally funded grant projects. The CTH A recondition project received funding for the Design work. A project consultant was selected and contract negotiations were completed. The design work will begin in 2016. The project limits were revised due to site conditions that conflict with Federal design standards. The project limits are now on CTH A from CTH V to CTH E. Construction funding has not been secured.

The CTH C (North Duluth Avenue) reconstruction project is also in the design phase. Construction scheduling has been delayed until 2018. Total estimated project cost is \$2,700,000 which includes construction and engineering costs. Grant funds have been secured for the design and construction costs for both of these projects and cover approximately 80% of the total costs. A consultant has been selected for the land acquisition process, which will begin in 2016. All land acquisition costs are being shared equally with the City of Sturgeon Bay.

H. Issues, Concerns and Restraints

The department continues to struggle with receiving adequate amounts of work due to limitations placed on its operations from the Wisconsin Legislature. Examples include a ban of working on construction projects for the City of Sturgeon Bay, regardless of the cost to the City, and the continuing efforts by the State Legislature to block highway departments from performing construction work of other governmental agencies.

I. Goals and Objectives for 2016

- Resurfacing projects on County Highways N, M, U, HH, TT, I and B.
- Seal Coating on 4 to 6 miles of roadways.

The Highway Department takes pride in creating a safe and reliable transportation system not only for County roads, but as we are called upon by local officials and the State to service their roadways. We will continue to endeavor to provide these services in the most cost effective manner possible.

**2015 ANNUAL REPORT
DOOR COUNTY
HUMAN RESOURCES DEPARTMENT**

DEPARTMENT DATA

Employees:	Name	Classification	
	Kelly Hendee	Human Resources Director	FT
	Heidiann Ullman	HR Specialist	FT
	Judy Klimek	HR Assistant	FT

Committee: Administrative Committee

Members: Dan Austad – Chairman

Leo Zipperer

John Neinas

Ken Fisher

Roy Englebert

David Lienau

Richard Virlee

Budget Information: Approved 2015 Budget \$317,089 Actual 2015 Budget \$302,977
2015 Levy Appropriation \$317,089 2014 Levy Appropriation \$317,060

MISSION STATEMENT – HUMAN RESOURCES

Door County Human Resources Team is committed to providing innovative, practical human resource solutions that address business issues.

We do this by:

- Ensuring that employees of the Human Resources Department are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best qualified people, recognizing and encouraging the value of diversity in the work place.
- Providing a competitive salary and benefit package and developing the full potential of our work force by providing training and development for career enhancement.
- Providing a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
- Establishing, administering, and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, County Board directives, and labor agreements.

SUMMARY OF RESPONSIBILITIES

Attract, screen and select job applications, interview, recommend hires. Work with Civil Service Commission to create eligibility lists for Sheriff's Department to ensure filling future openings.

Direct and coordinate an employee position classification system. Review and update job descriptions.

Directs and coordinates Employee Performance Planning and assist department heads on evaluation program.

Administer benefits. Oversee Workers Compensation; Civil Rights Compliance Plan.

Maintain and direct wage and salary programs for employees.

Serves as the organizations primary liaison with employees' representatives for labor unions.

Work with and train employees on areas of employment law and benefits.

GOALS/OBJECTIVES ACHIEVED IN 2015

- ✓ 2015 continued the transition for the County of Door employees, adjusting to the changes brought about over the past couple of years.
- ✓ HR update of all job descriptions and job analysis
- ✓ Training for all department heads and supervisors
- ✓ Presentations by Auxiant to better understand the health plan
- ✓ Pay Plan Review

Benefits:

It has been eight years since Auxiant has become the third party administrator. The County has requested staff representative, Stephanie Steger to be on site on a bi-monthly basis to assist County employees with claims administration. This personal touch has been not only appreciated but welcomed by employees.

Health Risk Assessments were conducted in the fall of the year for employees.

Recruitment and Selection:

Full and Part time Regular Positions Recruited: 83 FT and PT (not included are LTE hires)

Applications Received: 673

Persons Interviewed: 167

Number of Applicants Tested: 70

Sheriff's Dept.: Internal Postings - 5

Loss Control & Safety:

Door County has been pro-active in attempts at keeping our accidents to a minimum. To enhance our loss control and continue to decrease our rates we have committed to continuing our safety training and meetings.

KNOWLEDGE SHARING 2015:

October 30th Rick Beyer from Cities and Villages Mutual Insurance Company put on a comprehensive training session for all department heads, and supervisors. The Human Resources Department continues to sponsor wellness through providing Yoga sessions, and Chair massages and on site flu shots. The Risk Management Committee initiated the creation of a Wellness Team made up of Door County employees.

ISSUES, CONCERNS AND RESTRAINTS:

Due to budget restraints the areas most affected in Human Resources are advertising, and training, not only of the Human Resources staff but all employees, especially supervisors. In an attempt to stay abreast of current and upcoming employment law changes that will have an impact on County government, training dollars will remain to be a challenge.

2016 GOALS OF HUMAN RESOURCES:

Recruit qualified individuals; Retain valuable employees

Implement new software to allow for ease of applicants to apply from anywhere with internet at anytime.

Continue to make quality a part of the way we work, while maintaining a high level of professional Human Resource Services for Door County.

Enhance Human Resources ability to support the County of Door and its goals.

Improve the efficiency and effectiveness of Human Resources.

Maintain the County of Door as a great place to work -- professionally and personally.

Training, development, and education to promote individual success and increase overall value to the organization.

The above summarizes the accomplishments and functions of the Human Resources Department for 2015 and outlines the goals for 2016. Should anyone have any questions about the Department's function and responsibilities, please don't hesitate to stop by our office or give us a call at 920/746-2305. Thank you.

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES (DHS) 2015 Annual Report

2015 was a year of significant change for DHS. We had a significant level of staff turnover including four members of the Management team. One of those changes was the retirement of Deputy Director Roger Tepe in February. Our new Deputy Director, Cori McFarlane, began in May. Much of the year was spent preparing for the transition to Family Care, which was completed in September. This moved the county out of providing long term care services for elderly individuals, adults with developmental disabilities, and adults with physical disabilities. This had a significant impact on the clients, staff, and the DHS budget.

Mission Statement

“The primary mission of the Door County Department of Human Services is to enhance the human well-being throughout an individual’s life-span and to help meet the needs of individuals and families while promoting safety and self-sufficiency in a manner that demonstrates respect and dignity.”

SUMMARY OF RESPONSIBILITIES

The department provided a large array of services that will be covered below alphabetically.

AGING AND DISABILITY RESOURCE CENTER (ADRC) – Patti Peterson provided management of this division through June. We then brought in interim Director Michael VanDyke for the remainder of the year. This unit was crucial in the transition to Family Care and we hired two LTE’s, who worked for six months to provide options counseling to individuals who moved from the County system to Family Care.

The Aging and Disability Resource Center is “one stop shop” for the general public to get information and assistance on services and programs for the frail elderly and persons with developmental or physical disabilities. The primary goal of the program is to help individuals who are over the age of 60, physically or developmentally disabled stay in the community as long and as independently as possible.

The major services offered are: Information and Assistance, Long Term Care Options Counseling, Elderly and Disability Benefit Specialists (to help consumers with issues regarding Medicare and Medicaid, Screening for Family Care Eligibility, and Outreach and Marketing. We had 4971 contacts with individuals over the course of the year.

A subdivision of the ADRC provides Adult Protective Services (APS). Workers in APS investigate reports of suspected self-neglect, neglect, abuse or financial exploitation of frail elderly or individuals affected by developmental disability, alcoholism, or mental illness. In 2015 the APS staff investigated 212 new reports.

In addition to their new investigations, the social workers in this unit provide ongoing case management for vulnerable seniors. This included 31 WATTS reviews, 9 comprehensive Evaluation and 10 Protective Placements/Guardianship cases. This is an increased volume of ongoing cases, some of them remaining from the Family Care transition. As a result of the added work load, one additional staff member was added to APS in 2015.

AGING UNIT (SENIOR RESOURCE CENTER) – Judy Dobbins provided the management for this division through June. She was replaced by Jake Erickson as the Aging Program Manager.

The aging unit along with the ADRC focuses on keeping our senior population healthy and independent so they can live in their own homes as long as possible. One of the most significant services to accomplish this includes the meals program. We have congregate meal sites in Sturgeon Bay, Forestville, Baileys Harbor, Liberty Grove, and Washington Island. The unit also provides the Meals on Wheels program in the immediate Sturgeon Bay

area, and on a limited basis near Sister Bay and on Washington Island. In addition to the hot meals program we provide frozen meals to seniors throughout the county. In 2015 we provided 16,092 meals on site, 13,718 Meals on Wheels, and 6,276 frozen meals. Total Meals Provided in 2015: 36,086.

In addition to the meals, the Aging Unit provides Information and Assistance, Benefits Counseling, Transportation, Alzheimer's & National Family Caregiver Support Programs, Senior Citizen/Low Income Free Tax Assistance, and Activities programming. The activities program focuses on evidence based programs that include exercise, preventive health and other educational experiences to enhance and promote independence by encouraging socialization, good nutrition, and many volunteer opportunities.

BEHAVIORAL HEALTH DIVISION – Manager currently vacant

The Behavioral Health Unit is responsible for providing services to individuals suffering from mental health, alcohol and/or drug problems. This unit oversees and manages traditional outpatient counseling services. We also contract and manage services for residential treatment/inpatient care.

In 2014-2015 the Behavioral Health Unit went through significant staff changes. Currently, five of the six staff in this division have been with the county less than two years. In the midst of this transition, we also began a new program called Comprehensive Community Services. This program will to provide a new array of services with matching revenue to support it.

In 2015, 393 received counseling services and 341 individuals received medication management. 122 individuals who received OWI's received assessments and were monitored for compliance.

The Behavioral Health staff along with the Community Support staff are responsible for providing 24/7 crisis services to Door County citizens. The staff works in partnership with law enforcement and other community partners to assess and provide safety planning for individuals who may be a danger to themselves or others. In 2015, we provided crisis services to 192 individuals and their families.

CHILDREN AND FAMILY SERVICES DIVISION/Child Protective Services & Juvenile Justice – Doreen Goddard, Manager

This program area serves children and juveniles from birth to age 18, as well as their families. We provided initial screening of referrals related to child abuse and neglect or at risk of abuse or neglect. If these reports are substantiated we provide ongoing supervision of these families. This unit also provides supervision of delinquent youth or juveniles in need of protective placement. We also directly provided or contracted for services such as foster care, kinship care, electronic monitoring, shelter care, secure detention, restitution and community service, and parent education. We continue to see a steady increase in referrals over the past several years in all program areas. In child welfare we received 440 referrals which was a 23% increase over 2014. In juvenile justice the number of referrals increased from 50 in 2014, to 90 in 2015.

COMMUNITY SUPPORT PROGRAM – Sheryl Flores, Manager

The CSP program is an off shoot of the Behavioral Health Division. The primary goal of the program is to help individuals with severe and persistent mental illness to lead normal lives and be able to stay in the community. This population often has high incidents of inpatient care. By providing services such as case management, medication management, group counseling or activities, and maintaining community partnerships, we are better able to help these individual stay out of Mental Health Institutions. In 2015 we served 62 individuals in this program.

DEVELOPMENTAL DISABILITIES / LONG TERM CARE UNIT – Cindy Zellner-Ehlers, Manager

This unit has seen the most significant change in Human Services in the past 20 years. All 186 adult clients with developmental disabilities or who were designated as frail elderly clients that the county previously served, were transitioned to Family Care.

Many of these clients had been working with their case managers for over twenty years. This transition was difficult for both consumers and staff, and the planning and work that went into it took months. As a result of this change, six County positions were eliminated.

The result of this change leaves only Children's Services in this division. As a result, beginning in 2016 we have renamed the unit Family Support Services.

The program areas that remain include:

- BIRTH TO THREE EARLY INTERVENTION PROGRAM
Service delivery for these children includes: Special Instruction/Teacher services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services. Seventy children and their families received this service in 2015.
- FAMILY SUPPORT PROGRAM/CHILDREN'S LONG TERM SUPPORT
Service includes: Information/referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking families with other supports. We served 135 children and their families in these programs.
- PERSONAL CARE PROGRAM
Service includes: Access to in-home personal care supports to assist individuals with disabilities with the necessary care, supervision and medical supports to live as independently as possible. We serviced 62 individuals in this program. Many of the clients who received personal care services were transitioned to the Family Care Program. We will transition this program to serve more children in 2016. We continue to run this program as it offsets the cost of placement for many of our mental health clients.
- COORDINATED SERVICES TEAMS (CST)/COMPREHENSIVE COMMUNITY SERVICES (CCS)
This program area's primary responsibility is to provide services to children and their families where the child's mental health and behavioral issues are significantly affecting their lives. The goal here is to help improve functioning in home, school and community and avoid the need for placement out of the home. We served 33 families in these programs. We anticipate the CCS caseload to continue to grow in 2016 and beyond.

ECONOMIC SUPPORT UNIT – Carol Wautlet, Manager

Our Economic Support Unit provided county – wide eligibility determination for major financial programs such as Medical Assistance, BadgerCare Food Share (Food Stamps), Caretaker Supplement, and Wisconsin Shares (subsidized Child Care). In addition, staff networked with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who didn't qualify for our regular financial-related programs.

There was a monthly average of 2,351 Door County FoodShare recipients in 2015. There were 4,333 Medicaid/Badger Care Recipients. Our Wisconsin Shares Program served 66 families. This program provides lower income families a subsidy so they can afford child care and can continue to stay gainfully employed.

Through this unit, we also contract for the Energy Assistance program. The energy assistance program provided help with paying bills and emergency heating assistance for 1090 households in 2015.

TRANSPORTATION PROGRAM – Joe Krebsbach/Robin Mark

The Door County Department of Human Services manages the operations of the Door County Public Transit System which includes the Door 2 Door taxi program. The program is funded through Federal and State transportation funds. The program provided over 42,180 rides to individuals in 2015. This is a 7.4% increase from the previous year.

KNOWLEDGE SHARING IN 2015

A large part of the services done in Human Services are related to collaboration and partnering with other community resources. Individual staff members often provide education to community members, or partner agencies throughout the year. Listed below are some of the more consistent areas staff have been involved in in the past year.

- Interdisciplinary Team for Adults and Elders at Risk – involving multiple community agencies
- Senior Resource Center education programs – on various topics
- Child foster home recruitment and training
- Door County Chapter of the National Alliance for the Mentally Ill and JAK's Place Boards.
- Fiscal Support and participation in the Door County AODA Coalition.
- Participation in Mental Health Focus Group
- Participation in Child Health Team
- Emergency Food and Shelter Network
- Door County Job Center Management Team
- Community forums regarding the transition to Family Care
- Radio spots regarding Birth to Three Early Intervention
- 82 participants in monthly provider trainings
- Education webinar training for parents on autism program changes
- Training for our regional CCS Consortium partners and providers
- Agency-based trainings on Client Rights, Civil Rights, Trauma and Crisis Planning
- Outreach to hospital and law enforcement on crisis services
- Door County Partnership for Children and Families (founding member; ongoing participation in executive committee and various sub-committees)
- Participation on Cradle to Career Steering Committee
- Caregiver Coalition
- Memory Café

BUDGET STATUS

The Human Services budget is actually broken into two separate budgets. The one labeled Human Services covers all program areas with the exception of the ADRC and Aging Programs.

	<u>2014</u>		
	<u>Human Services</u>	<u>ADRC/Aging</u>	<u>Total</u>
Adopted Total 2014 Budget	\$13,860,872	\$1,942,097	\$15,802,969
2014 Budgeted Revenue	\$10,571,032	\$1,344,287	\$11,915,319
2014 Levy Appropriation	\$3,289,840	\$597,810	\$3,878,650
Actual Total 2014 Budget	\$13,043,886	\$1,996,794	\$15,040,680
2014 Actual Revenue	\$10,380,769	\$1,519,527	\$11,900,296
2014 Actual Appropriation	\$2,66,117	\$447,267	\$3,140,384

	<u>2015</u>		
	<u>Fund 240</u>	<u>Fund 204</u>	<u>Total</u>
Adopted Total 2015 Budget	\$13,397,464	\$2,215,101	\$16,312,565
2015 Budgeted Revenue	\$10,080,133	\$1,665,007	\$12,745,140
2015 Levy Appropriation	\$3,317,331	\$550,094	\$3,867,425
Actual Total 2015 Budget	\$11,304,939	\$2,178,024	\$13,482,962
2015 Actual Revenue	\$8,583,077	\$1,703,399	\$10,286,476
2015 Actual Appropriation	\$2,721,861	\$474,625	\$3,196,486

The amounts shown above were prepared by JoAnn Baumann, Door County Finance Department, on March 21, 2015. These amounts are unaudited, and are subject to adjustment.

ISSUES, CONCERNS AND RESTRAINTS

- Our rapidly aging population will continue to increase service needs for this population.
- We continue a multi-year trend of increased referrals related to child abuse and neglect. 2015 also brought an increase of 40 Juvenile Justice referrals. At our current staffing level, keeping up on these referrals will be a significant challenge.
- The number of new staff creates a challenge as staff try and learn their roles in the face of increased referrals in almost all program areas.
- We have such a high demand for service in program areas, we are unable to do any true prevention work to try and change these trends.
- Continuation of State imposed 0% property tax levy limits. Rates for contracted services continue to rise without significant ways to increase revenues to offset those cost of business increases.

GOALS AND OBJECTIVES ACHIEVED IN FULL OR PART DURING 2015

- Complete implementation of Comprehensive Community Services (CCS) – We have moved clients into this program although not as rapidly as we had hoped for.
- Increase revenue by use of CCS program – Reconciliation of these accounts will not be completed until Dec. 2016 based on State process so unsure at this time.
- Stabilize the work force – We continued to have vacancies to fill in 2015. We continue to work on staff moral/satisfaction.
- Complete the transition from the County Based Waiver System to Family Care while continuing to provide high quality service to our customers. - Completed successfully.
- Develop plan for new Senior Center and obtain County Board approval – Still in process.
- Provide up to date required training for all staff members in areas to improve social work skills. – Many staff have been provided training but this is an ongoing need in 2016.

2016 GOALS AND OBJECTIVES

- Improve Staff satisfaction by 10 % as measured by two staff surveys. Focusing on teamwork, trust and communication.
- Improve Customer service in all program areas, as indicated by customer service survey responses.
- Increase ADRC outreach and congregate meal participation by 10%.
- Increase the number of Licensed Foster Homes.
- Reduce Recidivism of Open SPS and JJ Cases.
- Implement Harm Reduction Group for CSP consumers.
- Utilize SAMHSA's Wellness Initiative to increase health service coordination with our CSP consumers
- Increase certified child care providers.
- Move toward a Trauma Informed Agency response

Respectfully submitted by:

Joseph A. Krebsbach, Human Services Director

2015 ANNUAL REPORT DOOR COUNTY INFORMATION SYSTEMS DEPARTMENT

1. **Mission Statement** - The Information Systems department is to develop, oversee, and coordinate all data processing and information management functions for Door County. Insure that adequate services are available to County Departments in order to provide efficient and necessary use of data to render needed services to county departments and taxpayers.

Responsibilities Include:

- 1.1. Work with any county department (department head or staff) requesting service from the Information Systems Department involving the use or support of current computerized data or planned/projected uses. This involves thorough investigation of the actual job that needs to be automated and analyzing the hardware and/or software needed to meet the goals and objectives of the end user. All requests from county departments for computerization or data processing needs come through this department.
 - 1.2. Maintain existing systems. Ensure that data processing hardware and software continues to meet the needs of the users. Modify, rewrite, enhance, or upgrade software that no longer accomplishes these needs. The selection of software may also force hardware upgrades. Continue to supply requesting departments with computerization solutions, and respond to any hardware or software problem that arises.
 - 1.3. Design and Maintain the "Network" that interconnects all these systems. This includes the wiring infrastructure and electronic switches that are located in various buildings throughout the county.
 - 1.4. Try to keep abreast of current trends and solutions available to us to meet the needs of our users by using books, manuals, magazines, the internet, seminars, vendor specific user groups and classroom training. This is a very rapidly evolving field of work, with new software and hardware being developed and released monthly. It is also a time where dissemination of information via the Internet is becoming the norm or expectation of our constituents.
 - 1.5. Assist departments with dissemination of their specific information via the internet. Specific examples can be found at Door Counties official web sites:
 - 1.5.1. www.co.door.wi.gov – The official web site of Door County Government. Hosted by the state of WI. Basic DC departmental information, agendas, minutes, announcements and links to associated data.
 - 1.5.2. <http://map.co.door.wi.us> – Updated the GIS Web Site hosted by Door County. This site has links to individual departmental pages hosted by this site. It is also the jumping off point for any land records search.
 - 1.5.3. Not listed here are two web sites used to publish internal applications and centralized email to a growing mobile work force that have a broadband Internet connection.
 - 1.6. Formal and informal training of end users if requested by a department or end user.
 - 1.7. Develop and manage an annual budget (computer hardware/software, telephone, GIS, CATS projects) for all County Departments that have requests. By doing so, the county has insight on technology costs as a whole or in granular departmental views. Attempt to perform the budget cycle in a fair and efficient manner across all departments based on both short term and long term planning.
2. **Geographic Information System(GIS)**-Provide mapping products, services, and expertise for Door County as requested by various departments and the general public.

Responsibilities Include:

- 2.1. House the Land Information Office (LIO) and the LIO coordinator. (Tom Haight) The LIO coordinator reports directly to the Information Systems Committee.
- 2.2. Function as technical support for those departments with computerized mapping equipment in place.
- 2.3. Provide to the public for a fee various data sets and technical expertise as requested. In 2010, via Door County Board Resolution 2010-63, the Land Information Council (LIC) was created. The Land Information Council is to review the priorities, needs, policies of, and advise the County on matters affecting the land information office. The LIC was setup as an advisory committee to the IS Committee.
- 2.4. To administer, coordinate, and/or review various departmental project activities with the mission of improving the County's methods of organizing, storing, integrating and disseminating the various types of land records information.
- 2.5. Based on input from the departments, the public and the state, write/rewrite the Land Information Modernization plan every five years. The plan can be viewed at: http://map.co.door.wi.us/gis-lio/Plan2005_LIM.pdf Monitor and administrate the grants that are available to Door County for Land Record modernization.

3. **Telecommunications**-Manage and respond to any requests, suggestions, or problems that may come up with the Telephone System, Voice Mail system, Cellular phones, pagers and miscellaneous phone circuits used to conduct County Business.

Responsibilities Include:

- 3.1. Maintain and operate the Tapit telephone accounting system. Produce monthly reporting to all departments on their specific telecommunication costs.
 - 3.2. Project future communication budget needs of all departments based on current call data from the following vendors: CenturyTel, Frontier, AT&T and Cellcom.
 - 3.3. The negotiation of all long term telecommunication contracts for local, long distance and cellular service.
 - 3.4. Tasking also includes configuring new phones, changing configurations of current phones, trouble-shooting and repair of existing phones, and almost all associated telephone wiring. The County phone system supports analog phones, digital phones, modem lines, and fax lines - all installed and supported by the IS department.
 - 3.5. In 2010, the County Board changed the Communication Advisory Technical Subcommittee (CATS) from advising the Law Enforcement Committee, to an advisory committee to the Information Systems Committee. The CATS committee is primarily focused on the Public Safety Communication infrastructure and systems. This infrastructure continues to migrate to a digital verses analog technology, and all projects, upgrades or changes to the Public Safety System are approved by the IS Committee.
4. **Electronic Security** - The department manager is entrusted the responsibility of County Security Officer (CSO) as it relates to information that is housed in various electronic systems. The manager via his subordinates and input from the departments ensures that digital data remains secure. This job ensures that there is ample protection of any digital data the department has control over, protects county data from any unauthorized access or manipulation, and serves as the major contact/liaison between most of the State of Wisconsin provided systems and the County of Door.

General Accomplishments / Goals / Objectives for 2015

Information Systems Department

- Day to day, month to month and annual operations of the Door County Data Network
- Performed routine maintenance, backups, and log checking of the data network
- Various technology training as time allowed for IS staff
- Completed the Sophos Active / Passive 430G install. New filtering rules.
- Completed the new Cisco 4510 install at the Justice Center. Then with a spring network outage, completed the new Cisco 4510 Install and MDF cleanup at the Government Center.
- The IS Department updated the Citrix underlying hypervisor from 5.6 to 6.2 then, later in the year (Labor Day Weekend) upgraded the entire environment (Infrastructure and Desktop) to Version 6.5
- Added 4 used SAN nodes to DATASAN02 that in essence doubled its capacity for continued growth for our PC servers.
- For the Sheriff Department, the ISD replaced 10 MDC's with 10 new Panasonic CF31's. Across the entire fleet, we put in all new CradlePoint 4G radios for better connectivity back to the DC network.
- The IS Department spent a great deal of time with the NSIGHT fiber runs to the Mill Road Pit, Andres Pit and Brussels Hill county sites. We also ran new Door County fiber laterals to Sevastopol, and Southern Door School districts.
- In late 2014, early 2015 we had to re-run the Jail Security RFP as a Prevailing Wage job. Faith Technologies was awarded the wiring and camera installation contract, and were a pleasure to work with on this project.
- In 2015, we restructured the IS department out of normal annual budget process. In early 2015, we asked to restructure the department creating an Assistant IS Director position. After the approval process was vetted, we filled the position with Jason Rouer.
- In 2015, we ran the Brussels Hill Migration RFP, and RFP re-bid after original bids came back higher than expected. IS worked with the Finance Department, Finance Committee and the County Board to seek additional dollars to cover all costs as quoted, and the County decided to forego the demolition of the abandoned tower till a later date.
- Working with Public Safety staff and Bay Electronics, we addressed and fixed the Ellison Bay interference issues.
- In 2015, IS added more IBM HS22 blade servers to host the virtual environment. We were notified on the Labor Day weekend Citrix upgrade, that the IBM HS22 platform was no longer supported by the Citrix Hypervisor we are running. Thus in 2016 and beyond, it will be time to consider a compute upgrade.
- The IS Department Moved multiple individuals in the Human Service Department from 1st to 2nd floor at the government Center and now out to the Senior Resource Center (SRC) and temporary SRC trailer.

- We worked with our Human Services vendor TCM and the other member consortia to identify what was needed to secure TCM for various compliance. Multiple Committees and the County Board agreed to move forward with additional funding to make those changes to the software by October 2016.
- Throughout 2015, we worked with DC maintenance staff, to finalize the install of the new AV security system and Circuit Court AV system. Much of it revolved around the demolition and removal of the old AV systems that were in place.
- In 2015, the IS Department continued support for the City of Sturgeon Bay School District for off-site tape backups through the Charter Dark Fiber Network under an intergovernmental agreement. In 2015, the IS Department assisted with bringing the SBSB into the IP Configure video recording world with 32 additional high definition cameras. The ISD Helped as needed with the Sturgeon Bay School District migration from HP 10/100 switches to all new HP 10/100/1000 HP Gear. And then mid-year, renegotiated the tech support contract with SBSB to a reduced amount from prior years.
- In 2015, the IS Department continued with the City of Sturgeon Bay for technical support of their network, software, hardware and phone system. The current contract term ends February 28th 2017.
- In 2015, the IS Department continued support for the Sturgeon Bay Utilities for technical support services for their phone system and parts of their PC network as it relates to the interconnect to Door County.
- In 2015, the IS Department continued with a time and materials contract with the Village of Sister Bay for technical support of their hardware, software and network.

Geographic Information System(GIS) / Land Information Office (LIO)

- Continued enhancements and ongoing maintenance to the Door County Web Site including creation and implementation of departmental web sites hosted by the web based GIS server. This also included updates to existing departmental web sites as information changed throughout the year
- Handled multiple mapping requests for the public and DC Departments as needed
- In 2015 rewrote, completed the new Door County Land Information Modernization plan.
http://map.co.door.wi.us/gis-lio/Door_LIM-Plan_2015.pdf
- Continued with the conversion process for editing parcel data via the Real Property Listing office. Vendors were contacted and exercised as to the best practice methods, and a vendor chosen. This project will be ongoing for some time.

Telecommunication Systems / Public Safety Communications

- Day to day, month to month and annual operations of the Door County Phone Network (Approximately 750 nodes)
- In 2015, the IS Department via the CATS committee was integrally involved with the completion of the simulcast radio installation at all supported sites.
- In 2014, the IS Department and the Corporation Counsel Department via CATS were integrally involved with the Verizon Brussels Hill negotiation for a private / public tower sharing project. Final contracts were completed and construction was started. In 2015, Verizon built the tower. The County put an RFP on the street to migrate their Public Safety radio gear to a new shelter at the base of the Verizon tower, and migrate all gear to the new Verizon Tower.
- In 2014, the IS Department via the CATS committee was involved with the FEMA grant process for simulcast paging. The County, in the end decided to fund simulcasting all four (4) channels. Fire, Police, EMS and paging. Was a huge undertaking under a tight timeline? In 2015, the system was inspected and signed off as complete. County will assume ownership of the system (All backend infrastructure) on 2/1/2016.

Department Budget Status:

Approved 2015 Budget	1,618,348	Actual 2015 Budget	1,425,466
2015 Levy appropriation	1,216,392	2014 Levy appropriation	1,185,400
2015 budgeted revenue	401,956	2015 Actual Revenue	185,269
		2014 Actual Revenue	205,371

Grants received for 2015: None

Issues, concerns and Restraints:

A restraint or concern remains that the IS department is a limited resource, and yet the need for our services continues to grow. As new systems and/or clients are added to the IP Network, the need to support those systems effectively becomes a larger burden on IS staff. As an example, in 2015, it includes an all new AV system for the Circuit Court system and High Definition cameras for the Justice Center and School District of Sturgeon Bay.

Appropriate staffing with the appropriate technical skill sets is a continued concern as new systems are added, or older systems continue to age, and yet still do what is needed but need changes or minor updates. How does the IS

department stay in front of it all with current staffing? With the reduction in staff, it is hard for anyone to step out from day to day operations for additional training. With the frozen compensation plan for the majority of the department, how do we incentivize individuals to go beyond the current technology already in place? How do we ask them to step out of their comfort zone or explore new solutions for our departments? In an effort to acquire answers to some of the questions above, late in 2015 funding for a Performance Audit of the IS Department was secured in the 2016 annual budget. Hopefully the audit can assist with getting answers to some of those questions.

As the County continues to look at Governmental efficiency and better ways to serve our constituents, I believe they will continue to look to Information Technology solutions to assist them in making their departments more efficient. This will continue to drive the need for qualified technical support of those systems.

Goals and Objectives for 2016:

- Continue to have fun in what we do by providing solutions to the technical challenges we find in a government environment.
- Continue to research Information Systems and Information Technology that will enable the County and City departments we support meet their ever shrinking budgets and yet provide equal or better service to their constituents.
- Continue to spend the major part of the year maintaining a 500 node PC network, 750 node telephone network so that it remains highly available to all departments who depend on the network to function in a normal business setting. This includes software and hardware upgrades as needed or budgeted, technical support, education and researching new technology that may be applicable to our business process.
- Work through the annual CIP and budget process within the constraints of the 2015 parameters put on us by Door County, the Federal Government or the State of WI.
- Start implementing Windows 10 both in physical and virtual devices.
- Migrate off of all Windows 2003 servers as they are no longer supported.
- Research and implement a new or upgraded phone switch as outlined in the CIP.
- Research and implement a new E911 System as outlined in the 2012 CIP.
- Continued PC based application virtualization using both the Citrix XenApp and Citrix XenDesktop environments.
- Continued enhancement of the back end server infrastructure, network, SAN infrastructure and related server systems that support the enterprise.
- Continued upgrades as warranted to the existing network between the Government Center and Justice Center and flatten the subnet infrastructure of all buildings in the network.
- Continue to be a leader in the build out of fiber optic connections that interconnect County, Municipal and Public entities in Door County as needed.
- Get IS staff to technical training as needed.
- Continue to study technology as it relates to DC Government Efficiency. Based on feedback from departments, DC Committees, DC Supervisors, the County Administrator and internal IS Staff, assist in implementing technologies that make DC more efficient.

Respectfully Submitted by: Tim Ullman
Door County Information Systems Director

2015 ANNUAL REPORT COUNTY OF DOOR - DOOR COUNTY LIBRARY



Mission Statement

The mission of the Door County Library is to provide all County residents and visitors a comprehensive collection of materials in a variety of media that records human knowledge, ideas and culture; to organize these materials for ready access, and to offer guidance and encouragement in their use.

Summary of Responsibilities

The Door County Library....

- Procures, processes, organizes and shares book, media, periodical and online resources for circulation to the public.
- Answers reference questions in person, by phone, or via online databases and online chat sessions.
- Provides informational programs for adult and children's audiences.
- Provides access to library services at eight sites; Baileys Harbor, Egg Harbor, Ephraim, Fish Creek, Forestville, Sister Bay/Liberty Grove, Sturgeon Bay, and Washington Island.

Department Programs

Meeting Rooms – 4 meeting rooms at Sturgeon Bay open for community use.

Public Use Computers – 74 computers available county-wide. Wireless access at all 8 library locations.

InfoSoup – Online catalog which incorporates readers advisory and reference guidance. We belong to InfoSoup with 30 public libraries in northeastern Wisconsin.

Delivery – Library users may order a book from any InfoSoup library and it is delivered to the library of their choice.

Goals/Objections Achieved in 2015

- Digitized Door County Advocate through 1970.
- Produced Door County Reads 2015.
- Budgeted for open hours increase at Egg Harbor Branch.
- Enabled wireless printing at all branches.
- Created responsive (sizes for individual devices) website.

Knowledge Sharing 2015

	<u># of Programs</u>	<u># of Attendees</u>
Adult Programs	76	1,825
Children Programs	423	13,832
Literacy Programs	4	3,317
Drop-In Programs	<u>30</u>	<u>1,184</u>
TOTALS	533	20,158

Department Budget Status

Approved 2015 Budget	1,672,743	Actual 2015 Budget	1,659,148
		2014 Levy appropriation	1,555,958
2015 Levy appropriation	1,565,525	2015 Actual Revenue	109,457
2015 budgeted revenue	107,218	2014 Actual Revenue	115,325

Grants

- Nicolet Federated Library System \$ 3,030
 - Friends of Door Co. Libraries \$ 18,867
 - E-Rate \$ 2,782
 - Door Co. Library Foundation \$ 21,462
- \$ 46,141**

Other Accomplishments

- Library Visits = 281,989
- Circulation = 342,166
- Public Computer Use = 48,457

Issues, Concerns and Restraints

InfoSoup is supported in large part by the Outagamie Waupaca Library System and the Nicolet Federated Library System. Our entire resource database, all digital infrastructure, and all of our InfoSoup delivery (including between Door County branches) are provided by NFLS. State budget issues may decrease the level of these services or require significant increases in our cost share. There is a 3-year study underway to reinvent public library systems in Wisconsin.

Goals and Objectives for 2016

- Secure funding for and complete Advocate digitization through 1979.
- Secure funding for and implement Door County Reads 2016.
- Create and implement mailed service priorities survey.
- Populate natural landscape at Sturgeon Bay with sculpture and signage.
- Offer guidance on library portion of Egg Harbor building program.

2015 Annual Report

DOOR COUNTY HISTORICAL MUSEUM

Mission Statement: Our mission is to preserve and promote Door County history. We do this through the use of educational displays, audio/visual productions, community outreach programs and general assistance with historical questions and issues.

Summary of Responsibilities:

- Create and maintain exhibits
- Provide programming for youth and adults
- Fulfill requests and answer questions from the general public
- Organize and catalog the collection
- Promote and market the museum

Goals/Objectives Achieved in 2015

1) Continue to work toward the goal of expanding the museum and archives according to the proposed plan.

The museum accepted small donations and grants for the museum/archives expansion project. Consultation was done with David Allen of Development for Conservation LLC to get advice on getting our Capital Campaign moving in the right direction. The museum worked with Administration to create a Program Administrator Position to move forward with developing a Strategic Plan and begin planning for a Capital Campaign for the museum expansion.

2) Develop and document the collection of Door County historical items.

Museum staff completed accessioning the 2015 donations and continues to work backward digitizing past accessions so that they may be more manageable and searchable. Three staff members participated in a three day PastPerfect webinar to learn how to more efficiently accession the items. In 2015, 34 people donated a total of 193 items to the museum. Some of the highlights included a ship model of the Erie Hackley made by a local resident, two framed photos of 24 IOOF members from the early 1900s, a collection of awards and paperwork from a county WWII soldier killed in the Philippines during the war and a history of the Lake & Bay View Bus Line that operated in Door County until the late 1960s. Some additional items brought in were transferred to the Archives.

3) Become a key facility for learning about and researching the history of Door County.

Continuing to accession the collection with the Past Perfect Museum program makes this goal much easier to achieve using the search features of the program. Items put on exhibit this past year include new items donated in 2015, items from the collection unearthed when cleaning the storage area, three new birds mounted and added to the wildlife diorama by taxidermist, Mike Orthober, and many new items of Door County relating to Door County families and businesses. In addition, many historic photographs were catalogued and are in the process of

being scanned and displayed. Research assistance was given to several local journalists writing articles for Door County Living, Peninsula Pulse and Door County magazine, several authors researching their books, local teachers looking for background for class activities, and many individuals researching their families.

4) Promote the museum and archives to a wide variety of patrons from the local community and beyond.

The museum sponsored several events to bring visitors to the museum:

Taxidermy by Mike Orthober – On three different occasions, this master taxidermist and naturalist prepared a bird for the museum’s *Seasons of Life* display. He answered questions and educated visitors about his craft as well as Door County’s animal and plant life. Mike also presented his taxidermy program to at least six Road Scholars groups that come from all over the USA.

Holiday by the Bay – Through a partnership with the Sturgeon Bay Visitors Center, Santa Claus greeted children and families in the museum’s antique sleigh. This event is very popular and gives many local families with children their first exposure to the museum.

5) Collaborate with other historical groups.

The museum staff works closely with the Door County Historical Society (and its Heritage Village at the Crossroads) and the Heritage Alliance of Door County (HADC) (assisted with production of historical brochure highlighting all the local historical societies). During 2015 the museum staff collaborated on various projects including photos for a Wisconsin Public TV producer of historical programs; Door County Visitors Bureau (hosted travel writers from US & Canada), and Peninsula Genealogical Society (research on local drug stores for a historical presentation). Several of the other local county Historical Societies contacted the museum requesting information.

Knowledge Sharing 2015

The museum staff provided programs or assisted with research or programming for groups or businesses including: Learning in Retirement classes, Heritage Village at Crossroads, Leadership Door County, Door County Schools, Door County YMCA, Paragon Community Services (for adults and children with disabilities, Segway tours, Road Scholars tours, Door County Visitor Bureau. A display of one room schools of the northern Door area was furnished for the Baileys Harbor Library. Several projects were researched and photos provided for the Door County Living magazine and the Peninsula Pulse as well as historical photos for a couple of local businesses. The staff also, on a regular basis, fulfilled requests and answered research questions from individuals. Filming was done in the museum by Door County Daily News and the DCVB for promotion of local attractions. Photos were taken by a local author doing a coffee table book about Sturgeon Bay.

Department Budget Status

Approved 2015 Budget	\$51,353.00	Actual 2015 Budget	\$43,609.62
2015 Levy appropriation	\$51,353.00	2014 Levy appropriation	\$51,236.00
2015 budgeted revenue	00	2015 Actual Revenue	\$ 7,571.29
		2014 Actual Revenue	\$ 5,980.83

Goals and Objectives for 2016

- Continue to work toward the goal of expanding the museum and archives according to the proposed plan.
- Encourage the donation of historical items from the local public.
- Become a key facility for learning about and researching Door County history.
- Promote the museum and archives to a wide variety of patrons from the local community and beyond.
- Continue to collaborate with other historical groups.

Sample Comments from the museum's guest register:

- Cool, awesome, amazing, delightful museum!
- We come here whenever we are in Door County
- Fantastic treasury of natural and historical artifacts
- One of the best local museums we have visited
- Best museum in town!
- I'll be back with grandkids.
- Love the hands-on experience.
- The taxidermy display is amazing
- Loved the scavenger hunt and jail
- Divino (Argentinian visitor)
- Best museum ever visited in U.S!
- Beautiful—brought back memories of picking cherries in my childhood
- Thanks for help on genealogy
- Beautiful displays—well laid out—loved the village
- Brilliant—outstanding museum
- What a gem! We'll be back
- Good things in a small package—outstanding museum
- Outstanding—we will tell our friends
- The most impressive museum I've ever seen
- Love our museum, always a must see for our visitors
- One of the nicest museums we have seen, we are history buffs

2015 ANNUAL REPORT

DOOR COUNTY PARKS & AIRPORT DEPARTMENT

DOOR COUNTY PARKS



Scenic Overlook of Green Bay at Ellison Bluff County Park

Mission Statement: Provide a coordinated park and outdoor recreation program including the development of park and recreation facilities to meet the needs and demands of Door County residents and visitors.

DOOR COUNTY CHERRYLAND AIRPORT



Mission Statement: The Door County Cherryland Airport will provide airport support services, planning and development to provide a safe, modern and efficient transportation facility for our citizens, air travelers and airport tenants.

Summary of Responsibilities:

Door County Parks, with oversight from the Door County Airport & Parks Committee, administers the programs and policies approved by committee and governed by Chapter 12 ordinances. The responsibilities include acquisition, development, improvements, and maintenance of 19 county parks totaling 1000 acres and including 12.5 miles of state trails, 7 boat launch facilities, 18 restrooms, 3 “Welcome to Door County” signs, and miscellaneous buildings totaling over 85,000 square feet. Additional responsibilities are the collection of lease, rental, and boat launch fees, budget preparation & administration, procurement of state & federal grant funds, and oversee construction of capital projects. Also administers the State of Wisconsin Snowmobile Program for Door County, which includes writing funding grants for trail program, review and approving funding for 7 local clubs maintaining the 213.8 miles in Door County.

The Cherryland Airport, with oversight from the Door County Airport & Parks Committee, administers the programs and policies approved by committee and governed by Chapter 13 & 14 ordinances. The responsibilities include maintaining 24/7 availability status, facility operations pursuant to federal grant assurances, farm land, hangar land & building rental lease agreements(64 total), collection of lease, rental and fuel flowage fees on monthly, quarterly, annual basis, budget preparation & administration, procurement of state & federal grant funds, oversee construction of capital projects, development, improvements, and maintenance of facilities & grounds: pavement surfaces, runway approaches, nav-aids, vis-aids (runway lighting), lawn mowing, and snow removal.

Goals/Objectives Achieved in 2015:

- Finished Phase 1 (exterior of the Lighthouse and Keeper’s Residence) for the Cana Island Light Station Restoration project
- Installed a bridge and new vault toilet restroom building at Sugar Creek County Park
- Hosted the 11th annual Door County Triathlon at Murphy County Park- the event continues to be sold out and is a huge success for everyone involved
- Began implementation of the management plan for the Horseshoe Bay Cave- coordinated the first organized group tours of the cave in Sept for school group and general public
- Conducted a detailed cave survey/map of Horseshoe Bay Cave
- Friends of Door County Parks System provide funding assistance for the following projects: bridge/new restroom project at Sugar Creek County Park; re-creation of original entrance sign at Murphy County Park, and installation of a flagstone accessible path to the gazebo at Cave Point County Park
- Began the process to update 5-year plan for the Door County Parks System
- Secured funding for the reconstruction of East-West airport runway project
- Cleared airport runway approach obstructions – trimmed trees down to the easement height on the east end of the East-West runway

Knowledge Sharing in 2015:

- Attended annual Wisconsin Park & Recreation Association Conference
- Attended annual Wisconsin Aviation Conference
- Attended WI Bureau of Aeronautics workshop in Madison – one on one meeting with state staff to review upcoming airport projects and funding
- Attended Wisconsin Bureau of Aeronautics Airport Operations & Land Use Seminar
- Attended Wisconsin Park & Recreation Association Spring Workshop
- Annual Committee Parks Tour - Took Committee on a two-day tour of County Parks

Budget Status for 2015:**Parks Department Budget**

Approved 2015 Budget	\$824,717	Actual 2015 Budget	\$859,418.28
2015 Levy Appropriation	\$649,767	2014 Levy Appropriation	\$654,255.00
2015 Budgeted Revenue	\$174,950	2015 Actual Revenue	\$407,554.24
		2014 Actual Revenue	\$412,169.89

Cherryland Airport Budget

Approved 2015 Budget	\$459,288	Actual 2015 Budget	\$311,164.64
2015 Levy Appropriation	\$222,308	2014 Levy Appropriation	\$242,182.00
2015 Budgeted Revenue	\$236,980	2015 Actual Revenue	\$58,145.22
		2014 Actual Revenue	\$198,909.00

Grants received for 2015:

Federal Aviation Administration AIP 3-55-0082-08	Airport Improvement Project	\$1,600,000
Federal Aviation Administration	Entitlement Funds - Federal	\$150,000
Federal Aviation Administration AIP 3-55-0082-08	Airport Improvement Project	\$112,000
State of Wisconsin Department of Natural Resources	Door County Snowmobile Trail Maintenance 2015-16	\$53,450
State of Wisconsin	Entitlement Funds - State Match	\$8,333

Goals & Objectives for 2016:

- Plan & secure funding for Phase 2 of renovation work for the Cana Island Light Station Restoration project- Phase 2 involves restoring the 3 outbuilding at the Light Station
- Continue implementation of the Management Plan for the Horseshoe Bay Cave: host additional public group tours of the cave and completion of detailed cave survey/map
- Continue working with Friends of Door County Parks System on projects
- Continue to apply for State and Federal Grants to fund Acquisition, Maintenance, and Development projects
- Continue to improve County Snowmobile Trail Program
- Finish the process to update the 5-year plan for the Door County Parks System
- Continue to maintain the airport in a safe and serviceable manner for all users
- Reconstruction of East-West airport runway project and other small repairs

Respectfully submitted by,

Erik Aleson
Door County Parks & Airport Director

Keith R Kasbohm
Airport Manager

Door County Planning Department 2015 Annual Report

A. Mission Statement

The Door County Planning Department does not have a formal mission statement. We do, however, have various policies and procedures in place as well as an overall departmental work ethic which guides our activities: We strive to effectively and efficiently administer the programs under our jurisdiction; to be efficient, accurate, courteous, helpful, knowledgeable, and timely in our work with our clients; and to ensure our activities are coordinated with the work of the many other local and state agencies and organizations with which we interact.

B. Summary of Responsibilities

The primary responsibilities of Planning Department staff members are to administer the county-level planning program, as mandated by state statute; to administer and enforce the county-level zoning, land division, and floodplain zoning ordinances, as mandated by state statute; to administer and enforce the telecommunication tower, wind energy facility, and airport height limitation ordinances, as mandated by the county board; and to administer and enforce the county addressing ordinance and program, as mandated by the county board. Staff members during 2015 were:

Mariah K. Goode	Planning Department Director
Richard D. Brauer	Zoning Administrator
Jeffrey Kussow	Zoning Administrator
Susan Vanden Langenberg	Zoning Administrator
Rebecca Kerwin	Planner
Audrey A. Forslund	GIS Mapping Specialist
Linda Riemer	Administrative Assistant II
Ruth A. Neinas	Office Assistant (.5 FTE)

The department's oversight committee is the Resource Planning Committee (RPC), comprised of five county board members. Per state statute, the county board-appointed Board of Adjustment (BOA; all laypersons) also participates in administration of the zoning ordinance. Both bodies typically hold public hearings and regular business meetings once or twice monthly.

C. Program Summary

Door County Zoning Ordinance Administration

Administered and enforced by Door County Planning Department staff, the Door County Board of Supervisors' Resource Planning Committee, and the Board of Adjustment, the Door County Zoning Ordinance is in effect in all areas of nine towns – Baileys Harbor, Clay Banks, Forestville, Gibraltar, Jacksonport, Liberty Grove, Sevastopol, Sturgeon Bay, and Washington – per their voluntary enrollment in comprehensive county zoning, and, per state statute, in the shoreland areas of the Towns of Brussels, Egg Harbor, Gardner, Nasewaupee, and Union. Zoning applications processed in the shoreland areas of the county's fourteen towns, as mandated by the state, constitute well over half of the department's processed zoning applications. As of November 2015, the zoning ordinance now also contains a chapter comprised of the county's communication tower regulations.

Door County Land Division Ordinance Administration

Administered and enforced by Planning Department staff and the Resource Planning Committee, the Door County Land Division Ordinance is in effect in all fourteen towns, regardless of whether or not the town is under county comprehensive zoning.

Other Ordinance Administration

Planning Department zoning administration staff members and, in certain cases, the Resource Planning Committee, also administer and enforce several other county ordinances: 1) the Door County Floodplain Zoning Ordinance, in effect per state statute in all 14 towns; 2) the Door County Wind Energy Facility Ordinance, in effect in all 14 towns; and 3) the Door County Height Limitation Zoning Ordinance, in effect in areas surrounding the Cherryland Airport.

Planning Programs

Door County Planning Department planning program staff members are responsible for developing and implementing comprehensive, farmland preservation, and other land use-related plans, as well as developing and updating the department's multiple ordinances. Planning staff also organize and participate in a variety of educational and information-sharing programs, primarily with local municipalities, government agencies, and non-profits.

Addressing and Mapping Programs

These functions are carried out by the GIS Mapping Specialist, whose primary responsibilities are to maintain land information data and to create a variety of maps for zoning and planning purposes for county staff, local municipalities and agencies, residents, and property owners. The addressing program, in effect in the unincorporated areas (towns) and three villages, ensures consistent address number assignment, avoidance of duplicative road names, and transfer of information to E-911 dispatch entities. The Sanitarian Department is responsible for installation of addressing signs.

D. Goals / Objectives Achieved in 2015

Planning Department goals and objectives for 2015, as stated in the 2014 Annual Report, were to:

1. Continue to administer ordinances/programs under our jurisdiction as effectively and efficiently as we are able.
2. Continue drafting zoning ordinance amendments necessary to work toward consistency within ordinances and between ordinances and the comprehensive plan, and/or to comply with changing state requirements.
3. Draft and see through to adoption new communication tower regulations, and begin work on new wind energy and airport height ordinances, all to ensure compliance with state and federal requirements.
4. Continue working on the county-wide hazard mitigation plan, due to the Federal Emergency Management Agency in January 2016.
5. Obtain certification of the county's zoning ordinance from the Wisconsin Department of Agriculture, Trade, and Consumer Protection, set to expire December 31, 2015.

These goals are discussed below, in conjunction with the appropriate program area.

Zoning Ordinance Administration

The Planning Department's zoning administrators (Brauer, Vanden Langenberg, Kussow) and administrative staff members (Neinas, Riemer) process all regular zoning permit applications, as well as conditional use permit applications, which eventually go to the Resource Planning Committee for public hearing and approval or denial.

The zoning administrators and administrative staff members also process the paperwork for petitions for variance from the Door County Zoning Ordinance, appeals of either Resource Planning Committee or zoning administrator decisions, and petitions for text or map amendments to the zoning ordinance. The public hearings at which decisions are made regarding variances and appeals are held by the Door County Board of Adjustment. Public hearings regarding text or map amendments are conducted by the Resource Planning Committee, with the County Board making

the final determinations regarding such petitions. Zoning ordinance-related matters constitute the majority of the work of the zoning administrators and administrative staff, and about one-third of GIS Mapping Specialist Forslund's time.

Goals set in 2014 related to zoning program administration were met for 2015. Zoning staff continued to effectively and efficiently administer zoning ordinances and programs (goal 1). Zoning staff also assisted planning staff in drafting ordinance amendments to ensure consistency with the comprehensive plan and state mandates, developing new communication tower regulations in compliance with state statutes, developing a county-wide hazard mitigation plan, and obtaining certification from Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) of the county's zoning ordinance (goals 2, 3, 4, and 5, respectively).

Permit application levels have continued to increase for the past several years. This report, unlike annual reports in years past, does not include a chart depicting such activity, for two primary reasons: continual refinement to and upgrades to the permit tracking system make the numbers estimates, at best, and changes brought about by the state's 2015-2017 biennial budget now preclude the department from issuing permits for various activities, and staff have not yet figured out how to best track such activities. If you are seeking permit- or construction-related information, though, please call (920) 746-2323 so we can figure out what research to conduct for you so as to best satisfy your needs. Note, too, as stated in many prior annual reports, that permit-related numbers do not reflect most activities related to the department's regulatory programs, such as informal and formal exchanges of information, site visits (conducted before and after each project), preparation of materials for RPC, BOA, and county board meetings, pursuit of violations, etc.

Land Division Ordinance Administration

The zoning administrators and administrative staff process all applications related to land divisions. A minor land division – or Certified Survey Map (CSM) – is a division of land whereby four or fewer new lots of less than 10 acres are created. A major land division – or plat – is a division of land whereby more than four new lots of less than 10 acres are created. Minor land divisions are reviewed by staff only; major land divisions are reviewed first by staff and then reviewed and approved or disapproved by the Resource Planning Committee at regular business meetings. Land division applications have been increasing in the past few years, but staff have so far still been able to continue to effectively and efficiently administer this ordinance (goal 1). For detailed information regarding land division activity levels, please contact the Planning Department at (920) 746-2323.

Other Ordinance Administration

Staff continued to effectively and efficiently administer the floodplain program (goal 1). With regard to the telecommunications tower and wind energy programs, planning staff focused on finalizing and bringing the communication tower regulations into compliance with state statutes (goal 3).

Planning Programs

In addition to developing and implementing comprehensive, farmland preservation, and other land use-related plans, planning program staff also organize and participate in a wide variety of other activities, including educational, training, and coordination activities, and information-sharing programs. Planning staff members are often invited to attend meetings of municipal, environmental, political, or development-related boards, commissions, agencies, and organizations for presentations and discussions about planning and zoning-related issues. They frequently meet, talk, and correspond with municipal elected and appointed officials regarding planning and zoning issues. Planner Kerwin spends 100% of her time on the planning program, Director Goode, about 15% of her time, and GIS Mapping Specialist Forslund, about one-third of her time. In 2015, planning staff activities included:

- Drafting and seeing through to adoption several sets of zoning ordinance amendments, continuing to ensure consistency within the ordinance, between the ordinance and the comprehensive plan, and compliance with state statutes (goal 2; planning and zoning staff).
- Drafting and seeing through to adoption new communication tower regulations to ensure compliance with state and federal statutes (goal 3; Kerwin and Goode).
- Working with the county Emergency Services Department to finish development of a county-wide hazard mitigation plan for 2016 submittal to FEMA (goal 4; Kerwin, Goode assisting).
- Obtaining certification from DATCP of the county's farmland preservation-related zoning regulations (goal 5; Kerwin, Forslund).
- Working with the Town of Baileys Harbor to prepare for and follow up from a UW-Extension Design Team visit in November 2015 (Goode, Forslund).
- Holding one educational/discussion meeting for local officials on planning and zoning issues (Goode and Kerwin).
- Continued participation in the implementation of the county-wide bike and pedestrian plan (Goode and Kerwin).
- Continued work on affordable housing issues with the Door County Economic Development Corporation (Goode and Kerwin) and the Door County Housing Partnership, a non-profit/municipal housing trust (Kerwin).
- Continued work with non-profit Greater Escarpment Organization of Door County (Goode).

Addressing Program

GIS Mapping Specialist Forslund continues to effectively and efficiently administer all aspects of the addressing program (goal 1). She spends about one-third of her time on the program, with her responsibilities including all aspects of assignment of addresses, ordering signs, insuring placement of signs by Sanitarian Department staff, creation of all maps related to addresses, billing and tracking of all expenses and revenues, and communication of address information to Intrado, the county's E-911 system manager.

E. Knowledge Sharing

All staff members of the Planning Department are constantly sharing knowledge, providing an array of informational and educational services, namely with:

- Each other
- Other county departments
- Local public and private agencies and organizations
- Regional, state, and federal public and private agencies and organizations
- Local residents and property owners
- Local elected and appointed officials
- Local real estate agents, developers, surveyors, architects, attorneys, builders, and their associations.

In addition, the department's website provides all ordinances, application forms, and comprehensive planning program information to anyone accessing the site. It is frequently updated.

All planning and zoning staff attend various environmental and political agencies' meetings as requested for presentations and discussions, and meet frequently with staff members of other county departments, such as Sanitarian, Deeds, Real Property Listing, Information Systems/LIO, Soil & Water Conservation, and Corporation Counsel, in order to ensure coordination of program administration and for educational purposes. They also meet or talk frequently – for the same reasons – with staff of other governmental agencies, local and state, and local elected and appointed officials. In addition, zoning administrators regularly organize and attend regional

conferences and meetings with other county code administrators. Additional planning program staff members' knowledge-sharing activities were discussed above.

F. Department Budget

	Expenditures	Revenues	Levy appropriation
2015 Adopted	\$ 683,146.00	\$ 155,750.00	\$ 527,396.00
2015 Amended	\$ 686,178.64	\$ 156,031.61	
2015 Actual	\$ 649,241.42	\$ 204,135.40	
2014 Adopted	\$ 662,507.00	\$ 117,500.00	\$ 545,007.00
2014 Amended	\$ 680,945.00	\$ 127,600.00	
2014 Actual	\$ 649,860.95	\$ 159,338.67	
2013 Adopted	\$ 771,689.00	\$ 141,000.00	\$ 630,689.00
2013 Amended			
2013 Actual	\$ 703,425.69	\$ 143,861.75	

The department received \$28,157.50 in 2015 in the form of pass-through grant funds from the county Emergency Services Department to offset some of the costs of developing the county-wide hazard mitigation plan. The department also received \$5,000 in grant funds in 2015 from the Wisconsin Department of Natural Resources to help offset 2014-2015 costs related to working on developing updated shoreland zoning regulations so as to comply with state mandates.

G. Other Accomplishments

Staff members are continuously seeking ways or undertaking projects to improve individual and departmental performance and improve services, ordinances, programs, and related matters. Staff members also work to address issues arising due to external forces. Examples from 2015 include:

- Continuing to monitor legislative and rule-making activity at the state level that will affect county-level programs/ordinances administered.
- Continued development with county Information Systems staff of enhancements to digital permit tracking programs.

H. Issues, Concerns, and Restraints

The state 2015-2017 biennial budget bill signed by Governor Walker in mid-July contained substantial and immediately-effective changes to the shoreland zoning program which the Planning Department is mandated to administer. Staff members spent a significant amount of time for the six weeks prior to the budget bill adoption attempting to persuade legislators to remove the zoning-related items from the budget bill, correctly predicting confusion and inconsistency would result. After the budget bill went into effect, staff spent hundreds of hours working to ensure correct interpretation and application of the new zoning provisions, which have yet to be incorporated into the Door County Zoning Ordinance language itself. The latter will be a monumental undertaking, and will significantly affect the towns within which the county only administers shoreland zoning regulations (Brussels, Egg Harbor, Gardner, Nasewaupée, Union).

I. Goals and Objectives for 2016

1. Finish and see through to adoption the county-wide hazard mitigation plan.
2. Draft and begin working toward adoption of new wind energy and airport height ordinances and a new zoning ordinance sign chapter to comply with state and federal requirements.
3. Draft and see through to adoption the separation of the Door County Zoning Ordinance into two zoning ordinances, shoreland and general/comprehensive, necessary due to the state's 2015-2017 budget bill and subsequent legislation further affecting county zoning programs.

2015 ANNUAL REPORT

DOOR COUNTY PUBLIC HEALTH DEPARTMENT

- A. **Mission Statement:** The Mission of the Door County Public Health Department is to provide and coordinate services to create a healthy future for all Door County residents.
- B. **Summary of Responsibilities:** The Public Health Department is statutorily responsible for the core functions of assessment of the community's health, policy development, and assurance that services are provided to ensure the health of the community. The Public Health Department works collaboratively with the State Division of Public Health, Department of Health Services.
- C. **Program Summaries:**
- Maternal and Child Health:** Immunization clinics, home visits by public health nurses, Women, Infants & Children's Program (WIC), Prenatal Care Coordination, Childhood Lead Poisoning Prevention Program, 1st Breath Smoking Cessation Program, Vision & Hearing Screening Program, tobacco education & control resources.
- Environmental Health:** Community household sharps collection program, animal bite investigation & rabies follow-up, beach testing & monitoring of 34 public beaches, enforcement of laws & regulations that protect & insure safety, education & resource referral, water testing program for new parents.
- Adult Health:** Blood Pressure Screening, Cholesterol Screening, Worksite Health Promotion, Flu Vaccine administration, Tetanus Boosters, Home Visits.
- Emergency Preparedness Planning:** Planning on regional and state level with local public health departments, development of emergency response plans, preventing secondary public health emergencies after disasters, community outreach/education.
- Communicable Disease Follow-up, Investigation, and Control:** Contagious disease outbreak control, preventing the spread of infectious disease, providing laboratory testing from State Lab of Hygiene, investigating reports of communicable disease.
- D. **Goals / Objectives Achieved in 2015:**
- Met all requirements for a Level 2 Health Department through a comprehensive State Evaluation of Health Department, done every 5 years.
 - Researched and completed data analysis for the 2016 Community Health Assessment.
 - Working with community partners, developed a Mass Fatality Plan for the public health emergency preparedness program.
 - Continued to monitor and investigate communicable disease in the community, with 160 investigations and 91 confirmed disease reports.
 - Continued to implement the Beach monitoring program, by working collaboratively with UW-Oshkosh and the DNR, by monitoring 34 public beaches with a total of 1,160 tests done.

- Continued to keep staff updated on current communicable disease issues, such as emerging infectious diseases.
- Continued to provide a high quality immunization program for the community for target populations with a total of 3,090 vaccines given.
- Screened 229 individuals for Tuberculosis with skin testing program, and provided follow-up for latent and active TB cases.
- Investigated and followed-up on 110 animal bites/exposures, including a variety of animals including exposures to bats.
- Worked with community partners on the three sub-committees of Mental Health, Adequate Food and Nutrition, and Dental Health to address these three priorities as determined by the Door County Community Health Needs Assessment and Plan.
- Maintained a Health Department Facebook page with Twitter updates to provide timely health information to community.
- Continued to monitor and investigate communicable disease in the community, with the investigation of eleven communicable disease outbreaks related to congregate living facilities and foodborne illness. There were six related to respiratory illness and five related to gastrointestinal illness.
- Educated community regarding emergency preparedness for families. Continued to maintain readiness for Public Health Emergencies through networking with regional and state partners, education, training, and evaluation.
- Actively participated in the Wisconsin Maternal Mortality Review Team and on the Regional Child Death Review Team.
- Updated training regarding emergency preparedness, immunizations, communicable disease, maternal/child health, and environmental issues.
- Worked collaboratively with community agencies to create the Door County Partnership for Children and Families with the mission to ensure that children are safe, healthy, and ready for kindergarten.
- Worked collaboratively with community agencies to create the Door County Cradle to Career Coalition to connect parents to resources in Door County.
- As part of the Public Health Emergency Preparedness Program, public health nurses were trained by the State as “Train the Trainer” educators to provide regional training for public health agencies to allow them to set-up and work with Family Assistance Centers, in the event of a Mass Fatality situation.

E. Knowledge Sharing 2015:

Educational presentations and community outreach regarding the following topics were provided in 2015:

West Nile Virus	Nutrition Education	Infectious Disease Issues
Healthy Beach Practices	Public Health Department Services	Water Quality Issues
Babysitting Issues	Influenza	Emergency Preparedness
Breastfeeding Education	Diabetes Information	Methicillin-Resistant Staphylococcus Aureus (MRSA)
Community Health Needs Assessment	Tobacco Information	Prenatal and Postpartum Education for Women
Immunization Information	Senior Fit	Infant Care
Safe Medication Disposal	AODA Issues	Mass Fatality Planning
Maternal/Child Health Life Course Model	Summer Food Program	Bloodborne Pathogens
Indoor Radon	Sharps Collection Program	Women's Health Screening
Lyme Disease	Mental Health Issues	Oral Health
Worksite Wellness	Fall Prevention	Child Car Seat Safety
Health Career Info	Head Lice	Manure & Well Issues

F. Department Budget Status

Approved 2015 Budget	\$ 925,483	Actual 2015 Budget	\$ 922,916
2015 Levy appropriation	\$ 649,540	2014 Levy appropriation	\$ 684,239
2015 Budgeted Revenue	\$ 276,795	2015 Actual Revenue	\$294,012
		2014 Actual Revenue	\$ \$ 274,560

Grants received for 2015: \$254,766

G. Other Accomplishments:

- Provided 714 Public Health Nursing visits to individuals in Door County, including prenatal and postpartum visits.
- Provided WIC Nutrition Program to a monthly average of 404 women and children.

- Assisted Door County Schools with student health issues, including providing adolescent immunization clinics in all of the schools.
- Mary Ellen Smith, Public Health Nurse, won the Wisconsin Cornelia van Kooy Award, for Distinguished Service in Public Health Nursing.
- Worked with Bellin College of Nursing, UW-Green Bay, Silver Lake College, and NWTC to provide experience to LPN and RN nursing students for community health clinical rotation.
- Provided 82 Senior Fit Program classes with 604 participants.
- Provided education to families and tested 258 children for blood lead, with four rechecked with venous samples. Four children had elevated levels which required extensive follow-up to decrease the levels in those children.
- Screened 2,330 students for vision concerns with 97 referrals made.
- Screened 1,998 children for hearing concerns with 7 referrals made.
- Provided four cholesterol screening clinics with 24 individuals screened.

H. Issues, Concerns and Restraints:

- The Health Department continues to have a need for more space to increase efficiencies and serve the public in a more quiet and comfortable environment.

I. Goals and Objectives for 2016:

- Develop and implement the 2016 Door County Health Plan.
- Become knowledgeable about emerging and re-emerging communicable diseases, such as the Zika virus, Elizabethkingia bacterial outbreaks, pertussis, Lyme disease, Ebola, and others.
- Work with community groups to maintain the Door County Partnership for Children and Families.
- Continue to monitor and investigate communicable disease in the community.
- Continue to implement the Beach monitoring program, by working collaboratively with UW-Oshkosh, the DNR, and other community agencies and municipalities with funding from multiple sources.
- Continue to provide a high quality immunization program for the community for target populations.
- Continue to utilize social media as an avenue for public information.

2015 Annual Report

Door County Real Property Listing Department

Mission Statement: Provide accurate property information for all 41,100 parcels of real estate in Door County per State Statute 70.09.

Summary of Responsibilities

Process and verify all documents of transfer recorded at Register of Deeds Office. Maintain current computer records of property owner's name, mailing address, location address of property, legal description, document numbers, land class codes, district codes, parcel history, acres, map page numbers, condominium or plat codes, assessed values, special assessments and taxes on all real estate and personal property parcels in Door County. Print and/or electronically transfer all state mandated reports, assessor work rolls, sales and split labels, notices of assessments, assessment rolls, tax rolls and tax bills for all 19 municipalities. Budget and oversee the monumentation and relocation of section corners per State Statute 59.74. Also image/index/file all monumentation tie sheets (location of monumented section corners) and GPS control data sheets (bearings & distances between monuments). Image/index/file all plat of surveys done by registered land surveyors of parcels of land in the county. Plat of surveys must be filed with RPL within 60 days of completion per State Statute 59.45. Maintain all tax parcel maps showing boundaries, dimensions, acreages, access easements, road right of ways and parcel numbers of all real estate parcels. Update county web map and land records portal with new boundary changes, new ownership, assessments, taxes, surveys, etc as it pertains to the real estate parcels for public and in house use. Upload to Dept. of Revenue Statement of Assessments for all 19 municipalities. Work with DNR Forester insuring all property entered in Managed Forest Land programs show correct ownership and acreages. Work with LIO on data submissions and maps per Act 20 Statewide Parcel Map Database Project requirements to Dept. of Administration. Real Property Listing is the custodian of land information and our role is vital to the function of government. We are the major source of parcel based data and have first hand knowledge of the county/local/state and general public needs regarding land information. The data we maintain is built upon by all departments here at the county and also at the state.

2015 Program Summary

Monumentation Program – Recovery, Relocation and Monumentation of public land survey corners per Statute Statue 59.74

Goals/Objectives Achieved in 2015

- Continued to update plat of survey indexes and enter additional information to plat of surveys after adjustment to survey index program
- Created new shapefile layers for Web Map in preparation of switching to new ArcGIS software – access easements, road right of way, sanitary district boundaries, TID boundaries, dimensions, parcel reference lines, certified survey map and plat of surveys.
- Imaged and indexed control summary sheets (bearing and distances between public land survey monuments) and put out on County Land Records Website.

2015 Knowledge Sharing

- Data entered and maintained by RPL is shared with all internal departments, Dept. of Revenue, Dept. of Natural Resources, Dept. of Administration and local municipalities. The data is also put out on the county land records and web map websites for the surveyors, realtors, title companies and general public to use
- Work with municipal assessors in keeping assessment data up to date
- Wisconsin Real Property Listers Association, Wisconsin Land Information Association and Wisconsin Land Information Program – Wisconsin Dept. of Administration (DOA)

2015 Budget Status

Approved 2015 Budget	\$160,201	Actual 2015 Budget	\$157,955
2015 Levy appropriation	\$156,281	2014 Levy appropriation	\$155,515
2015 budgeted revenue	\$3,920	2015 Actual Revenue	\$4,773
		2014 Actual Revenue	\$4,177

Other Accomplishments:

- Continually updating parcel boundaries based off of new surveys and additional control on monuments making the tax parcel maps more accurate.

Issues, Concerns and Restraints

- AS/400 love the flexibility and how all the programs are linked to other departments (Planning, Register of Deeds, Treasurer, Sanitarian) but fear what will happen in the next couple of years. AS/400 is being replaced around the state due to the fact they can't find programmers.

Goals and Objectives for 2016

- Work with Information Systems to create database to search images of plat of surveys by section-town-range or subdivision on County Land Records Website
- Continue imaging old parcel history work rolls and entering data contained in old work rolls into AS/400
- Continue creating section folder indexes for all plat of surveys from data entered from plat of survey images
- Work with LIO on switching parcel mapping software to ArcGIS and going to Parcel Fabric
- Work with LIO and IS on entering additional information into AS400 for DOA Statewide Parcel Map Database Project required by Act 20



County of Door Register of Deeds

CAREY PETERSILKA

421 NEBRASKA ST
STURGEON BAY, WI 54235
TELEPHONE (920)746-2270
FAX (920)746-2447

2015 Annual Report

Since the beginning of time, when documents were first hand written, changes have occurred over the years. In 1919 documents were typed, 1947 documents began to be photocopied, 1976 they were microfilmed, and in 2002 to present day documents are scanned into the optical imaging system. 2007 ended the issuance/sale of CD's which contained images of real estate documents and the beginning of images available online for purchase. We currently have 30+ customers who utilize the online unlimited or escrow usage of documents which are back scanned to 1966.

SVRIS – State Vital Record Information System – Implementation of access to Vital Records directly from the State Vital Record data base. The Register of Deeds Office went online with the State February 1, 2011, without any issues. Birth records are available online back to 1994, Death records are available thru SVRIS beginning September 1, 2013, Marriage records became available May 2015, and we will soon be issuing Divorce records as well.

Redaction of Social Security Numbers – 59.43(c) With regard to any instrument filed with or recorded by a Register of Deeds before April 1, 2006, which the Register of Deeds, makes available for viewing or download on the Internet, the Register of Deeds shall make a reasonable effort to make social security numbers from the transferred instrument's electronic format not viewable or accessible on the Internet. All records in electronic format must have any social security number that may be of record redacted from record. This project is ongoing with staff utilizing time daily to redact social security numbers.

The Register of Deeds office continues to electronically record documents, reducing the amount of paper used within the office. We currently work with 2 Vendors who submit the documents to us from outside entities for recording. The entire recording process is paperless. Through this type of recording we are not only going "green", we have also saved on postage, and helped in the timelines needed for the returning of recorded documents.

Going forward, on the same lines of less paper and more efficiency, we also accept real estate document requests and vital record requests online with payment by credit card. This also saves the public time and postage, as well as on our end. With the real estate documents, we no longer mail those documents, and are able to email the document directly back to the customer with much efficiency.

Mission Statement:

- ❖ To provide the official county repository for:
 1. Real estate records (deeds, land contracts, mortgages, etc.)
 2. Personal property records (UCC real estate fixture filings)
 3. Vital records (birth, death, marriage, domestic partnerships and military discharges)
- ❖ To provide safe archival storage and convenient access to these public records.
- ❖ To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely service for our citizen-customers.

Real Estate

Throughout the day real estate documents are presented for recording. Prior to the slowed housing market, an average of 40 to 50 documents per day is a typical recorded document total. However, daily recorded documents have varied from 20 to 130 documents so organizational efficiency is critical. Documents are brought into the office via title companies, standard mail, electronically, overnight, and the general public. Prior to the recording process, two Register of Deeds (ROD) employees review the documents in order that they meet statutory recording requirements and required fees. Examples of these requirements include a standard document recording format, original signatures, a general location statement (legal description), and notarized signatures. It is important to note the ROD office is solely a recording office and staff is required to record documents if they meet statutory recording requirements. ROD staff is not responsible to determine the validity or authenticity of the documents. Therefore, if a situation arises that would question the validity of the documents it would be up to the court to make that finding.

Once the document is deemed recordable by ROD staff, the document is validated electronically and recorded (given a document number, date and time of recording, and fees paid). As this information is indexed and receipted, outside customers are able to search document recording information. Although the scanned document is not viewable at this point, this process is an improvement from the past when this information was not available outside the office. Once the recording process is completed, documents are ready to be scanned.

One ROD employee scans the documents generally twice a day, which includes late morning and mid day. Once scanned, documents are viewable to ROD staff and outside customers via computer. ROD staff indexes document information, which includes legal description, Grantor/Grantee name (Buyer/Seller, Mortgagor/Mortgagee), associated document number, and return document information.

As documents are indexed, 2 ROD employees verify the indexed document information. This process ensures that indexed document data matches the recorded document such as spelling of names, legal descriptions, and associated documents. Once receipting, scanning, indexing and verification have occurred, ROD staff returns the documents back to the designated recipient on the document. At month end, ROD staff creates a back up CD for the ROD office. The CD is reviewed by ROD staff to ensure document material and quality is sufficient.

Vital Records

Death, domestic partnerships and marriage certificates are recorded daily in the ROD office. Documents are brought into the office by Judges, Funeral Directors, Attorneys, Ministers, electronically and general mail. Once required information is reviewed by ROD staff such as names, occurrence dates, place of death, or marriage, the document is submitted to the State and given a State file number. In addition, military discharges (DD214) are also recorded with the authorization of the Veterans Service office. These documents are then scanned, indexed and verified in the same manner as the real estate records, however they are a confidential record. Birth, death, domestic partnerships and marriage records are viewable to the public. However, military discharges and non-marital births are neither viewable nor searchable in the general public index. Once the vital records are recorded, customers are then able to obtain certified copies of the documents in person or online by credit card, cash, or by standard mail.

Customer Service

ROD staff provides assistance to title companies, attorneys, county employees, and the general public. Typically, 4 hours each day is dedicated to customer service by ROD staff. These duties include real estate document searching, retrieving customer real estate document copies, retrieving certified copies of vital records, and answering telephone questions.

The above described processes are performed daily and must be completed before any additional tasks are started. Due to the need of document information accessibility and the importance of timely document recording for staff and customers, the real estate process is the main priority of ROD staff. The volume of real estate documents dictates the daily workflow of the ROD office.

Goals and Objectives Achieved in 2015:

- Worked thru the challenges associated with the economy, and changes in workload.
- Implemented electronic filing of Marriage records through the State Vital Records system.
- Legislatively worked to secure 5 bills being signed into law which directly affect the ROD office.

Department Budget Status:

Approved 2015 Budget	\$440,735.09	Actual 2015 Budget	\$274,167.28
2015 Levy appropriation	\$(66,793.00)	2014 Levy appropriation	\$(71,527.00)
2015 Budgeted revenue	\$413,000.00	2015 Actual Revenue	\$388,585.54
		2014 Actual Revenue	\$381,363.33

Other Accomplishments:

The Register of Deeds team members processed a total of 9,490 recorded and filed documents in 2015, which accounts for approximately 39,908 pages of new images.

- Filed 415 new marriage records, 345 new death records, 0 new domestic partnership records, 15 new military discharges. There were also 247 new births to Door County residents.
- Issued a total of 6,453 certified copies of vital records, which includes military discharges.

Issues, concerns and restraints:

The economy as with many offices is a direct concern for the Register of Deeds office. With the housing market at its lowest, and beginning to make a come back. We have been fortunate to see an increase in revenue and a positive response in the housing market year after year. Working towards redaction of privacy information of online records, as well as providing more information online, is a goal we are working towards.

Goals and Objectives for 2016

- Continue working on redaction of social security numbers of online records.
- Continue back scanning of Military Discharges, for easier access of records.
- Continue to work on scanning and tract indexing of older documents for accessibility to the public.
- Working on going paperless in the vital records application process.
- Customer service is very important to this office. In order to maintain and improve our customer service we will continue to empower our staff by communicating the information they need to meet our customer's questions and concerns.

"Few Things Must Last as Long as County Records"

2015 ANNUAL REPORT DOOR COUNTY SANITARIAN'S DEPARTMENT

Mission Statement to provide environmental services to the property owners, citizens and visitors of Door County. Strive to protect the ground and surface waters of the state via providing treatment of on-site wastewater systems in unsewered areas of the county. Protect the health through administration, education, and enforcement of public health codes and ordinances. Respond to environmental health concerns and complaints in a professional manner and take appropriate action to abate the health hazard or nuisance in a timely manner.

Summary of Responsibilities

- Administer, enforce, and provide education on POWTS (private on-site wastewater treatment systems).
- Conduct on-site investigations of soil reports and prepare reports and recommendations to property owners and soil evaluators.
- Inspect on-site waste treatment systems at time of installation.
- Determine if existing private on-site wastewater treatment systems meet the statutory criteria of a failing system and issue orders for replacement.
- Maintain and enforce requirements for the long term maintenance of POWTS installed to provide proper operation and protection of groundwater and surface water sources.
- Investigate health nuisances and respond to complaints and concerns of impacts on the public in rural and developed areas of the county. Issue orders and take enforcement measures as necessary.
- Provide reports and updates to the Board of Health on activities, permits, sanitary surveys, complaints, and litigation of the department.
- Abate human health hazards. Document conditions which could result in sickness or death if exposure to the substance, activity or condition is not abated. Respond with appropriate action.
- Provide inter-departmental cooperation to expedite permits of buildings and permits of building projects for property owners and their agents.

2015 Sanitarian's Department Program Summary

Door County Code Chapter 21-Private On-Site Wastewater Treatment System -

The purpose of this chapter is to establish minimum standards and criteria for the design, installation, inspection and management of a private on-site wastewater treatment system so that the system is safe and will protect public health and the waters of the state.

Wisconsin Administrative Code Chapter SPS s.387-Private Sewage System

Replacement or Rehabilitation Grant Program – This chapter provides for implementation and administrative of a financial assistance program to replace or rehabilitate failing private sewage systems.

Door County Code Chapter 31.39-Nuisance – Investigate concerns, complaints of health nuisances such as solid waste, abandoned structures, unsafe, unsanitary structures offered for rent for the purpose of human habitation.

Comprehensive Sanitary Survey – Inspect existing private on-site wastewater systems in environmentally sensitive areas to identify failing POWTS in bedrock, zones of saturation, seasonal high groundwater, and discharge to the ground surface.

Steel Septic, Pump, and Holding Tank Inspections – Locate existing steel tanks and determine via camera, pumping records, visual probing, and observation of leaking tanks, and ordering their replacement.

Door County Code Chapter 21.03.E (1) (a) 2. - Have existing POWTS evaluated prior to sale, transfer or conveyance of property ownership or change in interest, to find existing failing POWTS and order their replacement within one year.

Environmental Health Hazards – Interdepartmental memo of understanding with the Door County Public Health Department to investigate and abate conditions which can cause sickness or death.

Goals/Objectives Achieved in 2015

Soil evaluation reports filed with county and field investigated: 206

Sanitary permit issuances:

2015 Sanitary Permits Issued	
Use Type	New and Replacement
Single Family Homes	320
Park/Recreational Area	2
Restaurant/Bar	2
Condominiums	1
Municipality Facility	0
Campgrounds/Mobile Home Parks	3
Retail/Farm Market	0
Commercial Facility	8

Installations of private on-site waste treatment systems:

2015 Private On-site Wastewater Treatment Summary: Installations		
POWTS Type	New	Replacement
Non-Pressure In-Ground	31	38
At-Grade	3	10
Mound	38	55
Sand Blanket	4	0
Pressurized In-Ground	4	1
Holding Tanks	10	62
ATU	6	2
Replacement Septic Tanks		49
Replacement Pump Tanks		30
Reconnections		22
Wetlands	0	0
Privy	1	0
Compost Toilet	0	0
Sand Filter	0	0

Monitor and replace concrete septic and pump tank deterioration – Monitoring this issue.

Work with designers and treatment tank manufacturers to improve quality and water tightness of concrete tanks – Ongoing.

Completed comprehensive sanitary survey of all private on-site wastewater treatment systems.

2015 Goals/Objectives Achieved

Keep current on septic tank maintenance pumping report data – Ongoing.

Assist local units of government and other county and city departments on nuisance concerns and human health hazard concerns - Ongoing.

2015 Knowledge Sharing

- Presentation at fall conference of Wisconsin County Code Administrators on Private On-site Wastewater Treatment Systems.
- WDOR Talk Show.
- Leadership Door County Government Day.
- County 101 Presentation for New Employees and New County Board Members.
- Nursing Student(s) Field Training and Duties of Sanitarian's.

2015 Sanitarian's Department Budget Status

The 2015 adopted budget was \$494,590.00; amended 2015 budget \$504,356.00.
Actual expenses totaled \$412,886.15.

Other Accomplishments

Disbursed \$42,193.32 in Wisconsin Fund grant monies to eligible property owners to assist in the replacement of their failing private on-site waste treatment system with a new code compliant system.

Assisted Board of Health and Legislative Committees in retaining Wisconsin Fund Grant Program for replacement of existing failing on-site waste disposal systems.

*Provided Egg Harbor Village Utility Committee with hauler information on septic and holding tank pumpings.

*Information Systems Department retrieved numbers.

Issues, Concerns and Restraints

Future state funding of the Wisconsin Fund Program for replacement of private on-site waste treatment systems for property owners of one and two family homes and small commercial establishments.

State legislature inserting laws in budget bill to remove local government control of ground and surface water protection.

Antiquated research studies on surface water issues being published in scientific journals.

State process of changing Wisconsin Administrative Codes on on-site systems to keep up with new technology.

Private sector data on mechanical aeration units either flawed or intentionally falsified.

Inability of local government to be more restrictive with ordinances than state codes to protect ground and surface water.

Goals and Objectives for 2016

Steel treatment tank survey (2016-2020). Identify failing steel treatment tanks and have them replaced.

Work with state on-site wastewater specialist and private sector manufacturers of prefab concrete treatment tanks on concrete deterioration issue (2016 - ?)

2016 ANNUAL REPORT

DOOR COUNTY SHERIFF'S DEPARTMENT

- A. **Mission Statement:** We, the men and women of the Door County Sheriff's Department, believe that our fundamental duty is to serve and protect the citizens and tourists of Door County with fairness, compassion, and respect. We demand excellence in the quality of our law enforcement, stressing professionalism, integrity, and timeliness, so that those we serve may feel secure. We provide equal enforcement and protection of the law without prejudice or favor. We promote the setting of goals in partnership with the community, and prioritize and address problems based on the concerns of the community. Committed to continuous improvement in law enforcement, we promote and utilize the most modern techniques available.
- B. **Summary of Responsibilities:** Sheriff's Departments in Wisconsin have unique responsibilities that differ from those services provided by Municipal Law Enforcement agencies. These differences are outlined in state statute and require the Sheriff's Department to provide for the following services;
- 1) The Sheriff is the custodian of the jail and is therefore responsible for all persons ordered into custody,
 - 2) The Sheriff must attend to the security of the Circuit Courts,
 - 3) The Sheriff must serve and execute all process, writs, precepts and orders issued or made by lawful authority and delivered to the Sheriff,
 - 4) The Sheriff must provide for water rescue and recovery operations for the waters within the jurisdiction of the county and,
 - 5) The Sheriff must enforce all general orders of the Department of Commerce relating to the sale, transportation, and storage of explosives within the county.

In addition the Sheriff and his or her Deputies shall keep and preserve the peace in the county and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections.

C. **Program Summary:**

Administrative Services:

- Provide walk-in customer service at Sheriff's Office lobby (3,087 served in 2015)
- Civil Process
- Citations, Warrants, Accidents
- Sheriff Sales
- Accident Reporting
- Incident Based Reporting (IBR)

Court Services:

- Provide Justice Center Security Screening (19,197 in 2015)
- Courtroom Security
- Justice Center Security
- Monitor Video Security Systems
- Prisoner Transports

Jail Division:

- Healthy Relationship Class - parenting, coping and family values education.
- GED/HSED – Sentence Reduction Program (twice a week)
- AODA Group
- Religious Programs (weekly multiple denominations based on needs)
- Alcoholic Anonymous
- Begin Again-Partners with We Are Hope Inc.
- House of Healing Group

Investigative Division:

- D.A.R.E. – Drug Abuse Resistance Education Program to prevent drug abuse in children and youth.
- School Liaison Officer for Washington Island, Gibraltar, Sevastopol, and Southern Door schools.
- Prescription Drug Drop Off Program.
- Door / Kewaunee Drug Task Force
- I.C.A.C. (Internet Crimes Against Children)
 - Numerous public education awareness presentations
- Members of various Committee's:
 - CCR(Coordinated Community Response)-Sexual Assault
 - CCR(Coordinated Community Response)-Domestic Violence
 - Alcohol and Drug Coalition
 - I-Team (Interdisciplinary for Elder and Vulnerable Adults)
 - Northeast Wisconsin Investigators Group
 - Door/Kewaunee Multi-Jurisdictional Drug Enforcement Group participation.
 - Maintain informational files on local registered sex offenders.

Patrol Division:

- During the months of May – June, the Patrol Division combines forces with the Sturgeon Bay Police Department to place additional patrol deputies on the road during specific high volume traffic times and dates.
- The specialized Marine Unit completed its fourth year patrolling the waters of Green Bay and Lake Michigan.
- Accident Investigation Unit using state of the art technology in the measurement of accident scenes.
- School Safety Officer Program in Southern Door and Sevastopol Schools. Retired Deputy James Grondin doing an excellent job.
- Door County Sheriff's Reserve Unit provided security at numerous parades, festivals and school events.
- Lt. Sternard and Chief Deputy McCarty maintain the "Facebook" page for the Sheriff's Department which has been a very positive form of communication. Press releases are placed on the Facebook page for public viewing.
- Specialized Programs:
 - Marine Patrol Unit
 - Dive Team
 - SWAT Team
 - Technical Accident Investigation
 - Snowmobile Patrol

Communication Division:

- Answer all calls for service promptly, professionally and accurately.
- Maintain a good rapport with all agencies (Law, Fire, EMS, State Patrol, Coast Guard and Constables).

D. Goals / Objectives Achieved in 2015:

Patrol Division:

- Completed Active Shooter Training with all Law Enforcement agencies located within Door County and with Emergency Medical Services.
- Continue train the Technical Accident Unit and updated the equipment used by this unit.
- School Safety Program continued at Southern Door and Sevastopol was added in 2015.
- Sent Sgt. Lauder and Dep. Reeths to FBI ALERT Training
- Sgt. Lauder conducted Conceal Carry class for public
- The Marine Patrol Unit issued: (5) Citations and (8) Written Warnings.
- Marine Patrol Deputies completed 8 hours of Tactical Boat Operations Refresher.
- Inv. Gilson and Inv. Stenzel completed the two week Narcotic Officer training program.
- Total number of vehicle accidents involving: Property Damage 231, Deer 438, Personal Injury 103, Fatalities 4.

- Total number of Traffic Warnings issued 2,679; Vehicle Defects 373; Citations 1,720, OWI 61.
- Total number of incidents responded to: 7,120
- Completed the Snowmobile Safety Program for all operators.
- Additional Boat Patrol coverage on the Bay of Green Bay and Lake Michigan
- Maintained patrol staffing levels.
- Deputy Tassoul attended 40 hour CIT training

Jail Division:

- Completed Camera/Software Upgrade
- Upgraded Fingerprinting Equipment
- Upgraded Video Court Equipment and expanded its use to cooperating counties within Northeast Wisconsin
- Contract Extension for Inmate Food Service
- Contract Extension for Inmate Phone Service
- Update Inmate Handbook
- Supervisor attended 3 week Leadership Training
- Review and Update CTO Program
- Increased completion rate in GED/HSED program

Investigative Division:

- Provided the community with informational presentations on drug recognition and enforcement, elder abuse, identity theft, school bullying, ICAC investigations, etc.
- Participate in a multi-jurisdiction task force to locate and arrest offenders who are involved with using computers to facilitate child sex acts.
- Drug Task Force worked 55 cases, 27 controlled buys, 30 search warrants and examined 32 phones.

E. Knowledge Sharing 2015

- Electronic release of incidents on a daily basis to local media.
- Host Internet Crimes Against Children informational meetings for parents.
- Elder Abuse Identification Theft presentations at local CBRF's and YMCA's.
- Collaborative agency crime information networking with state and local law enforcement agencies.
 - Door/Kewaunee Drug Task Force
 - I.C.A.C – Internet Crimes Against Children Task Force
- Provide annual jail tour with the Law Enforcement Judiciary Committee
- Host annual Leadership of Door County Program by providing information on local government and the legal system to participants.
- Conducted a tour of the Justice Center for the public, which included static displays of equipment, guided tour of the non-custodial portion of the building, and an OWI scenario as part of the 10 year anniversary of the Justice Center opening.

F. Department Budget Status

Approved 2015 Budget	\$ 8,055,962.00	Actual 2014 Budget	\$ 8,120,182.00
2015 Levy appropriation	\$ 7,233,919.00	2014 Levy appropriation	\$ 7,277,745.00
2015 Budgeted revenue	\$ 822,043.00	2015 Actual Revenue	\$ 645,941.00
		2014 Actual Revenue	\$ 696,043.00

Grants received for 2015: Department of Natural Resources Snowmobile Patrol Grant; Department of Natural Resources Water Patrol Grant, Bullet Proof Vest Grant, SCAAP Grant, Office of Justice Assistance WIJIS Grant, DOJ grant for Spillman electronic submissions, DOJ grant for Heroin and opiate investigations.

G. Other Accomplishments:

H. Issues, concerns and Restraints:

- The budget for County Government will always be one of the main concerns for the Department. The Department continues to search for revenue generating opportunities as well as ways to reduce tax levy dollar expenditures.
- Highway Safety – Accident Reduction.

I. Goals and Objectives for 2016:

- Jail Division:
 - Remodel storage room in the sally port to a non-custodial booking area
 - Update and replace X-ray screening equipment at the court security check point.
 - Conduct 8 hours of ground defense training for all staff members.
 - Review and update the hiring process for part-time staff and implement a more effective procedure for filling full-time vacancies.
 - Work toward PREA compliance
 - Research Inmate Re-entry Programs
 - Review-Update Inmate Classification System
 - Add additional CTO deputy for 3-11 shift
 - Review/Update Court Security Manual
 - Review/Update Court Security Evaluation Process
 - Explore Use of Body Camera
- Patrol Division:
 - Upgrade the gun cleaning equipment to a unit that is more economical and environmentally friendly.
 - Finish updating our policy manual with Lexipol.
 - Conduct 8 hours of ground defense training for all members of the patrol division.
 - Update and upgrade the Sheriff's Office website.
 - Continue to update and train the Technical Accident Unit.
 - Send additional Command Staff to the Wisconsin Command College Program.
 - High visibility for the Marine Patrol
 - Maintaining the Community Police Patrol concept
 - Continue the use of Mobile-Audio-Video in marked patrol units. At the end of 2016 nearly the entire fleet will be equipped with squad video.
 - Maintain patrol staffing levels
 - Continue School Safety Officer Program in Southern Door and Sevastopol Schools.
 - Continue collaborative training with Sturgeon Bay Police Department
 - Complete the update of computers in patrol units.
 - Place GPS tracking into each squad that interfaces with TRACS 10.
 - Send 2 more Deputies to CIT Training
- Investigative Division:
 - Continue operating the drug drop off program for the public to destroy outdated and unused drugs they have in their homes.
 - Transition to Dane County Medical Examiner office for death investigation services.
 - Continue to provide more community presentations dealing with internet, credit card and scams that the public is being exposed to.
 - Continue to attend the above community meetings.
 - Check the addresses of local registered sex offenders.

2015 ANNUAL REPORT
DOOR COUNTY SOIL AND WATER CONSERVATION DEPARTMENT
<http://map.co.door.wi.us/swcd/>

Mission Statement and Summary of Responsibilities:

The Door County Soil and Water Conservation Department is created under the authority of Chapter 92 of Wisconsin Statutes. Chapter 92 gives the SWCD the responsibility for the administration of the County soil and water conservation program and the authority to exercise the powers granted to the Land Conservation Committee. The legislative declared policy of the State in Chapter 92 is to halt and reverse the depletion of the State's soil resources and pollution of its waters. The SWCD has a responsibility, and directive under Chapter 92, to promote land uses and programs which advance conservation and the protection of Door County's natural resources. The mission of conservation and environmental advocacy is the standard by which SWCD programs are developed and implemented.

2015 Soil and Water Conservation Department Program Summary

Aggressive Invasive Species Initiative - The Door County SWCD maintains a lead role in the Door County Invasive Species Team (DCIST). DCIST is a collaboration of natural resource professionals, community leaders and interested citizens who are concerned with preserving Door County's natural environment. DCIST seeks to halt the invasion of exotic non-native plants by empowering citizens with the education, the tools, and the skills necessary to control invasive species.

Agricultural Performance Standards Ordinance - Agricultural operations are reviewed for compliance with minimum statewide nonpoint pollution standards for protection of ground and surface water quality. Operations found to be in noncompliance are contacted and a plan and schedule for achieving compliance is developed.

Animal Waste Storage Facility Ordinance - Permits are issued through Chapter 23 of Door County Code. The ordinance regulates the location, design and construction of animal waste storage facilities to reduce the impact to ground and surface water quality.

Beaches - The quality of the surface water at Door County beaches is the focus of a program which the SWCD and Door County Public Health Department (DCPHD) have joint responsibility for. The SWCD is responsible for the pollution source identification, and beach contamination reduction portions of the project.

Buffer Programs - The SWCD works with several agencies utilizing available funding sources to install vegetated buffer strips in critical and riparian areas to protect surface and groundwater resources.

Door County Greenprint Project – The Door County Greenprint Model, a joint project with the Door County Planning Department, has been developed to provide an online public access tool for analysis of lands for natural resource protection and land use planning in the county.

Dunes Lake Watershed Study and Pollution Reduction – The SWCD along with other public and private sector natural resource organizations and individuals have investigated the cause and extent of the accelerated eutrophication occurring in Dunes Lake, located in the Town of Sevastopol. The study has been completed and the effort is now in the implementation phase of land use practices, changes to reduce nutrient sources causing the eutrophication, and the removal of legacy phosphorus that has accumulated in the organic sediments of the Lake.

Gypsy Moth Suppression Program - This program protects trees from mortality by controlling gypsy moth population outbreaks through an aerial spraying program sponsored by the WI DNR. Aerial spraying typically occurs in late May to early June. Aerial spraying is only conducted during years of identified significant population outbreaks.

Land & Water Resource Management Plan & Program – The LWRM Plan establishes the SWCD programming and priorities. State funds are allocated to the SWCD by the Wisconsin Department of Agriculture, Trade & Consumer Protection and Department of Natural Resources to address conservation issues identified in the approved LWRM Plan.

Nonmetallic Mine Reclamation Ordinance – Door County Code Chapter 36 is administered by the SWCD and was established to ensure that local nonmetallic mining sites would be properly reclaimed in accordance to State administrative code and Statutes. Annual compliance inspections are performed for each site. Financial assurance is also required and monitored annually to ensure adequacy.

Nutrient Management Program - The purpose of the program is to minimize nonpoint pollution in ground and surface waters by avoiding the over-application of nutrients to crop fields through the proper placement, timing and crediting of nutrients such as animal manure, legumes, and commercial fertilizers.

Planning Department Referrals - The SWCD provides technical reviews and onsite inspections of proposed plans for stormwater, erosion control, rockhole alternative protection, nonmetallic mining operations, and land disturbance projects. This review process is included in an inter-departmental agreement between the SWCD and the Planning Department for permitted land uses under County Ordinances.

Sister City Program – The SWCD is the lead County Department that, along with the Door County Economic Development Corporation, coordinates the Sister City Program with Jingdezhen, China. Door County hosts annual Sister City Delegations from Jingdezhen and sends a Delegation to Jingdezhen.

Targeted Runoff Management Program - A competitive grant program through the Department of Natural Resources to address water quality issues over a two-year grant period for small-scale projects and three years for large-scale projects. The Program provides grants to the SWCD by which cost-share grants can be offered to landowners to install water quality practices.

Technical Assistance Provided - Technical Assistance to the public is a service provided by the SWCD. The SWCD maintains a personnel resource base of diverse knowledge and expertise in natural resources to serve the public. Maintaining a resource network for referrals to other departments and agencies is also an important element of the technical assistance provided to the public. Technical assistance to the public will continue as SWCD resources are available and where the service will provide an environmental or conservation benefit.

Tree and Shrub Program - The Wisconsin DNR tree/shrub provides large increments of seedlings to be purchased for reforestation, windbreak packets, hardwood forest packets and wildlife habitat packets. Door County SWCD assists the DNR with this program. The SWCD also has tree planters which are made available to the public for a rental fee.

Water Pollution Abatement Cost-share Program - This program financially assists landowners in the cost of installing practices, which prevent and/or reduce ground or surface water pollution.

Wildlife Damage Abatement & Claims Program - The wildlife damage program is a technical assistance program for landowners who are experiencing crop damage from deer, geese, turkey and/or bear. Eligible crops under the program include any commercial or agricultural crops. Enrolled landowners must choose one of two public hunting options and follow their abatement

plan to remain eligible for assistance, claim payments, and/or abatement reimbursements. If a landowner does not want their land open to the public for deer hunting, there is a shooting permit option, with mandatory harvest objectives, where in return enrollees forfeit eligibility for any claim payments or abatement reimbursements.

Wisconsin Working Lands Initiative/Farmland Preservation Program - Eligible landowners receive income tax credits for maintaining land in farming activities and meeting conservation standards required by the county. The Door County SWCD ensures participants meet state conservation standards to remain eligible for tax credits.

Goals/Objectives Achieved in 2015

Aggressive Invasive Species Initiative – Several accomplishments were possible as a result of the implementation of a DNR Aquatic Invasive Species (AIS) grant, one US Forest Service (USFS) grant, a one-time donation from Ducks Unlimited and numerous donations from landowners, local Town Boards; supporting both educational and control activities. Two limited-term employees inspected 118 boats with 239 boaters regarding Clean Boats Clean Water educational efforts. Volunteer match hours totaled over 530 for both aquatic and terrestrial work. Follow up herbicide control treatments occurred on 25.84 acres of Phragmites along the shorelines within the Towns of Liberty Grove, Washington Island, Egg Harbor, Gibraltar, portions of Sturgeon Bay, and Bailey's Harbor, as well as the Villages of Sister Bay and Egg Harbor. Additionally, the Town of Jacksonport adopted a noxious weed ordinance for Phragmites to be controlled on landowner's shorelines. The DCIST Coordinator and SWCD assisted volunteers with the inventory using GPS units and providing draft permission letters, but long term the program will be monitored by the Town of Jacksonport and the Shores of Jacksonport Neighborhood Association. Phragmites inventory was conducted by the DCIST Coordinator on the shores and right-of-ways of Nasawaupsee and will be provided to the town in 2016 to assist with the town's Phragmites noxious weed ordinance. Efforts were also made by SWCD LTE's and DCIST volunteers to control pioneer populations of cut-leaved teasel, Japanese knotweed, and Garden Valerian.

Agricultural Performance Standards Ordinance – Sixty three notification letters were sent to landowners/operators informing them of the compliance or non-compliance status findings regarding their property/operation. Many of the landowners/operators were offered cost-share funds to facilitate correction of their non-compliant status. Of the sixty three letters twenty two of them were follow up letters to inform landowners that compliance was achieved.

As a result of a quality performance audit that was conducted of several private sector prepared agricultural Nutrient Management Plans the SWCD established a priority goal of greater reviews of Nutrient Management Plans for standards and code compliance. The audit results indicated that the private sector prepared Plans were noncompliant with standards and code and were incorrectly presented by the preparers.

Animal Waste Storage Facility Ordinance – Two waste storage permits were issued for construction. The SWCD programming has been redirected to a greater emphasis on "soft" agricultural conservation practices such as erosion control and nutrient management.

Beaches - Efforts included the final implementation efforts with municipalities for utilizing a \$702,300 GLRI grant awarded to the SWCD in 2011. The SWCD worked with the Town of Sturgeon Bay, Town of Nasawaupsee, Town of Liberty Grove, Town of Jacksonport and the County Parks Department for implementation at Portage Park, Haines Beach, Sand Bay, Hotz Park, Lakeside Park Beach and Murphy Park Beach. All design work, construction plans, permit applications, and construction of BMPS were completed in 2015. The 2015 efforts focused on monitoring, maintenance, and installation of educational signage. The GLRI grant period concluded on December 31, 2015.

Buffer Programs- Project status reviews were conducted of previously cost-shared buffer installations. Restoration existing buffers as necessary with past projects and the promotion of the installation of additional vegetated buffers is promoted.

Door County Greenprint Project – Routine updates to the Greenprint model with the most current data and website continued in 2015. In 2016 we will be reviewing the contract as well as the site metrics to determine if any changes will be necessary for current and complete data. Training for users continued with presentations and informational displays of the Greenprint website and the available products for the user.

Door County Cost-Share: Well Abandonment – Policy was updated to increase contribution benchmarks for each category of well type to offset increases in labor and materials cost and also observe dug wells the same as pit wells. A total of 15 letters were mailed to landowners with possible improperly abandoned wells informing them of the cost share program.

Dunes Lake Watershed Study and Pollution Reduction - The SWCD along with the Department of Natural Resources, the University of Wisconsin – Madison Department of Geology & Geophysics, the Wisconsin Geologic and Natural History Survey (WGNHS), and the Nature Conservancy have teamed up to form the Dunes Lake Partnership (DLP) to investigate the cause of the accelerated eutrophication occurring in Dunes Lake, located in the Town of Sevastopol. The study has been completed and is now in the implementation phase to reduce nutrient sources causing the eutrophication.

Dunes Lake Non Agricultural Activities - In 2015, efforts focused on advancing the feasibility study for engineering design of a third polishing cell, promoting the designation of a public parking area, advancing a pilot effort to remove legacy phosphorus accumulated in organic sediments, and development of a friends group. The engineering efforts for a third cell has been hampered by a lack of funding and a lack of interest by the Valmy/Institute Sanitary District President. The SWCD's position is until the Sanitary District implements additional discharge treatment, Dunes Lake will be harmed by excess nutrients to the Lake's ecosystem's harm.

Funding for the small public parking area on Town of Sevastopol property has been obtained and will be constructed in 2016. Removal of organic sediments and legacy phosphorus was delayed in 2015 and is proposed for 2016 provided additional funding is obtained. Project partners include The Nature Conservancy, Ducks Unlimited, the Wisconsin Department of Natural Resources, Doorland Preserve, the Town of Sevastopol and local private individuals. Also in 2015 a project update titled [Saving Dunes Lake Project Status](#) was mailed to all residents within the watershed to begin the recruitment process for an eventual Dunes Lake Friends group.

Gypsy Moth Suppression Program - There were no spray blocks eligible for treatment in 2015 and there are no spray blocks scheduled in Door County for 2016.

Land & Water Resource Management Plan & Program – A total of \$37,500 in a state cost-sharing grant funds were encumbered on one cost-share agreement for a manure storage project in 2015. Construction of a water quality protection feed storage runoff control project was completed in 2015, receiving cost-sharing of \$49,500. In October of 2015 the SWCD applied for and received a 5 year extension of our Land and Water Resource Management Plan and a 5 year extended work plan from the Department of Agriculture, Trade and Consumer Protection (DATCP).

Nonmetallic Mine Reclamation Ordinance - One site applied for a plan amendment in December of 2015. This site was then approved in January 2016 to include a 3.5 acre utility line area that was mutually regraded by the operator and the utility company. No sites were reclaimed, and one operator was required to increase their financial assurance. One operator applied for a nonmetallic mining reclamation permit, however the operational permit was denied at the June 4, 2015 RPC meeting. As a result the reclamation permit was denied and the prepaid annual fee was returned. There remains 51 permitted mines representing 1,689 potential mine acres and 836

acres which are currently active and/or un-reclaimed. All sites are inspected annually for compliance and adequacy of financial assurance. This program is sustained entirely on fees, which are reviewed and assessed annually to the operators of permitted sites. Operator annual fees were reduced on a one-year basis in 2015 by 35% to reflect the anticipated SWCD workload. Reduction in mining activities is the main reason for reducing fees.

Nutrient Management Program - In the spring 224 nutrient management plans were submitted to the SWCD, covering 78,147 acres. An additional 23 Soil & Water Resource Management (SWRM) cost-share agreements were signed to enroll 1,116.90 additional acres of nutrient management planning starting in 2016 and an additional 283.6 acres where cost-sharing was offered, but not accepted by the landowner/operator. Annual cost-sharing for the program was provided by a SWRM Grant of \$39,200.

As a result of the SWCD's emphasis on the quality of private sector prepared nutrient management plans (due to previously identified noncompliant plan preparation) the quality of private sector prepared plans has improved.

Parks Department Assistance – In 2015, the SWCD assisted the Parks Department with planning, design, monitoring and construction supervision of projects at the Horseshoe Bay Cave and Murphy Park. The SWCD was an active partner in the Horseshoe Bay Cave research and data collection efforts. In addition, the SWCD continues a co-lead role in the development and implementation of a Management Plan for Horseshoe Bay Cave which includes a bat white-nose syndrome component as well as potential future uses of the cave.

Planning Department Referrals - The SWCD reviewed 17 land disturbance projects, one nonmetallic min proposal and reviewed or investigated 11 new or existing projects for storm water.

Sister City Program – A Sister City Delegation from Jingdezhen, China was hosted in June and a Door County Delegation was sent to Jingdezhen, China in October. A Door County Sister City Square to be constructed in Jingdezhen was designed and presented to Jingdezhen representatives.

Targeted Runoff Management Program - The Dunes Lake Watershed large-scale grant was completed in 2015. With all the BMP's installed through this grant the pollutant load reductions were:

- 151.9 lbs/yr of Phosphorus
- 666.9 lbs/yr of Nitrogen
- 3.6 Tons/yr of sediment

Tree and Shrub Program – Three DNR tree customers rented the County's tree planters. DNR tree and shrub orders have experienced a decline in public participation in recent years.

Wildlife Damage Abatement & Claims Program (WDACP) – Fifteen landowners enrolled for deer and/or turkey crop damage abatement. No damage appraisals were conducted in 2015. Landowner complaints continue to be increasing with deer and turkey damage. Sand hill crane complaints were minimum, however sand hill cranes are currently regulated by the federal government and are ineligible for any WDACP assistance. Eight shooting permits were issued to control excessive deer damage and one permit was issued for excessive turkey damage. A preliminary count indicates that 23 deer were shot by the 8 permitted landowners. The number of turkeys harvested under the one permit is not yet available. The Deer Donation Program for Door County received 33 deer donated to local food pantries, compared to 24 in 2014, 39 in 2013, 43 in 2012, 40 in 2011, 58 in 2010, 70 in 2009 and 253 deer donated in 2008 (last earn-a-buck season). The SWCD also approved a fence modification contract to remove a tract of land so that it could be sold to the Door County Land Trust.

Wisconsin Working Lands Initiative/Farmland Preservation Program – Forty participants were under contract or under Exclusive Agriculture zoning in Door County. Self-certification forms were sent to all participants and the SWCD will be verifying compliance for participants to remain eligible for tax credits.

2015 Knowledge Sharing

Beaches

- Completion of 6 beach projects in late 2014 and early 2015 wrapped up the construction phase of the current GLRI grant. Projects however reporting data sharing, and site tours are ongoing.
- Presentations continue for local and statewide audiences regarding the SWCD's beach water quality program and other conservation and resource protection projects.

Invasive Species

- The DCIST website continues to be updated and is a useful resource for many with all of its features including: alerts, video links, printable color publications, online resources and contacts, identification and control methods, and an online calendar of DCIST events. Recent invasive plant inventories and control activities are now on the County Web Map under the Conservation folder.
- Handouts, brochures, and wildcards were made available at all meetings, presentations, landowner work groups, and workshops administered by the DCIST coordinator.
- Coordinator and SWCD staff presented and administered numerous educational presentations, and hands-on workshops to the general public, organizations, county personnel, landowner groups, and members of DCIST. Including presentations at 5 local Town meetings.
- Clean Boats Clean Water LTE conducted educational contacts to 239 boaters during boat inspections at several boat launches in the county.
- Informational packets along with an invitation to participate were sent to approximately 2,920 landowners.

Other

- Provided office information to Door County new employees, Door County Leadership class, and to the Learning in Retirement participants.
- Provided educational presentations for individual farmers and their respective employees regarding manure spreading hazards.
- Provided a presentation to 23 Sturgeon Bay High School Ecology Students about groundwater protection and concerns.
- Provided a presentation to ~95 4th grade students about groundwater protection and concerns at Sunrise School in Sturgeon Bay.
- Attended Legislative Days and presented groundwater concerns for Door and Kewaunee Counties.
- Participated/joined Great Lakes Committee (WLWCA)
- Assisted landowner with the official name change for two local creeks that were misspelled.
- Assisted Parks Department in public Horseshoe Bay Cave Tour.
- Participated in Sustainable Fair; Wetland/Pond Workshop at Crossroads; DCIST booth at Bass Tournament.
- Conducted an LCC tour of conservation practices.
- Staff was featured on the television show “Into the Outdoors” on nonpoint pollution.
- Staff appeared in the “Discover Wisconsin” television program regarding Wisconsin Coastal Management Funding for Beach Health at Washington Island School House Beach.
- Provided educational presentations for individual farmers and their respective employees regarding manure spreading hazards.

SWCD Budget Status

Approved 2015 Budget	\$1,667,514	Actual 2015 Budget	\$1,347,103
2015 Budgeted revenue	\$1,255,537	2015 Actual Revenue	\$943,644
2014 Levy appropriation	\$402,076	2015 Levy appropriation	\$411,977
2014 Actual Levy appropriation	\$386,072	2015 Actual Levy appropriation	\$403,459

Grant Totals Utilized In 2015:

DNR Lake Planning Grant (Dunes)	\$1,803.66
DNR Aquatic Invasive Species Grant	\$42,737.32
DNR Weed Management Area Grant	\$12,490.00
DNR Targeted Runoff Management Grant	\$247,842.93
DATCP Soil & Water Resource Management Grant	\$163,679.00
DATCP Land & Water Resource Management Grant	\$96,840.40
DNR Wildlife Damage Claims Program	\$19,700.45
US Environmental Protection Agency (Beach)	\$267,865.43
US Forest Service (Invasive Species)	\$17,043.45

Revenue from Self-funding Accounts:

Soil & Water Fund	\$9,594.18
Tree & Shrub Program	\$131.31
Nonmetallic Mine Program	\$27,510.41

Donations Utilized in 2015:

Invasive Species Donations	\$12,742.99
Dunes Lake Donations	\$3,019.28
Green Printing Donations	\$5,395.00

Other Revenue

Copies & Postage	\$242.60
Vehicle Replacement Fund	\$15,005.50

Other Accomplishments

- 2 Village of Ephraim construction site erosion/stormwater runoff control reviews and sump/flooding complaints.
- Installation of informational beach best management practice signage at Lakeside Park, Murphey Park, Hotz Memorial Park, Sand Bay Park, Haines Park, and Portage Park.
- Individual landowner, local business, and local government drainage problem reviews and conservation planning.
- Lead and arsenic pesticide residue in soils and groundwater information and technical assistance to landowners, potential buyers, real estate agencies, and land developers.
- Phase I reviews for potential property contamination issues (orchard mixing sites, old dumps, etc.)
- Participated in Door/Kewaunee DNR workgroups regarding groundwater protection and Karst topography.
- Individual landowner pond and wetland technical assistance and development.
- Preparation and review of farm operation specific prioritization maps for the winter spreading of animal waste to reduce water quality impacts.
- Conducted compliance inspections on stormwater runoff construction projects and construction site erosion practices.
- Conducted approximately 75 site reviews of cost-share projects with contractual operation and maintenance periods.
- Assisted NRCS with EQIP sign-up and implementation.
- Conservation planning with farmers for proper resource management.

2015 Conservation Practice Summary

38	New nutrient management plans submitted/1,400.5 acres of new cropland acres enrolled in the nutrient management program
224	Nutrient Management plans/78,148 acres
51	Nonmetallic Mine Reclamation Plan Review/Permits
1	Nonmetallic mine permit amendment
11	Topographic/PS/Laser Surveys
11	Planning/Design with Landowners
3	Animal Waste Storage Systems
1	Transfer System
1	Extensive review of CAFO Calf Facility plans.
1	Barnyard Runoff Control Systems
1	Bunker Leachate Collection System
17	Stormwater Management/Erosion Control Reviews
2	Well Abandonment
23	Deer harvested on eight shooting permits issued in the WDACP
33	Deer donated in Door County through Deer Donation Program
118	Boats inspected by <i>Clean Boats Clean Waters</i> LTE
239	Boaters contacted during <i>Clean Boats Clean Waters</i> inspections
529.5	Volunteer Hours of Invasive Species Control work throughout Door County
34.62	Acres Phragmites treated
25.3	Right of Way miles of Wild Parsnip treated
4	Acres of Wild Parsnip treated on private land

Issues, Concerns and Restraints:

Program demands and natural resource protection needs are continuing to expand while fiscal and staffing resources are limited or decreasing. Recently hired staff members of less experience are actively being trained and advancing their skillsets.

Goals and Objectives for 2016:

1. Maintain existing natural resource protection programs implementation during a time of diminishing fiscal resources and governmental uncertainty.
2. Locate and/or develop new program support revenue streams.
3. Continued implementation of agricultural nonpoint water quality performance standards. Continue greater emphasis on requiring quality private sector prepared nutrient management plans.
4. Work with State Legislative Representatives to develop and require agricultural groundwater protection standards which provide greater groundwater quality protection than existing standards.
5. Conduct pilot legacy phosphorus sediment removal on approximately two acres of Dunes Lake.
6. Develop an engineering plan for a polishing cell to further treat the effluent discharged from the sanitary lagoons to reduce point source nutrient delivery to Dunes Lake Watershed (Geisel Creek, Dunes Lake, Shivering Sands Creek, Lake Michigan and local ground water).
7. Build a designated Town of Sevastopol parking area to improve access and use of Dunes Lake.
8. Assist the City of Sturgeon Bay in final installation of water quality practices and lake restoration efforts for Little Lake.
9. Assist the City of Sturgeon Bay with the planning and installation of improvements from Walmart storm water systems.
10. Obtain additional funding for aquatic and terrestrial invasive species control work for DCIST.
11. Conduct additional acres of nutrient management implementation and compliance reviews.
12. Continue Greenprint training to agencies, staff and public to increase awareness of the model and plan the Program's future.

2015 ANNUAL REPORT

DOOR COUNTY TREASURER'S OFFICE

Mission Statement

The Door County Treasurer's Office strives to provide efficient and accurate accounting of county funds and excellent service to the taxpayer.

Summary of Responsibilities

- ❖ Collection, deposit & distribution of all county funds
- ❖ Collection of current and delinquent property taxes
- ❖ Storage of tax records
- ❖ Foreclosure and sale of tax delinquent property
- ❖ Distribution of all accounts payable checks

Program Summary

- ❖ Summary of Money Received January 1st to December 31st 2015

Tax Settlement	\$18,945,451.02
State Credit on Real Estate & Personal Property	\$6,419,898.92
Sales Tax Credit	\$3,658,093.11
County Tax Collections	\$18,346,559.18
Redemption Tax Collections	\$1,341,389.81
Special Assessments	\$27,221.73
Gain on Tax Deed Sales	\$48,966.32
Interest on Taxes	\$257,384.78
Interest on Special Assessments	\$694.07
Penalty Charges	\$129,025.04

- ❖ Delinquent Totals December 31, 2015

Delinquent Tax Sale Certificates	\$1,090,737.73
Delinquent Special Assessments	\$210,100.34

- ❖ Door County Sales Tax Summary

Total Sales Tax Collections for 2014	\$3,350,012.98
Total Sales Tax Collections for 2015	\$3,658,093.11

Goals & Objectives Achieved in 2015

- ❖ All property taxes collected for 15 of 19 municipalities
- ❖ Property tax collection at three North Shore Bank locations and three locations of Associated Bank
- ❖ Credit card, debit card, and e-check payments available at counter

Knowledge Sharing 2015

Annual Municipal Clerk-Treasurer's Meeting – October 29, 2015

Department Budget Status:

Approved 2015 Budget	\$186,113.00	Actual 2015 Budget	\$173,830.35
2015 Levy Appropriation	(\$367,039.88)	2014 Levy Appropriation	(\$520,387.05)
2015 Budgeted Revenue	\$640,800.00	2015 Actual Revenue	\$540,870.23
		2014 Actual Revenue	\$713,451.64

Note: A negative number reduces the tax levy

Goals for 2016

- ❖ Excellent customer service
- ❖ Continue to make office more efficient
- ❖ Keep up-to-date on the latest technology

2015 Treasurer's Report

2015 was a good year for the Door County Treasurer's Office as well as Door County.

The office continues to collect all taxes for 15 of the 19 municipalities. It is our goal to have payments processed timely and accurately. We continue to get calls for tax information and many people take advantage of our website where they can get information from the comfort of their home. Many people don't realize that property tax information is public information.

Most people pay their taxes on time. Our records show that the taxes outstanding are less than 1% of the total levied. Most eventually are paid well before a foreclosure action is necessary.

Of the 40,000 parcels in the county, only a handful were taken by the County for non-payment of taxes in 2015. Most of the time after these properties were sold all costs and expenses were covered with the sale. The important thing is to get these properties back on the tax roll.

Another sign of an improving economy was collection of the half percent sales tax. This year's collection went from approximately 3.3 million to 3.6 million dollars. The economy was good in Door County in 2015.

The Treasurer's office continues to assist taxpayers in making them aware of unclaimed property held by the State of Wisconsin. Information is available in the Treasurer's Office and we continue to refer those with unclaimed funds to the Wisconsin Department of Revenue website to claim their money.

The Treasurer's Office maintains records going back to 1900. Many times people wish to determine the age of their homes and they have found this information very helpful. We have assisted many taxpayers in finding information on the history of property.

It is a pleasure to continue to serve the taxpayers of Door County!

Jay Zahn
Door County Treasurer

Door County University of Wisconsin-Extension 2015 Annual Report

Mission Statement

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work.

Summary of Responsibilities

The Door County University of Wisconsin-Extension office designs and delivers educational programs based on the needs of the county. Educational programs are offered in four broad areas: 1) Community, Natural Resources, and Economic Development, 2) Family Living, 3) 4-H Youth Development, and 4) Agricultural – Crops and Soils. Also housed within Door County University of Wisconsin Extension is the Wisconsin Nutrition Education Program. Within these broad areas, professional educators align themselves with specialists from the University of Wisconsin system to deliver unbiased research-based educational programs based on the needs of the county.

The Door County University of Wisconsin Extension office also has unique partnerships with the Peninsular Agricultural Research Station (PARS) and the Kewaunee County Extension office. The PARS staff help provide fruit outreach educational services to Door and Kewaunee County's residents. This collaboration between PARS and Door and Kewaunee County Cooperative Extension is implemented in a Memorandum of Understanding. Door and Kewaunee County's Extension also have specialized their agricultural educator positions, the Door County position provides crop and soil expertise, whereas the Kewaunee County position provides dairy and livestock expertise to residents of both counties.

The Agriculture and Extension Education Committee (AEEC) is responsible for supervision of Extension programming, as specified in Wisconsin Statute 59.56. In a collaborative effort, the AEEC and professional educators work together to fulfill the mission of UW-Extension. The committee is comprised of Roy Englebert-Chair, Randy Halstead-Vice Chair, John Neinas, John Bur, and Don Sitte.

OBJECTIVES AND OUTCOMES ACHIEVED IN 2015

Community, Natural Resources, and Economic Development – Rob Burke

Objectives

- In collaboration with the Door County Economic Development Corporation organize and lead the 2015 Door/Kewaunee Legislative Days.
- Develop collaboration, and cooperation among the Door County Nonprofit community Continue to provide organizational development and strategic planning assistance to Door County nonprofits, small businesses, and municipalities.

Outcome 1: Successful 2015 Door-Kewaunee County Legislative Days

- 95 adult delegates and 40 high school and 4-H students from Door and Kewaunee Counties made the trip to Madison for 2 days of meetings with legislators and state agency secretaries and representatives to present agenda items important to the community.
- The volunteer citizen delegates successfully educated all 132 state legislators and their aids, senior staff of a dozen state agencies, and staff from the Governor's office on issues of vital importance to Door and Kewaunee Counties.
- The Door/Kewaunee Legislative Days steering committee, led by the Door County Economic Development Corporation, expressed satisfaction with the immediate impact this year's event has had on several key issues, especially the Kewaunee Seawall project, the restoration of the Harbor Assistance Program funding and the reinstatement of the Knowles-Nelson Stewardship program. "These are very good results," said Executive Director Bill Chaudoir. First District Representative Joel Kitchens commented: "I heard several reports from my colleagues in the capital how impressed both legislators and state agencies were in the presentation of the materials and the agenda, saying our delegates are some of the most effective that come down to Madison from any community in the state."

Outcome 2: Community Development and Organization Development

- Strategic Planning efforts included a wide range of activities - development of long-range plans for an organization or business; analyses of data to align resources and clarify missions; workshops of diverse organizations to develop coalitions, partnerships, and mergers; conducting organizational assessments and remedying weaknesses; organizational action planning and goal setting; full-scale review of an organizations' programs.
- In 2015 strategic planning efforts led to a range of achievements, including: - Local realtors' organization maintaining its national affiliation through the successful development of their strategic plan meeting national standards. - Launching of an effort to educate homeowners and gardeners on invasive species. – Progress on improving local access to mental health services in the county through the merger of a local nonprofit organization with a regional organization.

=====

Family Living – Vacant (Jan-August) / Tenley Hitz (started 9/1/15)

Objectives

- Conduct community needs assessments to determine programming priorities and goals.
- Identify, build and strengthen working relationships with county departments, community associations and other community organizations.
- Develop an initial draft of a Plan of Work for 2016-2017

Outcomes

- Hosted a community Family Living Visioning Session. This session brought together various potential county and state partners from different areas of service including: Public Health, NAMI, School Board members, Boys and Girls Club, United Way, YMCA, Literacy Door County, ADRC, Human Services, Ministry Health-Hospital, Head Start, and others. Approximately 20+ people/organizations were present, representing an array of areas in which Family Living might program. The visioning session began with introductions by Rob Burke and Nancy Brooks (State FLP Liaison), and proceeded with a presentation, led by myself, based on the needs assessment conducted through gathering information from likely partners as well as analyzing county demographics. The session concluded with a discussion, in which the participants were able to share their thoughts/ideas on appropriate and needed programming.
- Revived partnerships and working relationships with a variety of organizations and entities: Caregiver Coalition, Public Health Department, Mental Health Focus Group, Door County ADRC and Senior Center, Door County HCE, Ministry Door County Medical Center, Kiwanis of Northern Door and Sturgeon Bay, Door County Partnership for Children and Families.
- Appointed Chair of the Parent Education Committee for the Door County Partnership for Children and Families.
- Developed a Parent Education Survey during my first few months in Door County.

Grants Received

- Sturgeon Bay Kiwanis - Printing Parenting Newsletters - \$220
- Northern Door Kiwanis - Printing Parenting Newsletters - \$220
- Ministry Door County Medical Center - Parenting Newsletters - Postage - \$100

=====

4-H Youth Development – Dawn VandeVoort

Objectives

- Expand 4-H Youth Development programming to non-traditional audiences, and use new delivery methods (afterschool, summer programs, short-term programs) to go beyond the traditional delivery model of the 4-H community club.
- Strengthen opportunities for youth to learn life skills within their 4-H clubs, and other 4-H Youth Development activities.

Outcomes

- In 2015, 4-H Community Club membership and adult leader numbers remained steady due to continued strong programs. There were 210 members and 73 leaders enrolled in 4-H Community Clubs in 2015. Outreach programs (summer camp at Camp Bird, Summer Science Club at Boys & Girls Club, library programs) included an additional 130 participants.
- A county-wide 4-H Robotics Project continued its strong participant numbers in 2015. Youth from any 4-H group that were interested in learning about the Lego Robotics were welcome to join the monthly project gatherings. Youth learned STEM skills in building, programming, critical thinking and problem solving.

- A 4-H Community Club continued to operate in Northern Door County with a group of Hispanic families and youth. This growing population in our county has been an area where 4-H programming has not reached in past years, but due to a new partnership was able to begin and grow. This was an area needing attention as noted in the UWEX office Civil Rights Review in 2011.
- Youth members continued their presence on the 4-H Leaders Board, giving youth a direct voice to the programming and decisions being made for the 4-H program. Traditionally, this group has been made up of all adults, and has utilized and requested very little youth input into decisions. Having youth on the board allows for a direct voice to share concerns and new ideas for programming.
- Continued growth of a partnership with the Boys and Girls Club to conduct summer programming. Every week during their summer program, youth participated in Summer Science Club, which was a one-hour science activity taught by 4-H Youth Development Agent, Dawn VandeVoort. A total of 76 youth participated in the Summer Science Club.

Awards

- National Association of Extension 4-H Agents – North Central Region Communicator Award – Radio Program – “Celebrating 100 Years of 4-H Traditions”

=====

Agriculture – Crops and Soils - Vacant (Jan-Sept) / Annie Deutsch (started 10/1/15)

Objectives

- Provide horticulture and agronomic crop producer’s research-based information and consultation to help them maintain economic stability.
- Work with the Peninsular Agricultural Research Station to research methods of control for various insect pests that are devastating the fruit industry.
- Send out an Agricultural Needs Assessment survey to agricultural producers in Door and Kewaunee Counties.

Outcomes

Agricultural Needs Assessment

- Approximately 460 surveys were sent out and 153 were returned. A targeted survey was also distributed at a cherry growers meeting (14 of 14 responded). The responders represented a wide range of agricultural industries and geographical regions in the counties. Using this information, I will begin to craft my Plan of Work, which will direct all my future programming.
- Wrote a grant application to allow us to hire a summer intern to do grape IPM work and allow us to publish biweekly IPM reports.

=====

Wisconsin Nutrition Education Program (WNEP)

Jenny Spude, RD, Nutrition Coordinator and Imelda Delchambre, Nutrition Educator

- Staff 1.4 total FTE serving Door and Kewaunee Counties

The Wisconsin Nutrition Education Program (WNEP) is administered by UW Extension and the Wisconsin Department of Health Services. WNEP is annual grant funded by USDA through SNAP-Ed (Supplemental Nutrition Assistance Program) to provide direct education to low income audiences and build a more food secure community. Food Insecurity is defined as lacking assured access to sufficient food for a healthy life. Efforts to build food security, include assisting a community in making the healthy choice, the easy choice for its residents.

In fiscal year 2015, 1,428 teaching contacts were made with Door County residents at locations such as Sturgeon Bay Schools, Boys & Girls Club of Door County, at community gardens and in individual family homes.

In addition to direct education, efforts to build a stronger food secure community were conducted with local agency partners including United Way of Door County, Ministry Door County Medical Center, City of Sturgeon Bay Park & Recreation Department, and Door County YMCA.

1. The Community's Garden in Sturgeon Bay

A community garden provides individuals the opportunity to grow food in a free/low cost manner. For every \$1 dollar spent on seeds/plants, home gardeners can grow an average of \$25 worth of produce. In 2015, Nutrition Coordinator held a seat on the operating board of directors and 3 gardeners who were receiving FoodShare participated in individual lessons at the garden (learning which vegetables to plant then when to harvest and how to eat and store).

2. Summer Meals

Providing reliable meals for youth when school is out of session improves food security for families. In 2012, a predicted rate of food insecure children in Door County was 23%, State of Wisconsin was 21% (*Wisconsin Food Security Project, www.foodsecurity.wisc.edu*). In 2014, the USDA Summer Meal Program administered by the Door County YMCA, expanded to reach rurally isolated youth at locations such as the Carlsville Trailer Park of which 95% of the youth are eligible for free pay school meals. This high rate is a food insecurity indicator. WNEP staff promotes meal site participation by conducting nutrition education in the meal site neighborhood just before meal site service and encourages families to walk to the site for free lunch.

3. Supporting Food System Change in School Lunch

Monthly, Door County school food service directors come together to brainstorm ways they can implement new USDA school meal guidelines into their cafeteria and have the changes accepted by their students. In 2015, 42% of students were willing to taste a vegetable if they had never tasted it before and 41% of students were willing to taste a fruit. After 2 full school years of intervention strategies that include research based fruit/vegetable placement on the lunch line and monthly cafeteria tastings, we expect by May 2019, there will be an increase to >50% willingness to try either a fruit or a vegetable.

Door County UW-Extension Goals in 2016:

Agriculture – 2016 Goals

- Successfully recruit and hire a summer intern to fill the position awarded by the East-Metro regional grant and work with and direct the intern on creating grape pest management reports and hosting a grape summer field day
- Complete my Plan of Work

4-H Youth Development – 2016 Goals

- Research options for non-traditional delivery models – short-term programs, special interest clubs, especially focused groups to increase access to UW-Extension youth programs.
- Assess 4-H Community Clubs to identify areas for growth, training and support.
- Increase educational programming for diverse and varied audiences.

Community Resource Development – 2016 Goals

- Provide assistance and facilitation to task forces, ad hoc committees and working groups established by local governments to advise and guide community and local government decision-making.
- Provide effective support and follow-up to the Bailey’s Harbor community design charrette team.
- Support and contribute to progress with the Workforce Development and Workforce Housing initiatives of the Door County Economic Development Corporations.
- Improve the management and programming of Door County Nonprofits through organizational development programming and designing and facilitating strategic planning processes.

Family Living – 2016 Goals

- Implement Programs that Enhance Community Well-Being and Physical Health for Families and Communities:
 - Raising a Thinking Child
 - I Can Problem Solve
 - Powerful Tools for Caregivers
 - Living Well with Chronic Conditions
 - Strong Women

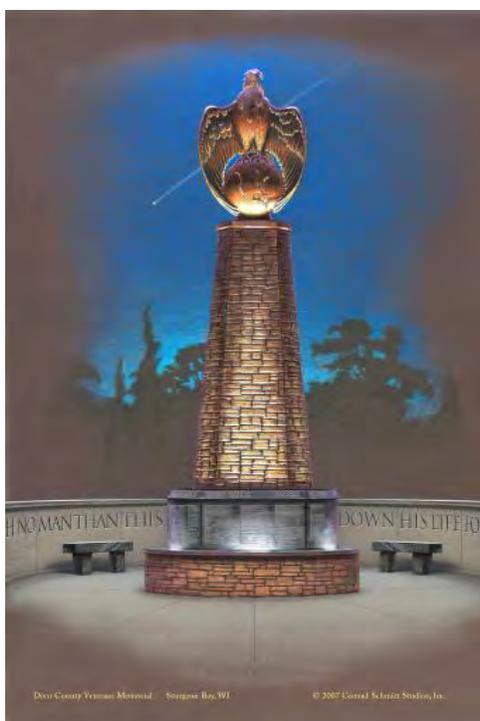
Wisconsin Nutrition Education Program – 2016 Goals

1. Build food security within Door County:
 - a. Group classes conducted at *The Community’s Garden*.
 - b. Promote SNAP/FoodShare redemption benefits at Sturgeon Bay Farm Market.
 - c. Outreach and administrative support in expanding mobile lunch delivery of summer meals to children.
2. Focus educational efforts on obesity prevention:

Utilize research based nutrition education curricula to teach child obesity prevention at the Boys & Girls Club of Door County, Sawyer Elementary School, and in individual family’s homes.

2015 ANNUAL REPORT DOOR COUNTY DEPARTMENT OF VETERANS SERVICES

A. Mission Statement: Provide all veterans of Door County and their families with a single, comprehensive, and seamless access point to the services and benefits which they have earned from both the United States Department of Veterans Affairs (VA) and the Wisconsin Department of Veterans Affairs (WDVA). Additionally, we strive to foster partnerships with and among veterans organizations and other concerned parties, to leverage all available resources to enhance the quality of life and public recognition for our veterans.



B/C. Summary of Responsibilities/Program Summary: Although a Door County department, the office provides services and access to benefits primarily provided and administered by the U.S. Department of Veterans Affairs and the State of Wisconsin Department of Veterans Affairs. The Veterans Service Office (VSO) initiates applications for veterans and their dependents for a wide array of benefits, including:

- Home mortgage loans.
- Home improvement loans (WDVA – program is currently suspended).
- Personal loans (WDVA - program is currently suspended).

- Compensation and pension.
- Death benefits, graves registration, and headstone/grave markers.
- Medical and education grants.
- VA healthcare.
- Transportation for veterans to and from VA medical appointments at Milwaukee, Cleveland, Tomah, Appleton, and Green Bay hospitals/clinics.
- GI Bill entitlements.
- Correction of military records.
- Insurance benefits and claims assistance.
- Administering Veterans Service Commission aid.
- Administering Veterans Service Council aid.
- Veteran residency and nursing home applications.
- Recording of DD-214 discharge documents.
- TRICARE/CHAMPVA information.
- Coordinate care packages to service members serving abroad.

The target community we serve is estimated to be 2514 Door County veterans (2015 VA data). We are seeing a marked increase in requests for information and assistance from:

- Veterans suffering from presumptive illnesses related to exposure to Agent Orange during their Vietnam conflict “*in theater*” deployments. Over time, the VA continues to add illnesses that qualify as being deemed presumptive due to Agent Orange exposure. Unfortunately, various cancers are one of the most prevalent disabilities that are claimed for VA compensation.
- Veterans suffering from Posttraumatic Stress Disorder (PTSD) from their experiences in wartime environments.
- Eligible spouses and dependent children of veterans.
- Needy veterans who have lost their job, been temporarily laid off, or have seen their salary reduced/hours cut back. We are also seeing an increase in older residents on fixed incomes that are struggling to pay basic expenses.
- Older veterans who are moving to Door County to retire following completion of their civilian careers.
- Benefits related to veteran deaths in general throughout Door County.

Additionally, the County Veterans Service Officer (CVSO) provides administrative support to the Veterans Service Commission and Veterans Service Council.

2015 was a very productive year for the veterans office. For the third year in a row, the CVSO was present for duty (not mobilized) for the entire year.

In Dec 2014, we brought US Navy veteran Beth Wartella on board as Deborah Hart's replacement. Beth's background as a recently discharged veteran is proving invaluable to assisting our Door County veterans.

D. Goals/Objectives Achieved in 2015:

- Assisted Door County veterans with applications and documentation of eligibility to receive \$10,744,403 in Federal VA compensation, pension, and other benefit amounts. This represents an increase of 110% over the 2007-2013 timeframe (dollars per veteran in 2007 - \$1965, 2013 - \$4135). This benchmark puts our county among the top tier in growth rate of federal VA dollars (latest data available).
- Processed death benefits and/or claims for 93 veterans.
- Processed 15 VA mortgage loan certificates.
- Total benefits paid to Door County veterans from WDVA programs processed by the VSO staff in 2015 totaled over \$97,000.
- VSO experiences approximately 10-12 personal office visits and 20-25 telephone and e-mail contacts per day. E-mail and voice mail is monitored by the CVSO during the evenings and weekends. Both the Sheriff and Sturgeon Bay Police Chief are able to contact the CVSO 24/7 should an issue arise with a veteran and his or her dependents.
- Assisted the maintenance department in the oversight of the Door County Fallen Veterans Memorial.
- Provided administrative support to the Veterans Service Commission and Veterans Service Council.
- In Mar 2015, Assistant CVSO Beth Wartella obtained her VA accreditation status - expanding the office knowledge base and ultimately providing direct computer access to federal VA records and benefits for our Door County veterans community.

E. Knowledge Sharing 2015:

- Updated Veterans Service Organizations (VSOs) on benefit changes and program modifications.
- Interfaced with like agencies to share and disseminate veterans benefit information.
- Began laying groundwork for 2016 outreach activities throughout the county.

F. Department Budget Status:

Approved 2015 Budget	\$164,192	Actual 2015 Budget	\$153,333
2015 Levy appropriation	\$153,192	2014 Levy appropriation	\$151,486
2015 budgeted revenue	\$11,000	2015 Actual Revenue	\$18,129
		2014 Actual Revenue	\$4,339

- Grants received for 2015: WDVA CVSO Grant, \$10,000. WDVA Transportation Grant, \$1,154.07.

G. Issues, Concerns, and Restraints:

- The CVSO office outreach effort must continue to be improved during 2016 to ensure all Door County veterans receive the benefits they have earned.

H. Goals and Objectives for 2016:

- Continue meeting the full intent of our Department of Veterans Services mission statement.
- Ensure all veterans who stop by the office, and those calling on the phone (or e-mailing), are served in a timely manner. Track all contacts to ensure responses are made within 24 hours, at most. Due to the increasing workload from outreach efforts, this may require VA vocational rehabilitation, VA work study, or Limited Term Employee (LTE) assets to assist with manning the office.
- Outreach is imperative to the success of our mission. The unusual geography of Door County requires continuous effort to reach out to all of our veterans; especially those who reside significant distances away from our office in Sturgeon Bay. Work diligently with the Veterans Service Organizations, five Door County radio stations, and three newspapers to reach out to veterans. Increase dedicated outreach time by at least 25% during 2016.
- Continuing changes in benefit programs requires ongoing training. Conduct as budget, staffing, and time permit.
- Under the purview of the County Administrator's guidance and direction, work with federal, state, and local legislators to promote and advocate for our Door County veterans and their families.