AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of December 8, 2020 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
   ◆ County Board
     ♦ Vacant District 7 Supervisor Seat
   ◆ County Clerk
     ♦ Resolution 2021-__ - Acceptance of Gift, Grant, and/or Donation to the Door County Clerk’s Office
   ◆ County Administrator
     ♦ County Redistricting
     ♦ COVID-19
     ♦ Door County Government Operations
     ♦ Resolution 2021-__ Amend Table of Organization for Land Use Services Dept. and Treasurer
   ◆ Transportation
     ♦ Transportation Program Update
   ◆ Corporation Counsel
     ♦ Resolution No. 2020-___ Intergovernmental Agreement – Transfer of PIN 281-62-10000117 to the City of Sturgeon Bay
     ♦ Sec. 767.405, Wis. Stats. Family Court Services (Mediation) 2020 Annual Report
     ♦ Racism, Diversity, Equity & Inclusion - Resources
   ◆ Human Resources
     ♦ Ordinance 2021-01 and plan to Dissolve County Civil Service Commission and Reform Related Recruitment and Selection Processes
     ♦ Temporary Policy consideration for Reduced Schedules and Layoff – as it relates to COVID-19
     ♦ Exit Interview Summary Report for 2020
     ♦ Request to Refill – GSI/Land Information Coordinator – Land Use Services
     ♦ Request to Refill – Administrative Assistant II – Jail – Sheriff’s Office
     ♦ Request to Refill – Custodian – Facilities & Parks
     ♦ Request to Refill – Parent Locate Specialist – Child Support
     ♦ Request to Refill – Equipment Operator and Subsequent Vacancies– Highway & Airport
     ♦ Request to Refill – Mechanic and Subsequent Vacancies – Highway & Airport
     ♦ Request to Refill – Administrative Assistant II – District Attorney
     ♦ Personnel Transactions
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
10. Vouchers, Claims and Bills
11. Next Meeting Date(s)
12. Regular Meeting
    • Tuesday, February 16, 2021 – 10:00 a.m.
13. Meeting Per Diem Code
14. Adjourn

Deviations from order shown may occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted________________, 2021 by ______________
Call Meeting to Order
The Tuesday, December 8, 2020 Administrative Committee Meeting was called to order at 10:00 a.m. by Vice Chair Susan Kohout at the Door County Government Center.

Establish a Quorum ~ Roll Call
Members present: Dan Austad, Ken Fisher, Susan Kohout, Nancy Robillard, Richard Virlee, and Joel Gunnlaugsson. David Lienau was excused.

Others present: Administrator Ken Pabich, Corporation Counsel Grant Thomas, HR Director Kelly Hendee, Transportation Director Pam Busch, Treasurer-elect Ryan Schley, Land Use Director Mariah Goode, and County Clerk Jill Lau. Staff and Public attended virtually.

Adopt Agenda / Properly Noticed
Motion by Austad, seconded by Robillard to approve the agenda. Motion carried by voice vote.

Approve Minutes of November 17, 2020 Regular Administrative Committee Meeting
Motion by Fisher, seconded by Virlee to approve the minutes of the November 17, 2020 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence
No correspondence was presented.

Public Comment
No one from the public commented.

Old Business
No old business was presented.

New Business (Review / Action)
County Board
Vacant District 7 Supervisor Seat
Vice Chair Kohout announced that Erin Tauscher has resigned. A Media Release went out last week. Letters of application are due at the end of the day on December 17th. Interviews will be scheduled in early January with a recommendation for appointment expected at the January County Board meeting.

County Administrator
COVID-19
Door County Government Operations
Cares Act Funding
The last reimbursement has been submitted. Additional expenses, above the funds allocated, were submitted. The County was notified that additional funding may be available.

Resolutions No. 2020-19, 2020-22, 2020-23 & 2020-84
Resolutions were included in the meeting packet and were reviewed. CC Thomas suggested extending resolution 2020-84 which sunsets on December 31, 2020.

Motion by Fisher, seconded by Austad to recommend extending Resolution 2020-84 and send it on to County Board. Motion carried by voice vote.

Operational Status for the Treasurers Department
Administrator Pabich distributed a proposed re-organizational chart. Under the current chart in Land Use Services, current positions include the GIS Technician. Under the new org chart, the GIS Technician position will be
eliminated with the tax listing duties moving under the County Treasurer’s Department and the mapping/fire number duties being moved to the LIO position. Chris Moe will move to the Treasurer’s Office to assist with tax collection mid-December. It is anticipated Chris will move into the Deputy Treasurer position effective January 4, 2021.

**Transportation**

**Transportation Program Update**
Transportation Director Pam Busch presented a PowerPoint outlining proposed new names and three new proposed logo options. The Door County Transportation Department will become Door County Connect. Three proposed logos were reviewed. Pam asked Committee Members to connect with her after the meeting for their input on proposed new names with a new logo. Discussion regarding the logos and name. Discussion of using a single name versus keeping the ADRC bus and Door2Door separate.

**Child Support**

**Resolution in Support of Increased County Child Support Funding**
CC Thomas reviewed the resolution included in the meeting packet. Child Support Director Rod Dequaine explained Federal funding processes have changed. The resolution asks for additional State funding which without it many counties will struggle.

Motion by Austad, seconded by Robillard to approve the resolution and forward on to County Board. Motion carried by voice vote.

**Corporation Counsel**

11-23-2020 Notice of Knowles-Nelson Stewardship Program Grant (Town of Baileys Harbor) - §23.0917(5t), Wis. Stats.
CC Thomas reviewed the notice included in the meeting packet. Historically no action has ever been taken in support or against. This is an FYI.

**Extension of Alternative Work Schedules Policy (Resolution No. 2019-71) Beyond December 31, 2020**
CC Thomas explained before COVID-19 the resolution was adopted in 2019 with the year 2020 as a trial run. The request is to extend the policy commencing January 1, 2021 and extending through December 31, 2021 for the trial run.

Motion by Fisher, seconded by Robillard to extend the policy and trial time to December 31, 2021. Motion carried by voice vote.

**Litigation Update**

CC Thomas updated the committee on each pending case. All cases have been impacted by COVID-19.

**Opioid MDL**
Pending in court. Door County became part of the litigation at the beginning.

**Quarry Bluff Development, LLC De Novo Appeal of CUP Denial to BOA**
The parties requested a delay in scheduling a hearing in an effort to work out a negotiated resolution. Unaware of any negotiated resolution. Hearing before BOA is scheduled for February 2021.

**“Navis et al vs. Door County BOA“ Door County Case # 2018-CV-102**
Currently pending in the Wisconsin Court of Appeals. Waiting for a decision from the Court. Anticipating a decision may take place in the first quarter of 2021.

**“Camp Zion Inc. V. Door County” (USDC-Fed EDW) Case # 20-CV-1248**
This was an appeal to the Federal Courts. Case is pending and is at the very beginning of litigation.

**Human Resources**

**Proposed (2021) Changes to Assistant Real Property Lister Position and Deputy Treasurer Position**
No discussion or action taken.

**Plan to Dissolve County Civil Service Commission and Reform Related Recruitment and Selection Processes**
HR Director Hendee explained the Sheriff’s Office Study recommended designating the HR Department with overall recruitment for the Office. Anticipating preparing an overall recommendation to dissolve the Civil Service Commission to bring before Public Safety, Administrative Committee and County Board in January.
Change to 03-16-2020 Supplemental Paid Leave Administrative Order
HR Director Hendee would like to update the Order with added language related to employees who terminate their employment. Language added to include “subject to a 90 day ‘look back’ period from date of separation”. If an employee separates from employment and they have used SPL within the past 90 days of employment from separation date and they have available PTO the SPL bank will be reimbursed with their PTO bank.

Motion by Gunnlaugsson, seconded by Fisher to approve the change to the Order and send it on to County Board. Motion carried by voice vote.

Request to Refill – Deputy Clerk of Court – Clerk of Court
HR Director Hendee explained the vacancy is due to an internal move.

Motion by Robillard, seconded by Virlee to approve the request to refill the Deputy Clerk of Court position. Motion carried by voice vote.

Request to Refill – Facilities Supervisor – Facilities & Parks
HR Director Hendee explained the vacancy is due to the current employee taking another job in the County.

Motion by Austad, seconded by Robillard to approve the request to refill the Facilities Supervisor position and all subsequent vacancies. Motion carried by voice vote.

Request to Refill – Zoning Administrator/Assistant Sanitarian – Land Use Services
HR Director Hendee explained this is due to a retirement. The Department is asking to bring in a person earlier than usual to train with the retiree.

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Zoning Administrator/Assistant Sanitarian – Land Use Services position. Motion carried by voice vote.

Personnel Transactions
Reviewed.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
Nothing as of this meeting.

Vouchers, Claims and Bills
Reviewed.

Next Meeting Date(s)
Regular Meeting
Tuesday, January 19, 2021 – 10:00 a.m.

Meeting Per Diem Code
128.

Adjourn
Motion by Fisher, seconded by Robillard to adjourn. Time: 10:58 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk
Resolution No. 2021-__
APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE
DOOR COUNTY CLERK’S OFFICE

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Section 59.52(19) Wisconsin Statutes empowers the County Board to accept donations, gifts, or grants of money for any public governmental purpose within the powers of the County; and

WHEREAS, Resolution 75-84 entitled “Gifts, Grants & Donations to the County of Door” requires approval of the Door County Board of Supervisors, for acceptance of all donations, gifts, and grants whether in the form of money, or personal or real property; and

WHEREAS, Rule of Order #38, entitled ‘Donations, Gifts or Grants’, authorizes a department to accept donations, gifts or grants in amounts up to $999.00. An oversight committee may accept donations, gifts or grants in amounts up to $4,999.00. County Board shall be provided notice of any donation, gift or grant equal to or in excess of $5,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis; and

WHEREAS, The Wisconsin Elections Commission has offered a County CARES for Elections Subgrant (a subgrant of the 2020 HAVA CARES Act Grant) in the amount of $9,291.10 to the County Clerk’s Office. The purpose of said grant is to help Door County address additional costs associated with the national emergency related to coronavirus; costs spent to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle; and

WHEREAS, The Administrative Committee has voted to support accepting the above described grant.

NOW THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the County Clerk’s Office to accept the County CARES for Elections Subgrant, issued by the Wisconsin Elections Commission, as described above.

BE IT FURTHER RESOLVED, That the County Election Security Subgrant will be administered by the County Clerk’s Office, subject to Administrative Committee oversight.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairperson

Susan Kohout

Joel Gunnlaugsson

Nancy Robillard

Daniel Austad

Richard Virlee

Ken Fisher
2020 County CARES for Elections Subgrant Reimbursement Program

Notice of County CARES for Elections Subgrant Award
Wisconsin Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984

Subgrantee: Door County
Subgrantee DUNS Number: N/A
Date: 12/10/2020

Door County has been awarded $9,291.10 (a maximum of $10,000 per county) under the 2020 County CARES for Elections Subgrant Reimbursement Program, issued by the Wisconsin Elections Commission. These funds are a subgrant of the 2020 HAVA CARES Act Grant, Agreement Number WI20101CARES, CFDA Number 90.404, authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-252), provided for in the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020DR-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded on April 6, 2020.

As a sub-recipient, your jurisdiction must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

I. ALLOWABLE REIMBURSEMENTS

Purpose of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” Additional costs are those incurred outside of the jurisdiction’s budgeted costs for the 2020 federal elections or election costs that are solely incurred due to the pandemic. Not reimbursable are expenditures that have or will be subsidized by another source (e.g. municipalities, FEMA, Routes to Recovery, possible recount) or for supplies that WEC has provided. Commission staff will award subgrant reimbursements up to $10,000 per county. For the purpose of this subgrant, those allowable uses span the period January 20, 2020 through November 30, 2020 and include the six following categories:
1. ADDITIONAL BALLOT COSTS for supporting municipalities with higher levels of absentee vote by mail processes, including ballot supplies, printing, postage, mail drop-boxes, the installation and security of those drop-boxes, and printers, scanners, envelope openers, and paper folding equipment costing less than $5000 per unit.

2. ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT for elections, including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers’ virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.

3. ADDITIONAL ELECTION STAFFING for supporting municipalities in the processing of higher levels of absentee ballot requests and absentee ballot tabulation, for training and time to prepare for and to cover vacancies at municipal polling places, expanded hours and overtime diverted to elections, hazard pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures. Also includes time and mileage (reimbursed at no greater than the federal mileage reimbursement rate of $0.575 per mile) spent to distribute PPE and other safety equipment to municipalities.

4. ADDITIONAL MAILINGS FOR COMMUNICATIONS to public and to municipalities concerning changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.

5. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic or for other space leasing needed for the elections and due to the pandemic.

6. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots, including high speed or central count tabulators. (This “Equipment” category defined as costing equal or greater than $5000 per unit. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.) Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

   “Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

II. DOCUMENTATION AND AUDIT

DOCUMENTATION: The receiving jurisdiction must maintain all documentation of purchases and payments reimbursed with these subgrant funds until December 31, 2024. Documentation includes receipts, invoices, payments, task-specific timesheets, payroll reports, trip documentation, etc. and notations to document that claimed expenditures are due to the pandemic.
A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until December 31, 2024.

**AUDIT:** All subgrant funds are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws.

Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a municipality under the subgrant, the municipality shall repay the amount of the subgrant to the Commission.

**III. CERTIFICATION**

In your signed County CARES for Elections Request Form and Certification, you certified the following:

- As the receiving jurisdiction, we certify that the expenditures submitted for reimbursement under this County CARES for Elections Subgrant have been incurred due to the pandemic affecting the 2020 federal elections.

- As the receiving jurisdiction, we will maintain all documentation of purchases and payments made using subgrant funds provided in this subgrant until December 31, 2024.

- As the receiving jurisdiction, we further certify that we have followed all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (https://www.govinfo.gov/app/collection/cfr/2020/)

**Julia Billingham, MAcc**  
Senior Accountant  
WI Elections Commission  
212 East Washington Avenue, 3rd Floor  
PO Box 7984; Madison, WI 53707-7984  
Direct: 608.266.2094; General WEC: 608.266.8005  
[Stephanie.Billingham@wisconsin.gov](mailto:stephanie.billingham@wisconsin.gov)  
[http://elections.wi.gov](http://elections.wi.gov)
Hello County Clerk,

The Wisconsin Legislative Technology Services Bureau (LTSB), Legislative Reference Bureau (LRB), and UW Applied Population Lab (APL) have organized virtual webinars to help County Clerks and their staff prepare for the 2021 Local Redistricting process. The training will be held on Wednesday, February 3rd and will consist of two portions: a two-hour lecture in the morning, and a two-hour software training in the afternoon. Anyone involved in local redistricting is highly encouraged to attend.

The lecture portion will provide individuals with information on the 2020 Census and resulting demographic datasets, 2021 local redistricting timelines, the process of redistricting, and information on current redistricting statutes. This will include an overview of the “how and why” of redistricting for counties, as well as discussions of procedures, guidelines, and the laws that shape redistricting in Wisconsin. The lecture will be followed by a Question & Answer portion.

The hands-on software training will be a demonstration of the Wisconsin Shape Editor for Local Redistricting (WISE-LR) software, which will be used for local redistricting. WISE-LR is a web application developed by the LTSB specifically for the state statutes of Wisconsin and local redistricting laws in 2021. WISE-LR will allow local officials, or their delegates, to create, analyze, and share county supervisory plans, municipal ward plans, and aldermanic plans with accurate demographic data. This session will cover the entire breadth of the WISE-LR software, but will focus on drafting tentative Supervisory District Plans.

Wednesday, February 3rd at 9 AM - 11 AM
Register here: 2021 Local Redistricting Overview for County Clerks

- Presentation by APL & LRB
- Question & Answer by APL, LRB, LTSB, and the Wisconsin Elections Commission (WEC)

Wednesday, February 3rd at 1 PM - 3 PM
Register here: WISE-LR Software Training for County Clerks (and other county staff)

- Brief presentation on utilizing the Local Redistricting software
- Hands-on WISE-LR software training by LTSB (emphasis on Stage 1: drawing County Supervisory Plans)
- Note: WISE-LR is accessed online and does not require any downloaded data or purchased software.

For more information on upcoming trainings, please visit: https://legis.wisconsin.gov/ltsb/local-redistricting/. If you have questions or concerns, please contact LTSB's GIS Team at GIS@legis.wisconsin.gov or 608-283-1830. We look forward to working with you throughout the local redistricting process.

Thank you,

LTSB-GIS
Amend Table of Organization - Door County Land Use Services Department and Treasurer’s Department

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, The current/proposed Table of Organization for the Door County Land Use Services Department and Treasurer’s Department, and position descriptions for the GIS Technician and Chief Deputy Treasurer, are attached hereto as Addendum A, and incorporated herein by reference as if fully set forth, and

WHEREAS, it is hereby deemed to be advisable, and consistent with §§ 59.25 & 70.09, Wis. Stats., to amend the Table of Organization for the Door County Land Use Services Department, amend the Table of Organization for the Door County Treasurer’s Department, and approve the position description for the Deputy Treasurer, as proposed.

NOW, THEREFORE, BE IT RESOLVED, By the Door County Board of Supervisors that the recommended changes to the Table of Organization for the Door County Land Use Services Department and Treasurer’s Department, and the amended position description for the Deputy Treasurer, are hereby approved.

BE IT FURTHER RESOLVED, That these changes will be in full force and effect from and after January 4th, 2021.

SUBMITTED BY:
Administrative Committee

David Lienau, Chairman
Dan Austad
Nancy Robillard
Ken Fisher
Richard Virlee
Joel Gunnlaugsson

Reviewed by: Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Impacts / Notes:
• GIS Technician Removed from organizational chart
• LIO picks up GIS duties (No title change but job duties updated)
• Chief Deputy Position picks up tax listing duties – Job Description duties updated
General Summary

The GIS Technician is responsible for administration of the County's addressing ordinance and program; with the Real Property Lister, preparation and maintenance of accurate property descriptions, ownership, and assessment/taxation information for all property in the County; assisting the County Land Information Officer in the maintenance of Land Use Services Department data layers; and other duties assigned related to overall maintenance of county land records. Regular attendance and punctuality, along with being prepared to commence work at designated work locations on the assigned or scheduled days and hours, is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records.

2. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.

3. Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.

4. Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.

5. Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.

6. Maintain and develop accurate property descriptions, ownership, property address, managed forest lands and assessment/taxation information.

7. Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile query reports, electronic data files, and labels as needed.

8. Provide truthful and accurate written and verbal communications.
General Job Functions

1. Administration of the addressing program.
3. Resource for Land Use Services informational maps, data, and maintenance.

Requirements

Training and Experience

1. Two (2) year technical degree in GIS, land records, or related field, is required. Extensive, recent work experience in GIS mapping may be considered.
2. Certification as a Certified GIS Professional is preferred.
3. Bachelor’s degree in GIS, geography, computer science, or engineering preferred.

Knowledge, Skills, and Abilities Required

1. Ability to work independently and to manage multiple projects simultaneously.
2. Knowledge and skill in working with ArcView, ArcMap, Intrado, Microsoft Office software, AS-400 and document scanning (IMS21).
4. Knowledge of statutes, ordinances, and regulations as they apply to addressing, legal descriptions, property assessment, and taxation methods.
5. Ability to operate and administer limited maintenance on office equipment, including plotter and scanner.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Ability to read, comprehend, and communicate, both verbally and in writing.
8. Knowledge of mathematics and statistical functions and the ability to demonstrate a high degree of accuracy and reliability.

Physical & Working Conditions

Normal office environment with little or no discomfort due to temperature, dust, noise, or the like.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

_________________________  _________________________
Mariah K. Goode, Land Use Services Director  Date

_________________________  _________________________
Kelly A. Hendee, Human Resources Director  Date
County of Door
Chief Deputy – Treasurer

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Revision</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Treasurer</td>
</tr>
<tr>
<td>HR Reviewed</td>
<td>1/2021</td>
</tr>
<tr>
<td>Division</td>
<td>Employee Group</td>
</tr>
<tr>
<td>Report To</td>
<td>Door County Treasurer</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>F.</td>
</tr>
<tr>
<td>EEO Code</td>
<td>06 – Office/Clerical</td>
</tr>
</tbody>
</table>

General Summary
Assists the County Treasurer in all functions of tax collection and receipting of incoming monies. Responsible for reconciling the monthly bank statement, assisting with daily bank deposits, keeping accurate records of all transactions and balancing with the Finance Department. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

2. Balance receipts with actual cash collections for daily bank deposit. Balance monthly totals of tax payments with daily deposits and credit/debit/Echeck payments for the Finance Department.
3. Issue general receipts for County monies received from all County Departments.
4. Prepare annual In-Rem foreclosure report. Mail certified notification to all property owners and lien holders. Prepare and mail foreclosed property listing.
5. Assist with the disbursement of County checks, by mail or in person. Prepare vouchers for payment to Districts of special taxes held in trust.
6. Calculate interest due on delinquent taxes. Post delinquent payments to tax record books. Mail notices of unpaid taxes for all tax years.
7. Balance first half of semi-annual tax collections and transfer monies collected to municipalities daily. Notify municipalities and Finance Department of amounts transferred.
8. Distribute written and verbal information to the general public regarding taxes, delinquent amounts, lottery credits, assessed values, fair market value, use value and general tax information as requested.
9. Prepare monthly electronic Reports and submits them to the Wisconsin Department of Revenue for Register of Deeds, Register in Probate and Clerk of Courts.
10. Keep an accurate updated lottery credit listing; notify new property owners eligible for the credit; electronically report to the State of Wisconsin the number of lottery credits claimed by each municipality.
11. Notify/invoice issuers of all NSF checks of Door County NSF check procedure.
12. Assist with settlement of tax money due Door County and accept the postponed and delinquent taxes from the 19 County districts.
13. Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.
14. Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.
15. Maintain and develop accurate mailing addresses, managed forest lands and assessment/taxation information.
16. Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile electronic data files.
Addendum A to Resolution 2021-____

County of Door
Chief Deputy – Treasurer

General Job Functions

1. Assist the Treasurer in all functions of the Treasurer’s office. In the Treasurer’s absence, make essential decisions and ensuring the office runs in a smooth manner.
2. Responsible for daily bank deposit in the absence of the Treasurer.

Requirements

Training and Experience

1. Four to Five (4-5) years of responsible work experience; or an equivalent combination of training and experience in Accounting, Treasury, or similar capacity.
2. Current valid Wisconsin driver’s license required
3. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of basic math, accounting, and/or bookkeeping. Ability to keep accurate and organized records.
2. Ability and skill in use of a personal computer, knowledge of Excel and Word, and accurate use of a calculator.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
4. Ability to process cash and checks rapidly and accurately. Honesty and being trustworthy is demanded.
5. Knowledge of how to find a legal description in the tax rolls and on a map.
6. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical and Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

________________________            _______________________
Ryan Schley, County Treasurer            Date

________________________            _______________________
Kelly A. Hendee, Human Resources Director            Date
59.23 COUNTIES

(n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.

(q) County highway commissioner: notify of election. Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.

(r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.

(s) List of local officials. Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.

(t) General. Perform all other duties required of the clerk by law.

59.25 Treasurer.

(1) ELIGIBILITY. No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk or member of the board shall be eligible to the office of treasurer or deputy treasurer.

(2) DEPUTIES. OATH. SALARY. TEMPORARY VACANCY. (a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer’s direction, in the discharge of the duties of the office of treasurer. The appointment shall be in writing and shall be filed and recorded in the treasurer’s office. Such deputy, in the absence of the treasurer from the treasurer’s office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed.

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person, if the person who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

(3) DUTIES. The treasurer shall do all of the following:

(a) 1. Receive all moneys from all sources belonging to the county, and all other moneys which by statute or county ordinance are directed to be paid to the treasurer, and, except in counties having a population of 750,000 or more, in the case of the payment of delinquent property taxes or the redemption of land subject to such tax certificate, make out and deliver to the clerk duplicate receipts therefor, and file in the treasurer’s office the duplicate receipts delivered to the clerk for money received by the clerk.

2. In counties having a population of 750,000 or more, file a duplicate receipt in the treasurer’s office.

(b) Pay out all moneys belonging to the county only on the order of the board, signed by the clerk and countersigned by the chairperson, except when special provision for the payment thereof is otherwise made by law; and, except in counties having a population of 750,000 or more, pay out all moneys belonging to the county on the order of the county commissioner of highways, signed by the clerk and countersigned by the chairperson of the board.

(c) Pay all county orders described in par. (b) in the order of time in which they are presented for payment; but where 2 or more are presented at the same time, give preference to the order of the oldest date, but the treasurer shall receive of municipal treasurers all county orders issued in the county, which the municipal treasurers may present in payment of county taxes, to the amount of the county taxes actually collected by any municipal treasurer in the year for which the orders are offered in payment, which amount shall be determined by the affidavit of the municipal treasurer.

(d) Keep a true and correct account of the receipt and expenditure of all moneys which come into the treasurer’s hands by virtue of the treasurer’s office in books kept therefor, specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment; keep also a record of accounts of all fees received, a separate account of all moneys received for taxes, and a separate account of all moneys received upon redemption of lands from sales thereof for nonpayment of taxes, further specifying in the 2 last accounts the description of the property on account of which such money was paid, which books shall be open at all times to the inspection of the board or any member thereof and to
all county and state officers; make in writing a fully itemized state-
ment and report, verified by the treasurer’s oath, to the board on
the first day of the annual board meeting and at such other times
as the board directs, of all moneys of whatever nature received and
dishanded by the county treasurer; exhibit the treasurer’s vouchers
therefor to be audited and allowed, and settle with the board the
treasurer’s accounts as treasurer; and exhibit to the board all mon-
ey in the custody or control of the treasurer as treasurer, and, if
required, make oath that such moneys are the funds of the county.

(e) Annually by March 15, furnish to the department of reve-

nue the completed tax roll settlement sheets prescribed under s.
70.09 (3).

(f) 1. Except as provided in subd. 2., transmit to the secretary
of administration at the time required by law to pay the state taxes
a particular statement, certified by the county treasurer’s personal
signature affixed or attached thereto, of all moneys received by
him or her during the preceding year and which are payable to the
secretary of administration for licenses, fines, forfeitures, or on
any other account, and at the same time pay to the secretary of
administration the amount thereof after deducting the legal fees.

2. For all court imposed fines and forfeitures, plus costs, fees,
and surcharges imposed under ch. 814, required by law to be
deposited in the state treasury, transmit to the secretary of admin-
istration a statement of all moneys required by law to be paid on
the actions entered during the preceding month on or before
the first day of the next succeeding month, certified by the county
treasurer’s personal signature affixed or attached thereto, and at
the same time pay to the secretary of administration the amount
of the money transmitted.

(g) Deposit all moneys for jail assessments received under s.
302.46 (1) in a county jail fund and make payments from the fund
for purposes of s. 302.46 (2) on order of the board under par. (b).

(gm) Deposit all moneys received under s. 973.0455 (2) for a
crime prevention fund and, on order of the crime board under s.
59.54 (28) (d), make grant payments as the crime board directs.

(h) Cause to be insured, when directed by the board, at the
expense of the county, the county buildings or any of them in the
name of the county; and, in case of loss, demand and receive the
money due on account of such insurance for the use of the county;
and all such money shall be applied to rebuilding or repairing such
county buildings.

(i) Make annually, on the 3rd Monday of March, a certified
statement, and forward the statement to each municipal clerk in
the county, showing the amount of money paid from the county
treasury during the year next preceding to each municipal trea-
surer in the county. The statement shall specify the date of each
payment, the amount thereof and the account upon which the pay-
mnt was made. It shall be unlawful for any county treasurer to
pay to the treasurer of any town any money in the hands of the
board when he or she is required to pay the state percentage
of monies received from the federal government under Title 31. 67 Atty. Gen. 277.

(j) Retain 10 percent for fees in receiving and paying into the
state treasury all money received by the treasurer for the state for
fines and forfeitures, except that 50 percent of the state forfeitures
and fines under chs. 341 to 347, 349, and 351 shall be retained as
fees, and retain the other fees for receiving and paying money into
the state treasury that are prescribed by law.

(k) Forward 40 percent of the state forfeitures and fines under
ch. 348 to the secretary of administration for deposit in the transpor-
tation fund under s. 25.40 (1) (ig).

(L) Forward all money received under s. 66.0114 (3) (c) to the
secretary of administration for deposit in the transportation fund
under s. 25.40 (1) (ig).

(m) Forward 50 percent of the fees received under s. 351.07
(1g) to the secretary of administration for deposit in the transporta-
tion fund under s. 25.40 (1) (im).

(n) Make and deliver to any person, for a fee that is set by the
board under s. 19.35 (3), a certified copy or transcript of any book,
record, account, file or paper in his or her office or any certificate
which by law is declared to be evidence.

(o) On the first day of each month pay into the county treasury
the fees received by the treasurer.

(p) Pay to the secretary of administration on his or her order
the state percentage of fees received from the clerk of the circuit
court under s. 59.40 (2) (m) and if any such moneys remain in his
or her hands when he or she is required to pay the state percentage
of fees, pay such moneys therewith to the secretary of administra-

(q) Perform all other duties required of the treasurer by law.

(s) Exercise any investment authority delegated to the trea-
surer by the board under s. 59.62.

(t) Notify municipalities of payments made under ss. 74.29 and

79.10 in respect to property tax levies originally certified to the
municipality for collection.

History: 1995 a. 225 ss. 151 to 153; 1995
a. 227 s. 202; 1995 a. 209 s. 2; 1995 a. 408 s. 1; 1995 s. 448 s. 60; 1997 a. 27, 33, 135,
211, 237, 248; 1999 a. 9, 32, 74; 1999 a. 150 s. 672; 2001 a. 16; 2001 a. 30 s. 108;
Section 59.20 (8) (now sub. (3) (j)), as to retention of 50 percent of traffic fines and
fees is valid. State ex rel. Commissioners of Public Lands v. Anderson, 56 Wis. 2d 666,
233 N.W.2d 84 (1973).

Except for their elected superior’s power to appoint and discharge, chief deputies
are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are
not entitled to receive any salary from a collective bargaining unit as a matter of law. Oneida County v.
WERC., 2000 WI App 191, 238 Wis. 2d 626, 618 N.W.2d 891, 00–0466.

The entire amount of bail forfeited under s. 969.13 (4) (d) is to be retained by the
county treasurer and no part is to be paid to the state treasurer. 62 Attorneys General 247.

Section 59.20 (13) (now sub. (5) (m)) refers to national forest, which are monies
received under Title 16 of the United States Code, and does not control the distribution
of monies received from the federal government under Title 31. 67 Attorneys General 277.

A county that has received payments from the federal government under Title 31 of
the United States Code cannot distribute those payments to the towns in which
national forest lands are located. 68 Attorneys General 23.

COUNTIES 59.255

Comptroller. 1 Eligibility. (a) No person may hold the office of comptroller unless he or she is either a certified public accountant, licensed or certified under ch. 442, or has a master’s degree or a doctorate degree in accounting or finance from a regionally accredited, nonprofit, post-secondary educa-
tional institution.

(b) No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk, or member of the board shall be eligible to hold the office of comptroller or deputy comptroller.

(c) This section applies only to a county with a population of 750,000 or more.

2 Duties and Responsibilities. (a) The comptroller is the chief financial officer of the county, and the administrator of the county’s financial affairs. The comptroller shall oversee all of the county’s debt.

(b) The comptroller shall appoint one deputy to aid the comptroller, under the comptroller’s direction, in the discharge of the duties of the office of comptroller. The appointment shall be in writing and shall be filed and recorded in the comptroller’s office.

(c) The comptroller shall perform any other duties as provided in par. (c), shall perform all of the duties of the office of comptroller until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(d) If any comptroller is incapable of discharging the duties of the office of comptroller, the county executive shall appoint a per-
son, subject to confirmation by the board, comptroller who shall
review. After the board of review meets, the city assessor may appoint committees of the board of assessors to investigate any objections to the amount or valuation of any real or personal property which are referred to the city assessor by the board of review. The committees so appointed may at the city assessor’s direction report their investigation and recommendations to the board of review and any member of any such committee shall be a competent witness in any hearing before the board of review.

(7) This section does not apply to a city of the 2nd class if it is contained within a county which adopts a county assessor system under s. 70.99.

History: 1977 c. 29; 1981 c. 20; 2005 a. 49.

70.08 Assessment district. The term “assessment district” is used to designate any subdivision of territory, whether the whole or any part of any municipality, in which by law a separate assessment of taxable property is made by an assessor or assessors elected or appointed therefor except that in cities of the first class such districts may be referred to as administrative districts.

70.09 Official real property lister; forms for officers. (1) LISTER. COUNTY BOARDS MAY PROVIDE FOR. Any county board may appoint a county real property lister and may appropriate funds for the operation of the department of such lister.

(2) DUTIES OF LISTER. The county board may delegate any of the following duties to the lister:

(a) To prepare and maintain accurate ownership and description information for all parcels of real property in the county. That information may include the following:

1. Parcel numbers.
2. The owner’s name and an accurate legal description as shown on the latest records of the office of the register of deeds.
3. The owner’s mailing address.
4. The number of acres in the parcel if it contains more than one acre.
5. School district and special purpose district codes.

(b) To provide information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks and treasurers and county offices and any other persons requiring that information.

(c) To serve as the coordinator between the county and the taxation districts in the county for assessment and taxation purposes.

(d) To provide computer services related to assessment and taxation for the assessors, clerks and treasurers of the taxation districts in the county, including but not limited to data entry for the assessment roll, notice of assessments, summary reports, tax roll and tax bills.

(3) BASIC TAX FORMS. (a) The department of revenue shall prescribe basic uniform forms of assessment rolls, tax rolls, tax bills, tax receipts, tax roll settlement sheets and all other forms required for the assessment and collection of general property taxes throughout the state, and shall furnish each county designee a sample of the uniform forms.

(c) If any county has reason to use forms for assessment and collection of taxes in addition to those prescribed under par. (a), the county real property lister and treasurer jointly may prescribe such additional forms for use in their county, upon approval of the department of revenue.

(d) Each county designee who requires the forms prescribed in pars. (a) and (c) shall procure them at county expense and shall furnish such forms to the assessors, clerks and treasurers of the taxation districts within the county, as needed in the discharge of their duties.


70.095 Assessment roll; time-share property. For the purpose of time-share property, as defined in s. 707.02 (32), a time-share instrument, as defined in s. 707.02 (28), shall provide a method for allocating real property taxes among the time-share owners, as defined in s. 707.02 (31), and a method for giving notice of an assessment and the amount of property tax to the owners. Only one entry shall be made on the assessment roll for each building unit within the time-share property, which entry shall consist of the cumulative real property value of all time-share interests in the unit.

History: 1983 a. 432; 1985 a. 188 s. 16; 1987 a. 399.

70.10 Assessment, when made, exemption. The assessor shall assess all real and personal property as of the close of January 1 of each year. Except in cities of the 1st class and 2nd class cities that have a board of assessors under s. 70.075, the assessment shall be finally completed before the first Monday in April. All real property conveyed by condemnation or in any other manner to the state, any county, city, village or town by gift, purchase, tax deed or power of eminent domain begins to be furnished in s. 70.075 in such year shall not be included in the assessment. Assessment of manufacturing property subject to s. 70.995 shall be made according to that section.

History: 1973 c. 90; 1977 c. 29; 1981 c. 20.

Nothing in this section requires a property to be classified based on its actual use or prevents an assessor from considering a property’s most likely use. West Capitol, Inc. v. Village of Sister Bay, 2014 WI App 52, 354 Wis. 2d 130, 848 N.W.2d 875, 13–1458.

70.109 Presumption of taxability. Exemptions under this chapter shall be strictly construed in every instance with a presumption that the property in question is taxable, and the burden of proof is on the person who claims the exemption.

History: 1997 a. 257.

Exemption from payment of taxes is an act of legislative grace; the party seeking the exemption bears the burden of proving entitlement. Exemptions are only allowed to result from the plain language of a statute that expressly states that the property is exempt. For tax exemptions to be valid, they must be clear and express, and not extended by implication. In construing tax exemptions, courts apply a strict but reasonable construction resolving any doubts regarding the exemption in favor of taxability. United Rentals, Inc. v. City of Madison, 2007 WI App 131, 302 Wis. 2d 245, 733 N.W.2d 322, 05–1440.

70.11 Property exempted from taxation. The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes. Except as provided in sub. (3m) (c), (4) (b), (4a) (f), and (4d), a leasing of the property described in this section does not render it taxable if the lessor uses all of the leasehold income for maintenance of the leased property or construction debt retirement of the leased property, or both, and, except for residential housing, if the lessee would be exempt from taxation under this chapter if it owned the property. Any lessee who claims that leased property is exempt from taxation under this chapter shall, upon request by the tax assessor, provide records relating to the lessor’s use of the income from the leased property. Property exempted from general property taxes is:

(1) PROPERTY OF THE STATE. Property owned by this state except land contracted to be sold by the state. This exemption shall not apply to land conveyed after September, 1933, to this state or for its benefit while the grantor or others for the grantor’s benefit are permitted to occupy the land or part thereof in consideration for the conveyance; nor shall it apply to land devised to the state or for its benefit while another person is permitted by the will to occupy the land or part thereof. This exemption shall not apply to any property acquired by the department of veterans affairs under s. 45.32 (5) and (7), 2017 stats., or to the property of insurers undergoing rehabilitation or liquidation under ch. 645. Property exempt under this subsection includes general property owned by the state and leased to a private, nonprofit corporation that oper-
Door County Transportation Department
Administrative Committee Update – January 19, 2021 Meeting

Ridership
Door 2 Door Rides (D2D) ended the year with 31,963 rides provided, which is down from 2019 where 41,123 rides were provided. Fare revenue received was $103,150 in 2020 and $120,505 in 2019. These decreases are not surprising considering the COVID-19 situation.

The ADRC Bus/Van Service also had reduced ridership due to COVID. This service provided 3,001 trips in 2020 which is almost half of the trips provided in 2019 when 6,106 trips were provided. Due to the fare increase, revenue was only $1,285 less that what was received in 2019. A total of $4,111 was received for 2020 compared to $5,396 received in 2019.

ADRC Service Rebrand Project
Pam surveyed the Admin Committee, ADRC staff and members of the public before choosing the final logo as:

In the near future, the ADRC bus and van will be updated and the D2D vehicles will have the DCC logo added to them. The ADRC vehicles will have a new scheduling number. A media release will be sent out when the vehicles are done.

There is now a DoorCountyConnect.com website, which will be merged with the D2D website, in the near future along with changing social media from D2D to DCC.

Logo to be added to D2D Vehicles
See next two pages for the ADRC bus and van designs.

Reminder – the value of your volunteer time will need to be recorded starting this month. The Volunteer Tracking Form is also attached and will be available in paper copy at the meeting.
### Overlays
These items will not be printed into the background graphic. They will be produced separately. This is done to ensure placement and accuracy during the installation process.

- **Opaque**
- **Reflective**

### Scale
- **1/20TH Scale**
- **Other**

### Passenger Side
- **PS1**
- **PS2**

### Driver Side
- **DS1**
- **DS2**
- **DS3**
- **DS4**

### Vehicle Info

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Trim</th>
<th>Paint</th>
<th>Handles</th>
<th>Perf</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>DODGE CARAVAN</td>
<td>GRAND WHITE</td>
<td></td>
<td></td>
<td>Driver</td>
<td>DS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Passenger</td>
<td>PS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rear</td>
<td>Rear</td>
</tr>
</tbody>
</table>

### Coverage

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Full</th>
<th>Partial</th>
<th>Logo Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>Full</td>
<td>Partial</td>
</tr>
</tbody>
</table>

### Vehicle Photos

- [Image of 2018 Dodge Caravan]
- [Image of Door County Connect]
- [Image of Door County Transit]

- [Image of ADRP]
- [Image of Door County Connect]
- [Image of Door County Transit]
Pam Busch  
Transportation Manager  
(920) 746-5982  
pbusch@co.door.wi.us  

Please submit form to Pam by February 5, 2021

Door County Transportation Department – Volunteer Tracking Form  
Admin Committee Member or Board Supervisor for Oversight of Public Transit Program  
The following is time spent on transportation outside of a paid event such as a Board or Committee meeting. For example, review of information related to transportation, unpaid meetings with staff, community members, etc.

<table>
<thead>
<tr>
<th>DATE</th>
<th>Volunteer Activity</th>
<th>Hours (round to nearest 1/4 hr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/3/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/4/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/5/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/6/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/7/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/8/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/10/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/11/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/12/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/13/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/14/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/15/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/16/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/17/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/18/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/19/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/20/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/21/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/22/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/23/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/24/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/25/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/26/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/27/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/28/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/29/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/30/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/31/20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours

Print Name ________________________________ Signature ______________________

Volunteer Tracking Form - Board Member  
2021 Volunteer Rate/Hour $25.66
Resolution No. 2020-___
Intergovernmental Agreement
Transfer of PIN 281-62-10000117 to City

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Rule No. 34 of the Rules of Order provides, in pertinent part, that “…no Committee of the County Board shall enter into any contract for a period in excess of three (3) years without prior approval of the County Board…”; and

WHEREAS, The City of Sturgeon Bay (“City”) and Door County (“County”) may, consistent with § 66.0301, Wis. Stats., contract with each other for the joint exercise of any power or duty authorized by law; and

WHEREAS, The proposed Intergovernmental Agreement (attached hereto and incorporated herein by reference as if set forth in full) represents a collaborative and cooperative effort by the City and County to support activities related to economic development; and

WHEREAS, Economic development activities serve the public interest, and qualify as a public use and purpose; and

WHEREAS, The Finance Committee has considered and favorably views disposition of the subject parcel as described herein.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the proposed Intergovernmental Agreement.

BE IT FURTHER RESOLVED, That the County Administrator, subject to the Administrative Committee’s oversight, will administer the Intergovernmental Agreement.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairman

Dan Austad

Joel Gunnlaugsson

Richard Virlee

Susan Kohout

Ken Fisher

Nancy Robillard

Jill M. Lau, Clerk of Door County
**Data Current through 13th November 2020**

<table>
<thead>
<tr>
<th>Parcel Number:</th>
<th>2816210000117 - C OF STURGEON BAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLSS Section-Town-Range:</td>
<td>NW of NE 5-27-26</td>
</tr>
<tr>
<td>Property Address:</td>
<td></td>
</tr>
<tr>
<td>Owner Name:</td>
<td>DOOR COUNTY</td>
</tr>
<tr>
<td>Co-Owner:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>421 NEBRASKA ST</td>
</tr>
<tr>
<td></td>
<td>STURGEON BAY, WI 54235</td>
</tr>
<tr>
<td>Legal Description (See recorded documents for a complete legal description):</td>
<td>SUBD. 10 COM W LN N14TH AVE &amp; S LN SUBD 10 N88DW217.70'BG N88D W147.90'N18DW329.08'N50DE 30'S18DE52.54'S82DE146.50'N58DE79.52'S307.54'BG.</td>
</tr>
<tr>
<td>School District:</td>
<td>Sturgeon Bay</td>
</tr>
<tr>
<td>Valuations:</td>
<td>2020</td>
</tr>
<tr>
<td>Acres:</td>
<td>1.27</td>
</tr>
<tr>
<td>Land Value:</td>
<td>$126500</td>
</tr>
<tr>
<td>Improved Value:</td>
<td>$0</td>
</tr>
<tr>
<td>Forest Value:</td>
<td>$0</td>
</tr>
<tr>
<td>Taxes:</td>
<td>2019</td>
</tr>
<tr>
<td>Real Estate Tax:</td>
<td>$3016.53</td>
</tr>
<tr>
<td>Special Tax:</td>
<td>$232.78</td>
</tr>
<tr>
<td>Forest Tax:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Est Fair-Market Value:</td>
<td>$139800</td>
</tr>
</tbody>
</table>
INTERGOVERNMENTAL AGREEMENT
[Conveyance of Real Property for Purposes Related to Economic Development]

This Agreement is made this ___ day of __________, 2020 by and between Door County ("County"), and the City of Sturgeon Bay ("City"), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including activities related to economic development; and

Whereas, this Agreement is deemed to be of benefit to each of the parties and is consistent with their powers or duties under law.

IT IS THEREFORE AGREED AS FOLLOWS:

1. This is an intergovernmental Agreement consistent with, and a cooperative arrangement as allowed by, Section 66.0301, Wisconsin Statutes.

2. This Agreement shall become effective and binding when it is fully executed and delivered.

3. Activities related to economic development are in the public interest, and constitute a public use and purpose for which public funds may be spent and property acquired or conveyed.

4. County acquired Door County PIN 281-62-10000117 (hereafter “subject parcel”) through foreclosure of tax liens by action in rem under Section 75.521, Wisconsin Statutes.

5. Pursuant to Section 59.52(6)(a) & (c), Wisconsin Statutes, the County Board may: take and hold land acquired under Chapter 75, Wisconsin Statutes; sell or convey (or contract to sell or convey) any County land (not donated and required to be held for special purpose); and may transfer County land to (among other entities) any municipality within the County for public use or purposes of any nature.

6. The subject parcel is deemed to be appropriate for purposes related to economic development. Specifically, City has acquired Door County PIN 2816210000103 (hereafter “adjacent parcel”). City and County have determined that combining the subject parcel and adjacent parcel will improve the salability of each parcel, will create improved access to streets, and will result in the highest and best use, and maximize the value, of the site.

7. The City will pay the County ten thousand eight hundred and forty dollars and nineteen cents. ($10,840.19). This sum represents tax liens together with interest thereon and the reasonable costs that the County incurred to initiate the in rem proceedings. Of this amount, five hundred seventy-seven dollars and fifty-seven cents ($577.57) are special assessments that will go to the City.

8. County will transfer the subject parcel, via quit claim deed, to the City. The County Clerk is hereby directed to execute the documents, after review and approval by County Corporation Counsel, necessary to facilitate this transfer.

9. If the parcels are combined, sold and redeveloped (without the existing structure) any net proceeds of the sale will be divided equally between the County and the City. Determine the net proceeds from the sale of the properties by subtracting from the sale price all of the following:
   a. Costs of sale of the property;
   b. 2020 taxes and assessments; and
   c. The amount paid by the City to the County under ¶ 7 supra, which will be repaid to the City.
Otherwise, the issue of net proceeds and net proceeds disposition will need to be resolved before any contemplated sale of the parcels (individually or combined).

10. This Agreement is purposefully goal-oriented and not overly prescriptive. The parties do not want to limit their own or a developer’s ability to use creativity and expertise to come up with the most viable strategies to further the goal of meeting the need for affordable and attainable housing.

11. Each party is responsible to designate an employee or official (“contact person”), who is responsible for administration of this Agreement. The contact persons are as follows:

   a. City of Sturgeon Bay:

       Josh Van Lieshout, City Administrator
       Phone: 920-746-6905
       E-Mail: jvanlieshout@sturgeonbaywi.org

   b. Door County:

       Ken Pabich, County Administrator
       Phone: 920-746-2303
       E-Mail: kpabich@co.door.wi.us

   Contact person may be changed upon prior written notice to the other party.

12. The parties hereto agree to exercise good faith, make reasonable efforts, and take whatever cooperative action is necessary to fulfill the intent and purposes of this Agreement.

13. Any notices required or permitted hereunder shall be given in writing and shall be delivered (a) in person, with proof of service, (b) by certified mail, postage prepaid, return receipt requested, (c) by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

   a. City:

       City Administrator
       City Hall
       421 Michigan Street
       Sturgeon Bay, WI 54235

   b. County:

       County Administrator
       County Government Center
       421 Nebraska Street
       Sturgeon Bay, Wisconsin 54235

   Any notice shall be effective upon delivery.

14. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this Agreement shall not constitute a waiver of any subsequent breach.

15. If a dispute between any party hereto arises out of or relating to this Agreement, and cannot be settled through direct discussions, each party agrees to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
16. If any covenant, condition, provision, or term of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this Agreement shall not be affected thereby, but each covenant, condition, provision, or term of this Agreement shall be valid and in force to the fullest extent permitted by law.

17. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, Door County, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.

18. This Agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.

19. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this ___ day of __________, 2021. Accepted and agreed this ___ day of __________, 2021.

_________________________________________  __________________________________________
Ken Pabich                                           Josh VanLieshout, Administrator
Door County Administrator                           City of Sturgeon Bay
Number of referrals dated 1/1/20 – 12/31/20 = 40 total (2017 = 60; 2018 = 46; 2019=41)
(24 = never married; 1=Grandparent visitation; 7 = new divorce action; 8 = post-divorce)

<table>
<thead>
<tr>
<th>Month</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4</td>
</tr>
<tr>
<td>February</td>
<td>3</td>
</tr>
<tr>
<td>March</td>
<td>2</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>4</td>
</tr>
<tr>
<td>June</td>
<td>1</td>
</tr>
<tr>
<td>July</td>
<td>3</td>
</tr>
<tr>
<td>August</td>
<td>4</td>
</tr>
<tr>
<td>September</td>
<td>9</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
</tr>
<tr>
<td>November</td>
<td>4</td>
</tr>
<tr>
<td>December</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>40</td>
</tr>
</tbody>
</table>

Number ordered by Judge 14
Number ordered by Family Court Comm 26

OPEN CASES
No. of 2019 cases open as of 12/31/20 ..........0
No. of 2020 cases open as of 12/31/20 ..........12

CLOSED CASES
No. of 2019 cases closed in 2020.................8
No. of 2020 cases closed by 12/31/20.............28

TOTAL 2019 AND 2020 CASES CLOSED AS OF December 31, 2020 = 36

Disposition of 36 cases closed as of 12/31/20

- Written, signed agreement 14
- Agreement written, not signed 0
- Agreed between parties/attorneys 2
- Temp agreement signed; no permanent 0
- Parties withdrew request for mediation 3
- Mediation refused by both parties 0
- Uncertain disposition; GAL appointed for mother 0
- Made 2nd appt and did not attend and no 0
  Contact with mediator; unresolved 0
- Inappropriate for mediation 0
- Parties reconciled/divorce on hold 0
- Never met/never contacted mediator/no comply 1
- Different mediator used 0
- Change of venue 0
- TPR/adoption being pursued 0
- Impasse 16 (see page 2)

TOTAL ......................................................... 36
There were 8 cases referred between January 1 and December 31, 2020 with a no contact or Restraining Order Injunction in place, as reported by the parties.

NOTE: This year, due to COVID, I met with people distanced and masked in my yard, in my garage and via 3-way phone call or Google Meet per clients’ preferences and weather. There were an unusual number of complex cases which were exacerbated by the stress that COVID brought to families. I feel very proud of some of the agreements that were written under really tough circumstances. I was also surprised that value disagreements between parents over COVID seriousness, quarantine, shared placement, etc. were not at all prevalent.

Explanation for impasse cases of note closed between January 1 and December 31, 2020

2 cases: we met once and the issue was a parent move out of the area

1 case attended orientation plus 4 appointments; I sent them a draft; the mother hired an attorney after I sent the draft; we met after I sent the draft and parties could not agree on one point.

1 case we met once; one party absolutely did not want to change the agreement in place. We had just met last year.

3 cases the dad wanted more time and parents could not agree or dad preferred court.

4 cases involved serious or pending criminal, alcoholism and mental health issues so parties chose court over mediation.

1 made 2nd appt then cancelled before and requested impasse.

1 case we met twice but mom ended mediation 3-way phone appt before it was over and when I called parties next day to inquire whether they wanted to make another appt, dad requested impasse.
ORDINANCE NO. 2021-01
ORDINANCE TO REPEAL AND RECREATE
CH. 4, §4.01 DOOR COUNTY CODE

WHEREAS, §59.52(8), Wis. Stats. provides that a county board “… may establish a civil service system of selection, tenure and status, and the system may be made applicable to all county personnel…”; and

WHEREAS, The Door County Board of Supervisors decided, in December, 1969, upon a civil service commission for the selection of deputy sheriffs (See: Ordinance #’s 21-69, 15-78, 39-96 and 23-99 and Ch. 4, Door County Code); and

WHEREAS, The June, 2020 Door County Sheriff’s Office (“DCSO”) Staffing Analysis & Optimization report authored by McGrath Consulting Group, Inc. recommends, among other things, elimination of the civil service system for the selection of deputy sheriffs and designation of the Human Resources Director as the position having authority and responsibility for recruitment of deputy sheriffs; and

WHEREAS, The Human Resources Director will work cooperatively with the Sheriff, or their DCSO designee as to recruitment of deputy sheriffs.

THE DOOR COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:

A. Existing Ch. 4, §4.01 Door County Code entitled Civil Service Commission is hereby repealed in its entirety.

B. New Ch. 4, §4.01 Door County Code entitled County Administration (attached hereto as Addendum A and incorporated herein by reference and made a part hereof as if set out in full herein) is hereby created.

C. If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

D. This Ordinance shall take effect on February 1, 2021 or upon enactment and publication, whichever occurs later.

SUBMITTED BY: Administrative Committee

David Lienau, Chairman

Dan Austad

Ken Fisher

Joel Gunnlaugsson

Susan Kohout

Nancy Robillard

Richard Virlee

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Effective Date

Certification:

Reviewed by: ______________________, Corp. Counsel
Reviewed by: ______________________, Administrator

Jill M. Lau
County Clerk, Door County
COUNTERSIGNED
4.01 County Administration of Door County Sheriff’s Office

A. To the fullest extent permitted by law, all management rights and administrative authority, functions and responsibilities rests with the Door County Board of Supervisors (hereafter “County Board”) or duly authorized designee.

B. Consistent with §59.26(8)(a), Wis. Stats. the County Board may fix the number of deputy sheriffs to be appointed in Door County at not less than that number required by §59.26(1)(a) & (b), Wis. Stats. and may set the salary of those deputies.

C. The County Human Resources Director is vested with the responsibility and authority to develop, administer and maintain an active recruitment and selection program for deputy sheriff and other positions. This program is to meet current and future anticipated work-force needs.

D. Consistent with §59.26(8)(a), Wis. Stats., subject to §59.26(10), Wis. Stats., and at the option of the County Human Resources Director:

   1. Deputy sheriff positions may be filled by appointment by the sheriff from a list of all persons with the 3 highest scores for each position based on a competitive examination.

   2. If the sheriff fills a deputy sheriff position by promotion, the sheriff may be required to make the appointment to the position from a list of three deputy sheriffs who receive the highest scores in a competitive examination.

   3. Any such competitive examinations may be set by the Bureau of Merit Recruitment and Selection in the Wisconsin Department of Administration or other suitable alternative.

E. Within the above framework, the Sheriff has final decision on hires, promotions and appointments.
To: Door County Board of Supervisors

From: Kelly A. Hendee, Human Resources Director

Date: January 7, 2021

Re: Process for filling Sheriff Department Positions

A. The request to fill a vacant position form should be completed and include a copy of the recent job description and fiscal impact. This packet should be reviewed and signed by the Human Resources Director and submitted to the County Administrator for review and whether or not to approve or deny.

B. The County Administrator shall submit the request along with his/her recommendation to the oversight committee and Administrative committee for review and determination of whether or not the vacancy will be filled.

C. Upon approval, the recruitment process shall proceed.

Recruitment Process –

All applications will be submitted through the Human Resources Department and must be complete. Applications will be reviewed for completeness by the Human Resources Department. Resumes will not be a substitute for the application, although resumes may be submitted as a supplement to the application. Any documentation required for a position must be submitted at time of application. Incomplete applications will not be considered.

Entry Level – Corrections and Road Patrol – Consistent with Addendum A to Ordinance 2021-

Recruitments would be established based on the opening.

Eligibility list would be established to work from and in place for 6 months, certified by the Human Resources Director. In the case recruitment does not allow for an eligibility list to be established, the recruitment process would begin.

Written examinations will be administered by the Human Resources Department in accordance to and consistent with Wisconsin Statutes 59.26.

Other testing may include: pre-employment physical agility requirements, psychological examinations, physical examinations including drug testing.

Applicants are subject to a thorough Employee Background Check, including but not limited to personal reference checks, criminal history, Driving record, and credit history.
Interview Process

Entry Level

1. Initial review of all applicants will be conducted by Human Resources and Professional Standards Captain to ensure that candidates meet the minimum qualifications.

2. Entry level written examinations administered to qualified candidates with a passing score of 75%.

3. A joint review of applicants would be conducted by the Professional Standards Captain and Human Resources to select the top 12 to be invited to participate in the interview process. Selection would be based on, but not limited to their written score, education, experience, references and job history.

4. Interview panel would consist of: Sheriff’s Office Administrative Staff members (excluding the Sheriff and Chief Deputy), 1 Human Resources Staff member, and 1 Public Safety Committee member.

5. Personnel Evaluation Profile (PEP) would be administered, and proctored by Human Resources.

6. An eligibility list would be established based on: written score, interview score, and PEP score.

7. Sheriff would receive the top three (3) names from the established list. If more than one opening exist the Sheriff can request the top five (5) names.

8. Final interview with the Sheriff and/or Chief Deputy. Selection made within 10 working days from interview. If the Sheriff does not select from the individuals interviewed, he/she may request the next three names on the list for consideration.

Promotional Process & Appointed Positions

1. Applications will be submitted on line or by internal posting – depending on position (dependent on represented or not).

2. Applications reviewed by Human Resources Professional Standards Captain for minimum qualifications.

3. Human Resources and the Professional Standards Captain would jointly review the application and select the top 12 (or less) to participate in the interview process. Selection is based on: education, experience, references, job history, and disciplinary action (as outlined in the collective bargaining agreement).

4. Human Resources would administer appropriate testing, if applicable.

5. Interview Panel: consisting of members from Sheriff’s Office Administrative Team (excluding the Sheriff and Chief Deputy); 1 member from Human Resources, 1 member from Public Safety committee and 2 ‘at large’ members from another law enforcement agency in our surrounding area.

6. Personnel Evaluation Profile exam administered to each candidate following interview.

7. All applicants will be ranked based on exam score(s), interview and results of PEP.

8. Sheriff would be provided with the top five (5) names when a vacancy occurs, seven (7) names when more than one vacancy occurs at the same time.

9. Final interview to be conducted by the Sheriff and/or Chief Deputy. Selection would be made within 10 working days from interviews. If the event the Sheriff does not select from the individuals interviewed, then he/she may request the next three (3) names on the list for consideration.
As we travel across the United States working on compensation plans, one theme is evident throughout - it is becoming progressively harder to hire qualified public safety personnel. The number of applicants has dramatically dropped from the past for both police officers and firefighter/paramedics. The answer, according to our clients, is to pay these positions more money. Compensation may be part of the problem; however, it isn't the only solution.

Looking at a tight labor market, recruitment and retention of qualified personnel with the needed skills for public service topped the list of workforce challenges (State and Local Government Workforce: 2017 Trends). According to Job One: Reimagine Today’s State Government Workforce, between 2013 and 2017, postings for state government jobs have increased by 11% while the number of applicants fell by 24%, resulting in a 35% gap.

The figure below is a snapshot of the types of positions where the number of applicants is shifting, in some cases, dramatically.

When talking with HR directors or chief administrators, 42% indicate that attracting new employees to the work for the organization is the number one problem. Current trends in the workforce illustrate an increasing number of retiring employees and the need to establish a more flexible work group for the applicants that are replacing them. Thus, the need to redesign traditional jobs, offering more flexible work arrangements, and automation of the processes is becoming the challenge for the public sector.

Government historically has had a compelling total benefit package to offer workers: secure lifetime employment, generous health benefits, followed by a robust pension for retirement. With the package, it wasn't unusual to receive more than 100+ applications for

Figure 1: Percent Change in Applicants By Job Type (1/2013-12/2017)

Source: NEOGOV 2019

TODAY'S PUBLIC SECTOR continued on next page
TODAY’S PUBLIC SECTOR
continued from previous page

a police officer or firefighter. In many states, that package is now eroding. Layoffs of public safety have occurred over the years since the recession; thus, job security is no longer a 'given'. Workers are being required to contribute more of their salary to health benefits – which are also eroding in coverage. The Bureau of Labor Statistics indicates that state and local contributions to single health insurance has increased from $31.94 to $90 per month; deductibles have increased by $300 (June 2012). Defined benefit pensions are underfunded, or in some states being phased out, reduced for new applicants, or both. Compounding these challenges are several additional factors:

• **Changing Expectations:** Lifetime employment has less appeal, especially among the Millennial generation. For example, 43% of the turnover in the Idaho public sector were millennials.

• **Lack of Public Support:** Many governmental officials and legislators are villainizing their own workforce – often publicly. As a result, government is no longer perceived as a noble profession. The media hasn’t assisted the public safety profession either. In the above referenced Job One survey, 55% of those surveyed pointed to a negative perception by the public for those who work in government. This has become the number one reason why individuals are not attracted to work for government.

• **Inability to Compete:** 85% of the states cited an inability to offer salaries that were competitive with the private sector. This disadvantage is exacerbated by the decline in other benefits. Although police and fire do not have major private sector competition, there are other professions more attractive than being a police officer or firefighter (Job One, 2019).

• **Low Unemployment and Growth in the Private Sector:** The private sector continues to outpace government in job growth. Since the recession, the private sector has grown almost 13%, shrinking the available labor pool.

**ITS TIME FOR CHANGE**

Government has a tendency to move more cautiously than the private sector; however, it is time for significant change and modernization at every phase of the employment lifecycle. Here is a roadmap for change.

**Reshape Recruiting**

Recruitment is where it all begins. By updating the recruitment process, this can be the start of a total transformation. Today’s applicants want:

• Meaningful contributions
• Increased speed in recruitment
• Interesting and varied work
• Flexible work arrangements

The first step is to demonstrate this is ‘interesting and meaningful’ work. The organization has to show why this is a ‘Great Place to Work’. What does your job posting look like – the traditional boring job title, list of expectations, and how to apply? Or can applicants go to your website and see a video of all the great reasons one wants to work there? Maybe it’s time to enlist your marketing department to rebrand your department.

In addition, where are you seeking employees? Today, job seekers have taken their career search online to job boards like Indeed and GovernmentJobs.com, as well as your organization’s website. Rather than having job descriptions that list responsibilities — what about job descriptions that are more project based, or expectations that show how the job has value to the individual and to the community?

**Increase your hiring speed.** With unemployment standing at 3.6% in June 2019, the competition for talent is extreme. The qualified applicant is unlikely to wait months for you to make your decision. Now is the time to analyze the data in your applicant tracking system or your recruitment process to find areas where you can streamline and speed up the hiring process. Can you combine some of the steps in your process? Does it need to take two months to do a background check? Can you include some of the decision makers in your process so that when you are ready to hire, the applicant is known.

**WE USE OUR SOCIAL MEDIA PLATFORMS TO SHOWCASE OUR AGENCY’S CULTURE AND TO HELP APPLICANTS SEE OUR DUTIES AND RESPONSIBILITIES IN A DIFFERENT WAY**

**FLORIDA**

**Redesign the job:** The private sector has a jump on redesigning jobs in anticipation of automation and career succession. As a consultant, I still walk into organizations where the administrative assistant in the fire department is attempting to input payroll on a DOS green screen system (some of you reading this do not even know what this is!). Many organizations still require a written application packet to be turned into the closest station (no email or mail application packets accepted).

Police departments have jumped on the technology bandwagon with computers in cars, cameras, and more efficient report writing software. Even some fire departments have computer systems in the apparatus in which one can pull up preplans of the building they are going to be entering. But currently, this is more of the exception than the norm.

Job redesigns also need to look at flexibility in staffing. I totally understand that public safety is a 7 day a week, 24-hour, 365-day business. Neither department can ‘close’ for the night. However, utilizing call data, one can more efficiently utilize its staffing. For example, do all stations need to be open; should there be smaller substations for just EMS rather than staff with all the apparatus and manpower; or can there be a joint police/fire substation? The answer lies in your assessment of your community risk and aligning that with your data.

Workers want more flexibility. No matter where I am, the staffing schedule is always a problem. The Millennial generation doesn’t want to come back to staff open shifts or return for call-backs (un-
TODAY'S PUBLIC SECTOR
continued from previous page

less of course it is the 'big one'). Yet for the fire service, we are tied to the 24-hour schedule. Moving to 48-96 isn't the answer - especially if we want quality patient care and minimize potential lawsuits based on a tired worker treating a patient. Can we offer 10, 12, 14, or 16-hour shifts? Not only are these more productive, but also offer a better work-life balance. Oh, that's right - our collective bargaining agreement doesn't allow that!

I recently spent some time in the ICU unit of a hospital. While talking to an RN, she mentioned she loved working at this hospital due to its flexibility. They signed up for the shifts they wanted to work. They had to work a certain number of hours per week and sign up for two weekends per month, but each sign up period, she could look at her personal calendar and schedule her hours around it. I mentioned this idea to an EMS agency that was having a terrible time recruiting paramedics. All EMS employees had an assigned shift. Their response was "wow, that would be difficult to manage! What if someone didn't sign up for some needed shifts?" The EMS Director went on to say that they had a great labor pool they could tap into from the local fire departments. Firefighter/paramedics have applied to this agency but have turned the job down as they 24-48 work schedule doesn't align with the fixed EMS work schedule. Thus, the perceived complexity of a flexible work schedule to tap into a pool of applicants is too difficult! Hmm!!

Rather than finding the collective bargaining language or the reasons why we 'cannot' be more flexible; we need to start repositioning our jobs to what the workforce is demanding.

Transform the Employee Experience

The median age of the public sector workforce is older than that of the private sector. A high number of Baby Boomers are expected to retire in the coming years. Have you implemented any succession planning?

Recently when auditing the human resource practices of a fire department - the vast majority of job responsibilities were written into collective bargaining language. Trying to allow employees the opportunity to experience other aspects of the profession or hiring applicants with different skills was prohibited due to the contract.

It's time to get serious about developing your people. As the job continues to evolve, employees need training to build the necessary skills. This is a great opportunity to use the department's performance evaluation as a way to discuss future career goals and set goals to achieve them. Employee development also means that officers need to provide praise, coaching and mentoring to their employees during the entire year - not just at the required performance evaluation.

I know - we can't do it! If we offer training, we have to pay for it, or it has to be done on overtime. Again, we tend to look at the roadblocks of doing something different than looking at the outcomes.

How serious are you on succession planning? Not just planning for the supervisor who will be retiring soon - but developing your employees to be successful within the organization. Succession plans can also help reduce the need to rely on external applicants by focusing efforts on grooming internal candidates for key positions.

Consider adding higher ranks - master officer, or career tracks to entice employees to continue to grow. This also provides not only a financial incentive; but accomplishing the expectations to achieve the next career track provides accolades for accomplishments and demonstrates new ways in which the employee is providing meaningful contributions to the department and the community. Often, succession planning or growth comes from upward promotion, rather than allowing employees who do not want to (or shouldn't) be promoted to an officer as the only way to grow.

Providing employees with goal setting, performance feedback, and diverse and challenging training opportunities will keep them engaged and motivated. There is a strong need to begin transferring that institutional knowledge and preparing your organization for the future - today.

References

Bureau of Labor Statistics

Center for State and Local Government Excellence, Issue Brief: How have pension cuts affect public sector competitiveness. April 2018

Job One: Reimagine today's state government workforce. NASCA and NEOGOV. March 2019

GOAL: DESIGN A COMPREHENSIVE, ENTERPRISE-WIDE SUITE OF LEADERSHIP DEVELOPMENT. 2016 LAUNCHED SUPERVISOR TRAINING. 2017 LAUNCHED MIDDLE MANAGER TRAINING. EXPERIENCED JOB GROWTH IN KEY LEADERSHIP AREAS – MANAGING STRESS, DRIVING RESULTS, AND BUILDING TRUST WASHINGTON
The PEP is one of the finest pre-employment screening tools available. Survey results are presented in the form of a graph allowing hiring officials to easily compare applicants. Itemized responses provide the interviewer with direct insight as to the applicant’s general character and value system – information that may not be found in a standard interview or reference checking. The survey also contains several sophisticated scoring mechanisms to identify applicants trying to manipulate or create a “good impression” on the survey. This tool can aid in the basic structure of your hiring process – all applicants are evaluated on the same questions in the same manner.

We offer a verbal consultation on every result – at no additional feel hiring experts point out inconsistencies in applicant statements and discuss areas that should be explored prior to hire.

The PEP may be administered via paper/pencil, phone, kiosk units, or over the internet. Average time for completion is 25-30 minutes. Survey results are available immediately by email or fax. The PEP is available in English and Spanish, as well as a Canadian version. Summary, compliance, and “red flag” reports are available at no extra charge. The PEP can be integrated easily into most HRIS programs.

Shown below is the graph portion of a PEP result.

**PERSONNEL EVALUATION PROFILE (PEP)**
**Management Printout**

- Applicant: Mr. High Risk
- Date Processed: February 17, 2009
- Control Number: 191462
- XYZ Company
- Note: Most scores on key scales are below average (90).

**INTERVIEWER’S NOTIONS:**
- handed in stealing
- property 5 times in the last year
- admits to shoplifting 3 weeks ago
- admits to $3,500 theft from previous job
- was fired from last 2 jobs
- admits to free use of marijuana

**APPLICANT’S PROFILE**

**SUCCESS STORIES**
- A large convenience store chain reduced turnover by 57% within 2 years, saving them $2.7M. This was a 5100% Return-On-Investment!
- A 70+ location specialty retailer found a 70% reduction in "For Cause" firings after using the PEP for 2 years.
- A specialty retail chain reduced turnover by 200% to 62% and experienced a 4% reduction in shrink after using the PEP for 2 years.
- Supervisors in a distribution center stated that they were happier with the quality of worker being hired after implementing the PEP program.
- A regional grocery store chain had used a different screening tool and switched to the PEP. After only one year, their reduced turnover from 7% to 4%. Figuring $1500 cost-per-hire, this saved the company over $1M.

**TESTIMONIALS**

"The PEP assessment tool has been critical to our developing Loss Prevention Program. As part of our final hiring process, we have found the assessment to eliminate ‘high risk’ applicants. During the first two years we used the PEP, our turnover dropped almost in half and our shrink was reduced by 40%. I believe the PEP played a huge role in improving both of these numbers."

VP - Loss Prevention, National Retailer

"We have used the Personnel Evaluation Profile for over two years. This profile is fast, cost-effective, easy to understand, and supported by a group of evaluators who are immediately available whenever I have an interpretation question. The PEP has helped us to identify potential problem areas with those applicants we are considering and aided us in better evaluating those applicants who might not be right for our company. In our retail sector alone, we have seen a turnover decrease of 20% since implementation. I have highly recommended the PEP to many other agencies and will continue to do so."

HR Manager, Retail/Not-For-Profit
The Uniform Guidelines on Employee Selection Procedures and The American Psychological Association's Standard for Educational and Psychological Tests. A comparative analysis of scale scores found that the PEP does not create adverse impact in regard to race, age or sex. The PEP was revised in 1992 to comply with the Americans with Disabilities Act.

Sample Study: In a study of 4,887 job applicants, there was virtually no difference between white and minority applicants on the scales of the inventory. For example, on the Overall Recommendation (OR) Scale, whites (N=3,700) had an average score of 35.8 and minorities (N=1,187) had an average score of 35.6. In other words, they were just two-tenths of one question apart.

The PEP was scientifically validated and cross-validated on thousands of job applicants. The positions applied for ranged from stocker to mid-level management. Studies have shown the PEP to be extremely valuable for screening job applicants for all types of industry. In addition, the PEP is continually subjected to various types of on-going validation studies.

Sample Study: In one validation study, surveys were administered to all existing employees and new hires for a 6 month period at a major Milwaukee, Wisconsin retail business. The survey results were withheld from the managers. At the end of the study, managers were asked to identify their "best" and "worst" employees based upon general attitude, quality of work, ability to get along, punctuality/reliability, willingness to learn, honesty, motivation/energy, quantity of work, and general work habits.

88% of those rated as the "worst" employees scored in the lower half on the "OR" scale, while 85% of those rated as the "best" employees scored in the upper half on the "OR" scale.

During the course of this 6 month study, a theft investigation was initiated because of property and cash losses. As a result of this investigation 10 employees confessed to theft. In addition, 25 present and past employees were strongly implicated in theft.

Of the 10 who confessed to theft, all 10 scored in the bottom half on the "OR" scale. 80% also scored in the bottom 25% on the Ethics scale. Even though 8 of the 10 who confessed to theft attempted to distort/falsify their survey, the PEP still identified them as "high risk". Of the 25 strongly implicated in theft, 88% scored in the bottom half on the "OR" scale and 76% scored in the bottom quartile on the "OR" scale.

Sample Study: In a sample of 4,835 job applicants, the scores on the "OR" scale (corrected for levels of distortion) were entered as a predictor in a series of logistic regression analyses with elements of the background check as criteria. For every 10-point increase in the "OR" percentile score, the applicant is:

- 18% less likely to fail the criminal background check
- 20% less likely to falsify the employment application
- 16% less likely to manifest deceptive behavior in the interview
- 21% less likely to admit to drug conviction or selling in interview

The PEP is written at the 6th grade reading level to aid those with limited reading abilities.

Reading Level:

Survey Administration:
The survey may be administered on-site by company personnel. It takes the job applicant approximately 30 minutes to complete. The PEP is also available in Spanish and Canadian versions.

Survey Scoring:
Surveys can be scored by phone, fax, mail or Internet. Results on fax/Internet usage are automated and available within minutes, 24/7.

Survey Interpretation:
Results are presented in an easily understood "graph" format comparing the applicant to norm groups. A narrative explains graph percentages. Also, a breakdown of survey responses section provides detailed information on individual applicant responses. This allows hiring officials complete flexibility in comparing applicants and finding the right person for the job. Our representatives are available to review survey results and make suggestions at no charge.

Order Information:
To place your order or find out more information on how the PEP can help you hire the best available applicants, contact Personnel Evaluation, Inc. at (414) 256-3600.
Answers to Commonly Asked Questions about the PEP

Why Use The PEP?

One third of all business failures are due to internal dishonesty. A study of 11,000 people found that 37% of high school students and 17% of college students had shoplifted within the last year!

- 39% of job applicants have intentionally lied on their employment application.
- 33% of applicants in PEI security interviews admitted theft within the last 3 years.
  - 15% admitted using illegal drugs within the last 6 months.

Why Not Just Interview?

Of 126 applicants interviewed and approved by hiring officials, 66 were later identified as high-risk (48% correct decisions). When other screening methods are compared:

- Criminal record checks can help you identify 40% of high-risk applicants.
- Reference checks (conducted by professionals) identify 45% of high-risk applicants.
- The PEP, using just the overall scale, identified 89% of the high-risk applicants.

The PEP is not perfect, but it has proven to be almost two times more effective than other screening devices at identifying high-risk applicants! We recommend using the PEP as an "additional source of information" to be used in conjunction with the hiring official's judgement regarding the applicant's work history, references and personal interview.

How Can We Screen Applicants? (We're Already Short-Handed!)

Low unemployment rates and poor quality applicants have combined to make your job more treacherous than ever. The more you can hold out for higher quality applicants, the easier it will be to run the business in the long run. Studies show that 88% of the employees that you would rate highly, based upon honesty, dependability and overall attitude, would score above 50% on the PEP. In addition, employees that are rated as good hires, that have longevity of at least 14 months, have an average overall score of 65%. However, when you do have to hire high-risk applicants, the PEP provides you with valuable information that you can use to help this person succeed at your company. By knowing employee strengths and weaknesses before they are hired, you can more effectively hire, train and retain employees.

Should I Use The PEP On Young Applicants?

Yes. Young applicants with limited work history are hard to check out by other methods and are statistically the most likely to cause workplace problems related to honesty, dependability and attitude. The PEP was specifically designed and validated to help identify young, high-risk applicants.

FOR MORE INFORMATION CONCERNING THE USE & ACCURACY OF THE PEP,
PLEASE CONTACT PERSONNEL EVALUATION, INC.
1-888-734-3989 OR (414) 256-3600.
DID YOU KNOW?

Many of you have used the Personnel Evaluation Profile (PEP) for years. But did you know about all the latest innovations that we offer?

Introducing the PEP - Phone Version!

Applicants are now able to take the 90-Question PEP survey over the telephone. We have created a special toll-free (800) number that allows the applicant to “punch in” their answers in an easy-to-understand format. Average time: 20-25 minutes. Results will still be faxed or emailed directly to the hiring official.

In addition, we can incorporate a “pre-qualifying” interview into the PEP Phone Version. Interview questions can be customized for your particular needs and locations, including:

* What shift are you available to work?
* Can you work weekends?
* Can you work Holidays?
* Are you applying for a cashier or Management position?
* How much experience do you have?

Make the interviewing process faster and more convenient - for you and your applicants! Call us now for more

Internet Version

Make applying for your company easier by having applicants take the PEP online!

The internet is not just for “Generation X”. People of all ages turn to the internet for speed, knowledge, and convenience. Let the internet work for you.

Applicants log on to the PEP website at your office. Results are available 24-7 instantly, making this a great option for

www.peiasap.com
To: Door County Board of Supervisors
From: Kelly A. Hendee, Human Resources Director
Date: January 13, 2021
Re: Temporary Policy – Reduced Schedule; Layoff

DOOR COUNTY POLICY – TEMPORARY REDUCED SCHEDULE, LAYOFF - DUE TO COVID-19

Door County may consider a reduced work schedule, or a layoff. As these are heavily fact-dependent cases, discussions and decisions will commence with Administration, including but not limited to, County Administrator, Human Resources with consultation of Corporation Counsel and comply with all applicable laws.

Any employee experiencing a hardship due to COVID-19 as it relates directly to your ability to report for work at the regularly scheduled times/shift should initiate discussions with their direct supervisor as soon as practical.

- Layoffs – the position will be separated from employment. Should benefits apply to the position the appropriate separation process will be followed.

- Reduced Schedule – reviewed on a case-by-case basis (consideration for exempt v. non-exempt) will decide the course of action. Any benefit package associated with the reduction will be reflected in the employee/employer proration. A reduction in exempt employee’s pay must meet the minimum salary requirement.
Request to Refill Position

DEPT. HEAD TO COMPLETE:

Department: Land Use Services
Position Title: GIS/Land Information Coordinator

Position Status: ☒ Will be vacant
☐ Currently vacant
☐ Part Time
☐ New position

Date Vacant: May 3, 2021
Hours per week: 40+

Reason for Vacancy: ☒ Retirement
☐ Termination
☐ Transfer
☐ Resignation

Transfer: why is the new position more attractive to employee than current one?

Name of Current / Most Recent Incumbent: Thomas Haight

Reviewed, updated, and submitted to Human Resources:
☐ Job Analysis Questionnaire (not to be included in the agenda packet)
☒ Job Description

Completed by: Mariah Goode
Date: January 7, 2021

Financial Information:

Salary Range: $27.85 - $29.57
Is the Position Budgeted: ☒ Yes
☐ No

Funding Source: ☒ Levy 100
☐ Grant Funded
☐ Other

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

☒ Human Resources has performed a position review? (HR initial) 01/07/2021 Date

☒ The Job Description has been updated and signed? (HR initial) 01/07/2021 Date

Approvals:

County Administrator

Administrative Committee Chair
## County of Door
### GIS/Land Information Coordinator

<table>
<thead>
<tr>
<th>Job Title</th>
<th>GIS/Land Information Coordinator</th>
<th>Last Revision</th>
<th>09/14/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Land Use Services Dept.</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>GIS Mapping</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Land Use Services Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>I</td>
<td>EEO Code</td>
<td>05 – Para/Pros</td>
</tr>
</tbody>
</table>

### General Summary

This position is responsible for developing, integrating, maintaining and training end users in use of the Geographic Information System(s) (GIS) for Door County. Directly and indirectly involved with various types of mapping data systems and data sets for the County. Coordinates with Land Information departments. Position is under the general supervision of the Land Use Services Director.

### Duties and Responsibilities

#### Essential Job Functions

1. Utilizing various types of software on a personal computer, assists land record departments, and non-land records departments with the creation and maintenance of all GIS data sets. Examples include data sets/maps which depict roads, land parcels, zoning, voting districts, etc.
2. Provides GIS technical support to the various County Departments in regard to effective and efficient use of the GIS to complete their daily, weekly and annual mission.
3. Researches technical information and gathers mapping data and system information from various sources within and outside the County.
4. Provides technical assistance, advice and reports status of on-going GIS projects to the Information Systems Committee, and the Land Information Counsel; advisory committee to the TS Committee.
5. Coordinates and manages GIS based vendor and consultant contacts as needed to enhance the county GIS. Reports vendor progress to the TS Committee.
6. Provides general and specific information to the public regarding inquiries on a variety of mapping resources and issues.
7. Provides specialized or electronic data sets to the public or departmental requestors.
8. Makes recommendations to TS Director and/or TS Committee regarding the GIS and the purchases of equipment and supplies associated with supporting it.
9. Trains end users in efficient and effective use of the GIS.
10. Is in charge of maintaining and updating the GIS Web Presence for the County.
11. Provide truthful and accurate written and verbal communications.

#### General Job Functions

1. Provide various PC related support to other County employees.
2. Acts as backup for the Information Systems Department.
3. Contacts vendors to make purchases and/or to explain problems associated with their products or services.
4. Perform clerical duties, if necessary.
County of Door
GIS/Land Information Coordinator

Requirements

Training and Experience

1. Bachelor’s degree in related field such as geography, cartography, land use planning.
2. A minimum of one year of experience working with cartography and land use planning.
3. One (1) to at least three (3) years' experience required.

Knowledge, Skills, and Abilities Required

1. Knowledge of different methods for acquiring geodetic data of varied accuracies and the ability to correctly represent the information in digital map form.
2. Ability to establish and maintain effective working relations with various vendors, consultants and GIS professionals in an effort to gain knowledge on the current and future use of GIS products that would improve the County GIS.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
5. Knowledge and skill in working with AutoCAD, ESRI and GIS Web Publishing techniques.
6. General understanding of, or experience with PC server and PC Client computer software and hardware.
7. Ability to work independently to creatively solve problems.
8. Ability to work with private information in a professional and confidential manner.
9. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

______________________________  __________________________
Mariah Goode, Land Use Services Director                   Date

______________________________  __________________________
Kelly A. Hendee, Human Resources Director                   Date
# Request for Fiscal Impact Information

<table>
<thead>
<tr>
<th>RECLASSIFICATION</th>
<th>CHANGE FTE/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE/Hours</td>
<td>From ____ ____ TO ____ ____</td>
</tr>
<tr>
<td>Job Class</td>
<td>CHANGE JOB CLASS/STEP</td>
</tr>
<tr>
<td>Step</td>
<td>From ____ ____ TO ____ ____</td>
</tr>
<tr>
<td>Rate</td>
<td></td>
</tr>
</tbody>
</table>

### GSILand Information Coordinator

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Land Use Services</th>
<th>Sub Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Mo</td>
<td>Land Use Services</td>
<td>Sub Dept</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GSILand Information Coordinator-Grade I-Step 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$25.87</td>
<td>53,954</td>
<td>33,665</td>
<td>87,619</td>
</tr>
<tr>
<td><strong>Budget GSILand Information Coordinator-Grade I-Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$34.01</td>
<td>70,931</td>
<td>36,142</td>
<td>107,073</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Salary and Benefit Decrease</td>
<td>(19,454)</td>
</tr>
<tr>
<td><strong>GSILand Information Coordinator-Grade I-Control Point</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$29.57</td>
<td>61,671</td>
<td>34,791</td>
<td>96,462</td>
</tr>
<tr>
<td><strong>Budget GSILand Information Coordinator-Grade I-Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$34.01</td>
<td>70,931</td>
<td>36,142</td>
<td>107,073</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Salary and Benefit Decrease</td>
<td>(10,611)</td>
</tr>
</tbody>
</table>

---

**Disclaimer:** This Fiscal Impact does not include Step 2 $26.61, Step 3 $27.35, Step 4 $28.09, and Step 5 $28.83.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

---

**Signature**

Dept Head Signature: [Signature]

Finance Director: [Signature]

Date: 7/8/2021
# Request to Refill Position

**Department:** Sheriff's Office

**Position Title:** Administrative Assistant II - Jail

<table>
<thead>
<tr>
<th>Position Status:</th>
<th>Currently vacant</th>
<th>Will be vacant</th>
<th>Date Vacant: 12-28-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
<td>New position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy:</th>
<th>Termination</th>
<th>Transfer</th>
<th>Retirement</th>
<th>Resignation</th>
</tr>
</thead>
</table>

Transfer: why is the new position more attractive to employee than current one? She has the skills for the new position.

**Name of Current / Most Recent Incumbent:** Chelsea Dantoin

**I have invited the Chair of my Oversight Committee to participate in the interview process**

Reviewed, updated, and submitted to Human Resources:

- [x] Job Analysis Questionnaire (not to be included in the agenda packet)
- [x] Job Description

**Completed by:** Patrick J. McCarly, Chief Deputy [Signature]

**Date 12-30-2020**

**Financial Information:**

- **Salary Range:** $18,100 - $20,609
- **Is the Position Budgeted:** [x] Yes  [ ] No
- **Funding Source:** [x] Levy % 100  [ ] Grant Funded %  [ ] Other %

**Fiscal Impact, from Finance Department, completed and attached**

**HR TO COMPLETE:**

- [x] Human Resources has performed a position review? [HR Initial] 12-30-21
- [x] The Job Description has been updated and signed? [HR Initial] 1-1-2021

**Approvals:**

- **County Administrator** [Signature]  
  **Date**

- **Administrative Committee Chair** [Signature]  
  **Date**
County of Door
Administrative Assistant 2 Jail

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant 2 Jail</th>
<th>Last Revision</th>
<th>09/11/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Sheriff</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>Sheriff Jail</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Sheriff or his/her designee</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>E</td>
<td>EEO Code</td>
<td>03 – Office/Clerical / 04 – Protective Services</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for various confidential clerical and record keeping functions of the Door County Jail. Serves as the primary accounts clerk for jail revenues, jail expenses, inmate trust fund and processes billing. Serves as the Door County Jail receptionist and performs duties of answering incoming calls and providing assistance to the public at the Jail Lobby window during normal business hours. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Answers the telephone and provides information or refers to appropriate authority, provides information and assistance to general public at the Jail.
2. Responsible for weekly balancing of cash drawer and bank deposits.
3. Receive, process, and distribute inmate funds utilizing the inmate accounting software program.
4. Prepare billing reports for contract inmates which require daily, weekly and monthly reviews.
5. Process weekly inmate commissary orders, credits and adjustments with vendors.
8. Process Huber laundry revenue funds with assist of assigned Jail staff.
9. Prepare detailed revenue reports and submit to the Door County Treasurer.
10. Track inmate statistics and prepare reports to federal, state and local agencies.
11. Respond to inmate requests for inmate fund transactions.
12. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Maintenance of and filing of department records.
2. Receive, process and distribute jail division mail.
3. Maintain inventory of office supplies, forms, etc.
4. Receipt monies from the public for inmate trust fund.
5. Conduct prisoner intake procedures which include medical/mental health screenings administering a PBT, pat-down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
6. Use own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
7. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
8. Process Huber prisoners in and out of the facility for work release.
9. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
County of Door
Administrative Assistant 2 - Jail

Requirements

Training and Experience

1. High School diploma or equivalent.
2. Ability to type a minimum of 40 words per minute determined by a standard keyboard test desirable.
3. One (1) to three (3) years clerical office experience with competency in Microsoft applications, including Word, Excel, and Outlook.
4. One (1) year accounting experience preferred.
5. Must obtain basic certification in the Wisconsin TIME System within one (1) year of hire and maintain certification.
6. Successful completion of Correction Training Officer (CTO) training and evaluation program within one year of hire and obtain Wisconsin State Jail Officer certification.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Possess good command of spelling, grammar, and sentence structure.
4. Possess good organizational skills with the ability to work with limited supervision and make independent decisions concerning matters with established policy and procedures.
5. Ability to draft and prepare a variety of reports, forms, and letters.
6. Capable of processing and maintaining confidential and personal information.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Working knowledge and ability to use a computer and current software programs.
9. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
10. Knowledge of current policing jail methods and procedures.
11. Ability to use tact and discretion to optimize safety and control.
12. Ability to react quickly, both mentally and physically, to any situation.
13. Ability to prepare accurate reports.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
County of Door
Administrative Assistant 2 - Jail

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:

Steven G. Delanwelle, Sheriff

Kelly A. Hendee, Human Resources Director

Date

5-31-17

5-22-17
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours
Job Class
Step
Rate

CHANGE FTE/Hours
From ___________ TO ___________

CHANGE JOB CLASS/STEP
From ___________ TO ___________

Position Title
Effective Date
Department

| Administrative Ass't 2-Jail | 6 Mo | Sub Dept |

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$18.10</td>
<td>37,749</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>31,270</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>69,019</td>
<td></td>
</tr>
</tbody>
</table>

Budget Administrative Ass't 2 Jail-Grade E-Budget

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$19.66</td>
<td>41,003</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>31,744</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>72,747</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Salary and Benefit Decrease</td>
<td>(3,728)</td>
<td></td>
</tr>
</tbody>
</table>

Administrative Ass't 2 Jail-Grade E-Control Point

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$20.69</td>
<td>43,151</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>32,058</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75,209</td>
<td></td>
</tr>
</tbody>
</table>

Budget Administrative Ass't 2 Jail-Grade E-Budget

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$19.66</td>
<td>41,003</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>31,744</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>72,747</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Salary and Benefit Increase</td>
<td>2,462</td>
<td></td>
</tr>
</tbody>
</table>

Dept Head Signature

Finance Director

Date


This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
# Request to Refill Position

**Title:**

Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

### DEPT. HEAD TO COMPLETE:

<table>
<thead>
<tr>
<th>Department</th>
<th>Position Title: Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Status:</strong></td>
<td>□ Currently vacant</td>
</tr>
<tr>
<td></td>
<td>□ Will be vacant</td>
</tr>
<tr>
<td></td>
<td>✓ Full Time</td>
</tr>
<tr>
<td></td>
<td>□ Part Time</td>
</tr>
<tr>
<td></td>
<td>□ New position</td>
</tr>
<tr>
<td>Date Vacant:</td>
<td>15 JAN 21</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>40</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>□ Termination</td>
</tr>
<tr>
<td></td>
<td>□ Transfer</td>
</tr>
<tr>
<td></td>
<td>✓ Retirement</td>
</tr>
<tr>
<td></td>
<td>□ Resignation</td>
</tr>
</tbody>
</table>

Transfer: why is the new position more attractive to employee than current one?

Name of Current / Most Recent Incumbent: Luanne Secrest

- I have invited the Chair of my Oversight Committee to participate in the interview process

Reviewed, updated, and submitted to Human Resources:
- ✓ Job Analysis Questionnaire (not to be included in the agenda packet)
- ✓ Job Description

Completed by: Wayne J. Spritka

Date 12-28-20

### Financial Information:

- Salary Range: $14.28 - $16.32
- Is the Position Budgeted: ✓ Yes □ No
- Funding Source: ✓ Levy % 100.00 □ Grant Funded % □ Other %
- Fiscal Impact, from Finance Department, completed and attached

### HR TO COMPLETE:

- EEO 08 – Service / Maintenance
- FLSA Status Non-Exempt
- ✓ Human Resources has performed a position review? (HR initial) 12/28/2020 Date
- ✓ The Job Description has been updated and signed? (HR initial) 12/28/2020 Date

### Approvals:

- County Administrator
- Date

- Administrative Committee Chair
- Date
County of Door
Custodian

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Custodian</th>
<th>Last Revision</th>
<th>01/01/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Facilities &amp; Parks</td>
<td>HR Reviewed</td>
<td>01/01/2018</td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Facilities &amp; Parks Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>B</td>
<td>EEO Code</td>
<td>08 - Service/Maintenance</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing toweling and other supplies. Clean rest room fans, partitions and all ceiling deflectors.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.
10. Provide truthful and accurate written and verbal communications.

Essential Job Functions of Shift Lead Person

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

General Job Functions

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.
County of Door
Custodian

Requirements

Training and Experience

1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver’s license required.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
4. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
5. Ability to work with limited supervision and make decisions concerning work priorities.
6. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
7. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.
8. Ability to use tact and courtesy in maintaining and effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

Wayne J. Spritka, Facilities & Parks Director 12-29-17
Kelly A. Hendel, Human Resources Director 12-29-17
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>Job Class</th>
<th>Step</th>
<th>Rate</th>
</tr>
</thead>
</table>

**Custodian**

<table>
<thead>
<tr>
<th>6 Mo</th>
</tr>
</thead>
</table>

**Facilities & Parks**

<table>
<thead>
<tr>
<th>Sub Dept</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian-Grade B -Step 1</td>
<td>1.00</td>
<td>$14.28</td>
<td>29,782</td>
<td>31,270</td>
</tr>
<tr>
<td>Custodian-Grade B -Budget</td>
<td>1.00</td>
<td>$20.39</td>
<td>42,525</td>
<td>33,609</td>
</tr>
<tr>
<td>Custodian-Grade B -Control Point</td>
<td>1.00</td>
<td>$16.32</td>
<td>34,037</td>
<td>32,051</td>
</tr>
<tr>
<td>Custodian-Grade B -Budget</td>
<td>1.00</td>
<td>$20.39</td>
<td>42,525</td>
<td>33,609</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease:

- (15,082)

- (10,046)

**Dept Head Signature**

<table>
<thead>
<tr>
<th>Finance Director</th>
</tr>
</thead>
</table>

Date

13.23.2020

**Disclaimer:** This Fiscal Impact does not include Step 2 $14.69, Step 3 $15.10, Step 4 $15.50, and Step 5 $15.91.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
**Request to Refill Position**

**DEPT. HEAD TO COMPLETE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Child Support Agency</th>
<th>Position Title</th>
<th>Parent Locate Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Status:</td>
<td></td>
<td>X Will be vacant</td>
<td>Date Vacant: 01/18/2021</td>
</tr>
<tr>
<td>☐ Full Time</td>
<td>☐ X Part Time</td>
<td>Hours per week: 20</td>
<td></td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>☐ Termination</td>
<td>☐ Transfer</td>
<td>☐ Retirement</td>
</tr>
<tr>
<td>Discuss turnover with the department in the previous 18-24 months:</td>
<td></td>
<td></td>
<td>One retirement in July 2019</td>
</tr>
</tbody>
</table>

Transfer: why is the new position more attractive to employee than current one?

Name of Current / Most Recent Incumbent: Courtney Deats-Cascio

Is office space, furniture, and office equipment available? X Yes ☐ No

If not, explain plan to obtain:

Reviewed, updated, and submitted to Human Resources:

X Job Analysis Questionnaire (not to be included in the agenda packet)
X Job Description

Completed by: ____________________________ Date ____________________________

**Financial Information:**

Salary Range: $18,10 - $20,609

Is the Position Budgeted: X Yes ☐ No

Funding Source: X Levy % 100 ☐ Grant Funded % ☐ Other % ☐

☑ Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO ☒ office/ clerical ☒ ☐ FLSA Status Non-Exempt

☒ Human Resources has performed a position review? ☐ (HR initial) 1/1/2021 Date

☒ The Job Description has been updated and signed? ☐ 1/1/2021 (HR initial)

**Approvals:**

County Administrator ____________________________ Date 1/1/2021

Administrative Committee Chair ____________________________ Date ____________________________
County of Door
Parent Locate Specialist

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Parent Locate Specialist</th>
<th>Last Revision</th>
<th>09/18/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Child Support Enforcement Agency</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
<td></td>
</tr>
<tr>
<td>Report To</td>
<td>Child Support Director / Attorney and Administrative Supervisor</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>E</td>
<td>EEO Code</td>
<td>06 – Office/Clerical</td>
</tr>
</tbody>
</table>

General Summary

This position locates absent parents, their assets and unreported income. Performs tasks in accordance with policy/laws/regulations and must maintain confidentiality. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Track, verify and enter all information received regarding locate requests to include criminal information, and contempt orders. Conduct and document investigation for possible "cash" employment.
2. Review and investigate the Wisconsin New Hires data base and the National New Hires data base.
3. Review and investigate Locate Reports. Transfer and document information to appropriate case.
4. Review active Work Lists and return all calls.
5. Review and investigate the Wisconsin Jail list.
6. Provide truthful and accurate written and verbal communications.

**General Job Functions**

1. Perform various investigative duties.

Requirements

**Training and Experience**

1. High school diploma or equivalent.
2. Associate degree with course work emphasis in criminal justice or business administration or a combination of related work experience and education.

**Knowledge, Skills, and Abilities Required**

1. Ability to exhibit good grammar and spelling skills, and possess basic math skills.
2. Working knowledge with Microsoft® Office and data base programs.
3. Ability to work with the Wisconsin KIDS software system and maintain timely data work lists to track status changes for state and federal reporting purposes.
4. Must have strong investigative skills/techniques.
5. Ability to understand the court and correction systems.
6. Ability to work with a minimum of supervision and maintain high degree of confidentiality regarding program, client and office information.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:

[Signature]
Roghey W. Dequaine, Child Support Enforcement Agency Director 4-10-17

[Signature]
Kelly A. Hendee, Human Resources Director 5/24/17
### REQUEST FOR FISCAL IMPACT INFORMATION

**RECLASSIFICATION**

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>Job Class</th>
<th>Step</th>
<th>Rate</th>
</tr>
</thead>
</table>

**Parent Locate Specialist**

- **Effective Date:** 6 Mo
- **Department:** Child Support
- **Sub Dept:**

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.50</td>
<td>$18.10</td>
<td>18,875</td>
<td>1,480</td>
<td>20,355</td>
</tr>
<tr>
<td>0.50</td>
<td>$19.14</td>
<td>19,959</td>
<td>1,565</td>
<td>21,524</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Salary and Benefit Decrease (1,169)</td>
</tr>
<tr>
<td>0.50</td>
<td>$20.69</td>
<td>21,576</td>
<td>1,692</td>
<td>23,268</td>
</tr>
<tr>
<td>0.50</td>
<td>$19.14</td>
<td>19,959</td>
<td>1,565</td>
<td>21,524</td>
</tr>
</tbody>
</table>

**Total Salary and Benefit Increase 1,744**

- **Dept Head Signature:** [Signature]
- **Date:** 11/1/2021
- **Finance Director:** [Signature]

---

**Disclaimer:** This Fiscal Impact does not include Step 2 $18.62, Step 3 $19.14, Step 4 $19.66, and Step 5 $20.17.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
### Request to Refill Position

**Title:**

- Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

#### DEPT. HEAD TO COMPLETE:

- **Department:** Highway & Airport
- **Position Title:** Equipment Operator
- **Position Status:**
  - [ ] Currently vacant
  - [ ] Will be vacant
  - [X] Full Time
- **Date Vacant:** April 2, 2021
- **Hours per week:** 40
- **Reason for Vacancy:**
  - [ ] Termination
  - [ ] Transfer
  - [X] Retirement
  - [ ] Resignation

**Transfer:** why is the new position more attractive to employee than current one?

**Name of Current / Most Recent Incumbent:** Mike Kostrova

- [ ] I have invited the Chair of my Oversight Committee to participate in the interview process

**Reviewed, updated, and submitted to Human Resources:**

- [X] Job Analysis Questionnaire *(not to be included in the agenda packet)*
- [X] Job Description

**Completed by:** John Kolodziej  
**Date:** December 16, 2020

#### Financial Information:

- **Salary Range:** $21.98, $25.12 CP, $28.89
- **Is the Position Budgeted:**
  - [X] Yes
  - [ ] No
- **Funding Source:**
  - [ ] Levy %
  - [ ] Grant Funded %
  - [X] Other Highway Internal Service Fund % 100

- [X] Fiscal Impact, from Finance Department, completed and attached

#### HR TO COMPLETE:

- **EEO 08 – Service/Maintenance**
- **FLSA Status Non-Exempt**
- **Human Resources has performed a position review?**
- **The Job Description has been updated and signed?**

**Approvals:**

- **County Administrator**
  - [ ] Signature
  - **Date:** 1/13/21

- Administrative Committee Chair
  - [ ] Signature
  - **Date:**
County of Door
Equipment Operator

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Equipment Operator</th>
<th>Last Revision</th>
<th>09/24/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Highway</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>Employee Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report To</td>
<td>Highway Commissioner</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>G</td>
<td>EEO Code</td>
<td>08 – Service/Maintenance</td>
</tr>
</tbody>
</table>

General Summary

Reports to the Highway Commissioner or his designee and is responsible for operating varied highway construction equipment on an as needed basis. Assignments given may change from day to day and from season to season. Able to operate construction equipment and must be in good physical condition. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Perform general routine maintenance on County, State, and Local roadways.
2. The Equipment Operator position is specific to the following equipment to be operated: Backhoe, Finish Grading Operations, Sign Truck/Sign Shop, Operating Paver, Operating Screed, Operate Crushing Equipment, Operate Bulldozer.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shoveling equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory all signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual or clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.

General Job Functions

This position performs a variety of functions related to highway operations and maintenance. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients of the Department.

Requirements

Training and Experience

1. High school diploma or Equivalent.
2. Three (3) or more years’ of responsible work experience with highway construction equipment; knowledge of machines and tools, including their uses, repair, and maintenance or an equivalent combination of training and experience.
County of Door
Equipment Operator

3. One or more years' Public Safety and Security experience and knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, and state operations for the protection of people, property and institutions.
4. Current valid Commercial Wisconsin driver's license required, Class A, B, C; endorsements N and H are desirable.
5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Ability to use computers and computer systems to set up functions, enter data, or process information.
3. Able to operate county owned road construction equipment in a safe and effective manner.
4. Able to read a grade level. Requires basic knowledge of road construction, which could be learned with six (6) to twelve (12) months of progressive road construction work experience.
5. Knowledge of traffic laws and weight limits.
6. Knowledge of the location of state, county, city and town roads.
7. Training or skill in welding and mechanics is beneficial.
8. Capable of accepting varied assignments from one day to another.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Mostly outside work, subject to all weather conditions. Must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in, and working long hours under difficult conditions. Requires regular lifting, bending, twisting and turning. Continuous mental and visual attention to work environment when operating heavy equipment. Continuous exposure to workplace hazards found in construction industry.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:

John P. Kolodziej, Highway Commissioner 7/3/17
Kelly A. Hendee, Human Resources Director 7/3/17
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>Job Class</th>
<th>Step</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHANGE FTE/Hours

<table>
<thead>
<tr>
<th>From</th>
<th>TO</th>
</tr>
</thead>
</table>

CHANGE JOB CLASS/STEP

<table>
<thead>
<tr>
<th>From</th>
<th>TO</th>
</tr>
</thead>
</table>

Highway Equipment Operator

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Mo</td>
<td>Highway</td>
</tr>
<tr>
<td></td>
<td>Sub Dept</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Equipment Operator Grade G-Level 1</td>
<td>1.00</td>
<td>$21.98</td>
<td>45,841</td>
<td>34,238</td>
</tr>
<tr>
<td>Highway Equipment Operator Grade G-Budget</td>
<td>1.00</td>
<td>$28.89</td>
<td>60,253</td>
<td>36,880</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease:

(17,054)

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Equipment Operator Grade G-Control Point</td>
<td>1.00</td>
<td>$25.12</td>
<td>52,390</td>
<td>35,439</td>
</tr>
<tr>
<td>Highway Equipment Operator Grade G-Budget</td>
<td>1.00</td>
<td>$28.89</td>
<td>60,253</td>
<td>36,880</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease:

(9,304)

Dept Head Signature

Finance Director

Date

12/17/2020

Disclaimer: This Fiscal Impact does not include Step 2 $22.61, Step 3 $23.24, Step 4 $23.86, or Step 5 $24.49.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
# Request to Refill Position

**Title:** Request to Refill Position

**Date Created:** 11/19/2014  
**Date Revised:** 01/23/2019  

Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

## DEPT. HEAD TO COMPLETE:

<table>
<thead>
<tr>
<th>Department</th>
<th>Highway &amp; Airport</th>
<th>Position Title: Mechanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Status:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Full Time</td>
<td>☐ Part Time</td>
<td>☐ New position</td>
</tr>
<tr>
<td>☑ Will be vacant</td>
<td></td>
<td>Date Vacant: June, 1, 2021</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>☐ Termination</td>
<td>☐ Transfer</td>
</tr>
<tr>
<td></td>
<td>☑ Retirement</td>
<td>☐ Resignation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transfer: why is the new position more attractive to employee than current one?

**Name of Current / Most Recent Incumbent:** John Paul

☐ I have invited the Chair of my Oversight Committee to participate in the interview process

Reviewed, updated, and submitted to Human Resources:

☑ Job Analysis Questionnaire (not to be included in the agenda packet)

☑ Job Description

**Completed by:** John Kolodziej  
**Date January 5, 2021**

## Financial Information:

<table>
<thead>
<tr>
<th>Salary Range: $23.93, $27.35CP, $31.45</th>
<th>Is the Position Budgeted: ☑ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Source: ☐ Levy ☑ Grant Funded</td>
<td>☑ Other Highway Internal Service Fund % 100</td>
</tr>
</tbody>
</table>

☑ Fiscal Impact, from Finance Department, completed and attached

## HR TO COMPLETE:

☑ EEO 07 – Skill/Craft  
☐ FLSA Status Non-Exempt

☑ Human Resources has performed a position review? (HR initial) 01/7/2021 Date

☑ The Job Description has been updated and signed? (HR initial) 01/7/2021 Date

## Approvals:

County Administrator  
[Signature]  
Date

Administrative Committee Chair  
[Signature]  
Date
County of Door
Mechanic

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Mechanic</th>
<th>Last Revision</th>
<th>09/24/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Highway</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
<td></td>
</tr>
<tr>
<td>Report To</td>
<td>Shop Superintendent</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>H</td>
<td>EEO Code</td>
<td>07 – Skill/Craft</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for the maintenance and repair work completed on county owned highway department construction equipment and vehicles. Required to assist in other areas to include but not limited to, driving truck, being a flagman, hot mix operator, plowing snow and using sander, and other routine roadway maintenance work. Performs related work as required. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Repair trucks, tractors, motors, graders, sanders and heavy construction equipment.
2. Replace brakes, headlights, and dimmers. Repair hydraulics, diesel engines, and transmissions.
3. Perform computerized diagnostic analysis of diesel engines, small trucks (engines and chassis) and ABS Brake systems. Understanding of computerized diagnostic programs on specialized equipment such as paver, graders, etc.
4. Perform computerized diagnostic analysis and programing of onboard computer snow and ice control equipment.
5. Work with Stockman to order parts for equipment repairs and maintenance.
6. Move heavy equipment from job site to job site. Perform transfers using proper load securement.
7. Operate trucks, graders, loaders, and fuel truck occasionally to assist in overall operations, and snow and ice control on an as needed basis.
8. Recommend purchase of tools and equipment to Shop Superintendent and Highway Commissioner.
9. Assist with annual and seasonal inventories as required insuring the accuracy of supplies on hand.
10. Keep records of maintenance performed on equipment.
11. Provide truthful and accurate written and verbal communications.

**General Job Functions**

This position performs a variety of functions related to maintaining all equipment owned and operated by the Highway Department. On occasion the position will be required to perform other duties related to Highway Department operations. The job requires the employee to complete a daily accounting of labor, equipment, and material used on performing maintenance on a specific piece of equipment and on specific projects for billing services to various clients of the Department.

Requirements
County of Door
Mechanic

**Training and Experience**

1. High school diploma or equivalent.
2. Associate degree in a certified diesel and heavy equipment technician program; supplemented by three (3) to five (5) years of responsible work experience.
3. Federal Motor Vehicle Air-Conditioning (MVAC) certified and WI State Statute 100.45 Mobile air conditioner trained.
5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) obtainable within the first year from hire.
6. One or more years of experience working with computers and computer systems to set up functions, enter data, process information and perform diagnostics.
7. Three (3) to five (5) years of progressive mechanical repair experience with heavy equipment is desired; Capable of successfully completing repair and maintenance work on such equipment.

**Knowledge, Skills, and Abilities Required**

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Strong mechanical aptitude required.
3. Knowledge of all equipment used by the Highway Department and their projected life span and ability to anticipate approximate future need.
4. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
5. Able to operate trucks and other county owned vehicles and road construction equipment in a safe and effective manner.
6. Training from various motor manufacturers is necessary to insure that the most modern repair techniques are being implemented.
7. Knowledge of location of county, city and town roads.
8. Must be in good physical condition and capable of lifting various parts for repair of equipment. May be required to occasionally drive parts to on-site location and must have a commercial driver's license.
9. Capable of working with limited supervision.
11. Knowledge of traffic laws and weight limits.

**Physical & Working Conditions**

Mostly inside work in a controlled environment, subject to working outdoors exposed to changing weather conditions. Must be able to lift and move up to 60 pounds. Subject to overtime call-in. Must have hand-eye coordination. Must work above ground level where the possibility of falling exists. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling. Occasional standing, walking, crouching, bending and twisting.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

John P. Kolodziej, Highway Commissioner 2/15/16

Kelly A. Herdee, Human Resources Director 2/17/16
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours

Job Class

Step

Rate

CHANGE FTE/Hours

From

TO

CHANGE JOB CLASS/STEP

From

TO

Position Title

Effective Date

Department

Highway Equipment Mechanic

6 Mo

Highway

Sub Dept

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Mechanic Grade H-Level 1</td>
<td>1.00</td>
<td>$23.93</td>
<td>49,908</td>
<td>34,978</td>
</tr>
<tr>
<td>Highway Mechanic Grade H-Budget</td>
<td>1.00</td>
<td>$28.82</td>
<td>60,107</td>
<td>36,848</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease (12,069)

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Mechanic Grade H-Control Point</td>
<td>1.00</td>
<td>$27.35</td>
<td>57,041</td>
<td>36,286</td>
</tr>
<tr>
<td>Highway Mechanic Grade H-Budget</td>
<td>1.00</td>
<td>$28.82</td>
<td>60,107</td>
<td>36,848</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Decrease (3,628)

Dept Head Signature

Finance Director

Date

Disclaimer: This Fiscal Impact does not include Step 2 $24.62, Step 3 $25.30, Step 4 $25.98, or Step 5 $26.67.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
## Request to Refill Position

**Door County Human Resources**  
Form #: 2015-04  
**Title:** Administrative Assistant- II

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Date Revised</th>
<th>Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/2014</td>
<td>01/23/2019</td>
<td></td>
</tr>
</tbody>
</table>

### DEPT. HEAD TO COMPLETE:

- **Department:** District Attorney  
- **Position Title:** Administrative Assistant- II

<table>
<thead>
<tr>
<th>Position Status:</th>
<th>Currently vacant</th>
<th>Will be vacant</th>
<th>Date Vacant: January 15, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ Full Time</td>
<td>☑ Part Time</td>
<td>☑ New position</td>
</tr>
</tbody>
</table>

- **Reason for Vacancy:**  
  - ☑ Resignation

- **Transfer:** Why is the new position more attractive to employee than current one?  
  [Blank Space]

- **Name of Current / Most Recent Incumbent:** Debra Merkle-Schubert

Reviewed, updated, and submitted to Human Resources:

- ☑ Job Analysis Questionnaire (not to be included in the agenda packet)
- ☑ Job Description

Completed by: Holly Malvitz  
Date January 4, 2021

### Financial Information:

- **Salary Range:** $18.10 - $20.69  
- **Is the Position Budgeted:** ☑ Yes  
- **Funding Source:**  
  - Levy % 100
  - Grant Funded %
  - Other %

- ☐ Fiscal Impact, from Finance Department, completed and attached

### HR TO COMPLETE:

- **EEO:** DLE - Office/Clerical  
- **FLSA Status:** Non-Exempt

- ☑ Human Resources has performed a position review?  
  - (HR Initial) 1/15/21 Date

- ☑ The Job Description has been updated and signed?  
  - (HR Initial) 1/17/21 Date

### Approvals:

- **County Administrator:** [Signature]  
  - Date

- **Administrative Committee Chair:** [Signature]  
  - Date
County of Door
Administrative Assistant II-DA

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant II-DA</th>
<th>Last Revision</th>
<th>05/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>District Attorney</td>
<td>HR Reviewed</td>
<td>05/31/2019</td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td>Employee Group</td>
<td></td>
</tr>
<tr>
<td>Report To</td>
<td>Administrative Supervisor</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>E</td>
<td>EEO Code</td>
<td>06 Office / Clerical</td>
</tr>
</tbody>
</table>

General Summary
Responsible for performing various legal administrative duties in the District Attorney's Office. This position works closely with the Assistant District Attorney. Daily contact with highly confidential information pertaining to victim and witnesses, as well as defendants, and the ability to maintain confidentiality for the protection of those involved in criminal prosecution cases and for the integrity of the case.

Duties and Responsibilities

**Essential Job Functions**
1. Drafts, transcribes, and electronically prepares various legal documents and correspondence.
2. Organizes case work for Assistant District Attorney.
3. Prepares and sends out correspondence.
4. Runs criminal histories through the TIME System.
5. Receives, processes, and enters electronically, referrals for all Juvenile cases.
6. Updates electronic court notes and prepares daily, weekly, and monthly reports in case management system as needed.
7. Electronically prepares and transcribes all Juvenile legal documents for both District Attorney and Assistant District Attorney.
8. Manages all Transport Orders and Phone/Video Appearances.
9. Organizes and delivers all Criminal Complaints and Fingerprint Orders for weekly Criminal Intake.
10. Requests Sentence Credits from Jail and uploads to PROTECT before sentencing.

**General Job Functions**
1. Manages incoming mail to ADA.
2. Schedules appointments/meetings for the ADA.
3. Answer various questions and inquiries from the general public, various legal and law enforcement professionals concerning criminal cases, policies, and procedures.
4. Electronically updates court notes where appropriate and prepares weekly reports in case management systems.
5. Provides back-up support for Criminal Intake Administrative Assistant as necessary.
6. Maintains up to date hard-files for all City of Sturgeon Bay ordinances and law reference book updates and information.
7. Manages an up-to-date inventory of all active Transport cases.
8. Manages an up-to-date inventory of all active Juvenile Cases.

Reporting Relationships
Reports to the Administrative Supervisor, District Attorney and Assistant District Attorney, for questions and general direction if and when needed, but generally works independently.
County of Door
Administrative Assistant II-DA

REQUIREMENTS

Training and Experience
1. High school diploma or equivalent.
2. Minimum of two (2) years of responsible legal office experience along with knowledge of legal terminology in the Criminal Justice System.
3. Must be able to type a minimum of 45 words per minute determined by a standard keyboarding test.
4. One (1) year of bookkeeping experience strongly preferred obtained through education or on the job.
5. Able to obtain certification in the Wisconsin TIME System (through the Wisconsin Department of Justice, Division of Law Enforcement), within one (1) year of hire and re-certify every 2 years.

Knowledge, Skills, and Abilities Required
1. Ability to work with limited supervision and make accurate decisions to routine departmental issues.
2. Ability to read, comprehend, and communicate, both verbally and electronically.
3. Ability to use tact and courtesy when dealing with co-workers, supervisors, the general public, law enforcement officers, and other legal professional agencies.
4. Knowledge of modern office practices and procedures, business English, basic bookkeeping and ability to efficiently operate a computer.
5. Ability to multi-task and possess good organizational skills.
6. Ability to convert difficult and complex information from either rough draft or dictation machine electronically.

Physical & Working Conditions
Normal office environment with little or no discomfort from temperature, dust, noise, wetness and the like. Considerable multi-tasking, dealing with sometimes angry and confrontational members of the public.

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

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

Approvals:

[Signature]  
Colleen C. Nordin, District Attorney  
[Signature]  
Kelly A. Hendee, Human Resources Director  

[Date]  
6/4/19  
[Date]  
5/31/19
# REQUEST FOR FISCAL IMPACT INFORMATION

## RECLASSIFICATION

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$18.10</td>
<td>37,749</td>
<td>31,287</td>
<td>69,036</td>
</tr>
<tr>
<td>1.00</td>
<td>$18.62</td>
<td>38,834</td>
<td>31,445</td>
<td>70,279</td>
</tr>
<tr>
<td>1.00</td>
<td>$20.69</td>
<td>43,151</td>
<td>32,075</td>
<td>75,226</td>
</tr>
<tr>
<td>1.00</td>
<td>$18.62</td>
<td>38,834</td>
<td>31,445</td>
<td>70,279</td>
</tr>
</tbody>
</table>

---

**Administrative Ass't 2-DA**

**Department:** District Attorney

**Effective Date:** 6 Mo

**Rate:** Sub Dept

---

**Disclaimers:**

- This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

---

**Signature:**

**Date:**
TO: Administrative Committee  
FROM: Human Resources  
SUBJECT: Monthly Personnel Transactions  
January 2021 Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Department</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/17/2020</td>
<td>Resignation</td>
<td>Facilities &amp; Parks</td>
<td>Steve Delarwelle</td>
<td>Parks Seasonal</td>
</tr>
<tr>
<td>12/18/2020</td>
<td>Resignation</td>
<td>Emergency Management &amp; Communications</td>
<td>John Doyle</td>
<td>LTE Telecommunicator</td>
</tr>
<tr>
<td>12/18/2020</td>
<td>Resignation</td>
<td>Emergency Management &amp; Communications</td>
<td>Linda Nault</td>
<td>LTE Telecommunicator</td>
</tr>
<tr>
<td>12/28/2020</td>
<td>Resignation</td>
<td>Highway &amp; Airport</td>
<td>Myra Lagerman</td>
<td>LTE Highway Clerical</td>
</tr>
<tr>
<td>12/31/2020</td>
<td>Retirement</td>
<td>Treasurer's Office</td>
<td>Jay Zahn</td>
<td>Door County Treasurer</td>
</tr>
<tr>
<td>01/03/2021</td>
<td>Resignation</td>
<td>Facilities &amp; Parks</td>
<td>Emil Scheidecker</td>
<td>Parks Seasonal</td>
</tr>
<tr>
<td>01/07/2021</td>
<td>Termination</td>
<td>Health &amp; Human Services</td>
<td>Katherine LaViolette</td>
<td>Disability Benefit Specialist</td>
</tr>
<tr>
<td>01/15/2021</td>
<td>Retirement</td>
<td>Facilities &amp; Parks</td>
<td>Luanne Secrest</td>
<td>Custodian</td>
</tr>
<tr>
<td>01/15/2021</td>
<td>Resignation</td>
<td>District Attorney</td>
<td>Debra Merkle-Schubert</td>
<td>Administrative Assistant II-DA</td>
</tr>
<tr>
<td>01/15/2021</td>
<td>Resignation</td>
<td>Child Support</td>
<td>Courtney Deats-Cascio</td>
<td>Parent Locate Specialist</td>
</tr>
<tr>
<td>04/02/2021</td>
<td>Retirement</td>
<td>Highway &amp; Airport</td>
<td>Michael Kostreva</td>
<td>Equipment Operator</td>
</tr>
<tr>
<td>04/30/2021</td>
<td>Retirement</td>
<td>Circuit Court</td>
<td>Sheryl Ripp</td>
<td>Judicial Assistant</td>
</tr>
<tr>
<td>05/03/2021</td>
<td>Retirement</td>
<td>Land Use Services</td>
<td>Thomas Haight</td>
<td>GIS/Land Information Coordinator</td>
</tr>
<tr>
<td>06/01/2021</td>
<td>Retirement</td>
<td>Highway &amp; Airport</td>
<td>John Paul</td>
<td>Mechanic</td>
</tr>
</tbody>
</table>

**New Hires**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Department</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/13/2020</td>
<td>Internal Hire</td>
<td>Highway &amp; Airport</td>
<td>Trevor Rass</td>
<td>Stockman/Fuel Technician</td>
</tr>
<tr>
<td>12/14/2020</td>
<td>Hired</td>
<td>Sheriff's Department</td>
<td>Michael Bertrand</td>
<td>Security Deputy</td>
</tr>
<tr>
<td>12/15/2020</td>
<td>Hired</td>
<td>Sheriff's Department</td>
<td>Amanda Viste</td>
<td>Security Deputy (PT)</td>
</tr>
<tr>
<td>12/17/2020</td>
<td>Hired</td>
<td>Emergency Services</td>
<td>Kimberly Church</td>
<td>EMT Basic</td>
</tr>
<tr>
<td>12/17/2020</td>
<td>Hired</td>
<td>Emergency Services</td>
<td>Bradley Boeke</td>
<td>EMT Basic</td>
</tr>
<tr>
<td>12/27/2020</td>
<td>Internal Hire</td>
<td>Highway &amp; Airport</td>
<td>Cory Delarwelle</td>
<td>Equipment Operator</td>
</tr>
<tr>
<td>12/27/2020</td>
<td>Internal Hire</td>
<td>Highway &amp; Airport</td>
<td>Derek Denil</td>
<td>Mechanic</td>
</tr>
<tr>
<td>01/11/2021</td>
<td>Hired</td>
<td>Highway &amp; Airport</td>
<td>Tracy Wautlet</td>
<td>Accounting Specialist</td>
</tr>
<tr>
<td>01/11/2021</td>
<td>Internal Hire</td>
<td>Sheriff's Department</td>
<td>Chelsea Dantoin</td>
<td>Criminal Records/Records Management System Specialist</td>
</tr>
<tr>
<td>01/11/2021</td>
<td>Hired</td>
<td>Treasurer's Office</td>
<td>Lynne Gustafson</td>
<td>LTE Office Clerical</td>
</tr>
<tr>
<td>01/11/2021</td>
<td>Hired</td>
<td>Library</td>
<td>Grace Tinderholt</td>
<td>Page</td>
</tr>
<tr>
<td>01/18/2021</td>
<td>Hired</td>
<td>Land Use Services</td>
<td>Benjamin Degner</td>
<td>Zoning Administrator/Assistant Sanitarian</td>
</tr>
</tbody>
</table>

**Introductory Period Completion**

| Intro | Health & Human Services | Michaela | Olson | Public Health Nurse |

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hired</td>
<td>Newly hired employees</td>
</tr>
<tr>
<td>Inactive</td>
<td>Regular, Limited Term and Seasonal Employees no longer working (separated from employment)</td>
</tr>
<tr>
<td>Internal Hire</td>
<td>Candidate selected from another department within the organization.</td>
</tr>
<tr>
<td>Re-Hired</td>
<td>Former Employees returning to employment in same category as originally hired. (Seasonal)</td>
</tr>
<tr>
<td>Resignation</td>
<td>Employees submitted correspondence indicating they are leaving employment and not retirement eligible.</td>
</tr>
<tr>
<td>Retirement</td>
<td>Employees qualified to retire because of “eligible years of service” or “eligible retirement age”.</td>
</tr>
<tr>
<td>Termination</td>
<td>Employer terminates employment with employee (includes layoff)</td>
</tr>
<tr>
<td>Intro</td>
<td>Completion of introduction period</td>
</tr>
<tr>
<td>Vendor</td>
<td>Invoice No.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>6957 - REETZ LAW OFFICE</td>
<td>2020-00000383</td>
</tr>
<tr>
<td>6957 - REETZ LAW OFFICE</td>
<td>2020-00000398</td>
</tr>
<tr>
<td>12466 - ERICKSON LAW LLC</td>
<td>2021-00000007</td>
</tr>
<tr>
<td>3629 - PRIBYL LAW S.C.</td>
<td>2021-00000004</td>
</tr>
<tr>
<td>6957 - REETZ LAW OFFICE</td>
<td>2021-00000006</td>
</tr>
<tr>
<td>750 - BRABAZON LAW OFFICE, LLC</td>
<td>2021-00000017</td>
</tr>
<tr>
<td>9682 - PINKERT LAW FIRM LLP</td>
<td>2021-00000019</td>
</tr>
<tr>
<td>6957 - REETZ LAW OFFICE</td>
<td>2021-00000020</td>
</tr>
<tr>
<td>8947 - STEPHEN P JOHNSON ATTY</td>
<td>2021-00000018</td>
</tr>
<tr>
<td>13164 - STEVENS LAW SC</td>
<td>2021-00000021</td>
</tr>
<tr>
<td>3629 - PRIBYL LAW S.C.</td>
<td>2020-00000381</td>
</tr>
<tr>
<td>15303 - NINA MARTEL SC</td>
<td>2020-00000396</td>
</tr>
<tr>
<td>9682 - PINKERT LAW FIRM LLP</td>
<td>2020-00000397</td>
</tr>
<tr>
<td>14343 - BLAZKOVEC, BLAZKOVEC &amp;</td>
<td>2021-00000001</td>
</tr>
<tr>
<td>DONNEY</td>
<td>2021-00000003</td>
</tr>
<tr>
<td>15303 - NINA MARTEL SC</td>
<td>2021-00000004</td>
</tr>
<tr>
<td>3629 - PRIBYL LAW S.C.</td>
<td>2021-00000005</td>
</tr>
<tr>
<td>1967 - CAMERA CORNER</td>
<td>2021-00000002</td>
</tr>
<tr>
<td>21104 - JV TRANSLATOR, LLC</td>
<td>2020-00000380</td>
</tr>
</tbody>
</table>

Account 52101 - Professional Services Totals: Invoice Transactions 10, $27,418.50

Account 52130 - PS-Guardian Ad Litem Totals: Invoice Transactions 6, $7,402.38

Account 52301 - Repair & Maintenance Totals: Invoice Transactions 1, $792.00
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice No.</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15825 - SUSAN G RASCON</td>
<td>2020-00000382</td>
<td>Interpreter Fees</td>
<td>Paid by Check # 678950</td>
<td>12/04/2020</td>
<td>12/04/2020</td>
<td>12/04/2020</td>
<td>12/10/2020</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13733 - SWITS, LTD</td>
<td>2020-00000384</td>
<td>Interpreter Fees</td>
<td>Paid by Check # 678951</td>
<td>12/04/2020</td>
<td>12/04/2020</td>
<td>12/04/2020</td>
<td>12/10/2020</td>
<td>51.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13733 - SWITS, LTD</td>
<td>2021-00000008</td>
<td>Interpreter Fees</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>126.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19805 - SPAN WISH, LLC</td>
<td>2021-00000010</td>
<td>Interpreter Fees</td>
<td>Edit</td>
<td>01/11/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15069 - STAPLES ADVANTAGE</td>
<td>2020-00000399</td>
<td>Office Supplies</td>
<td>Paid by Check # 679253</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/21/2020</td>
<td>36.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15069 - STAPLES ADVANTAGE</td>
<td>2021-0000009</td>
<td>Office Supplies</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>1,126.09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11150 - DOOR COUNTY CLERK OF COURT</td>
<td>2020-00000400</td>
<td>Replenish Petty Cash - Jury</td>
<td>Paid by Check # 679276</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/22/2020</td>
<td>54.68</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account 52425 - Interpreter Services Totals
Invoice Transactions: 5
Total Invoice Amount: $437.00

Account 53106 - Office Supplies Totals
Invoice Transactions: 2
Total Invoice Amount: $1,162.83

Sub-Department 1341 - Jury Trials Expense
Account 53101 - Other Materials & Supplies Totals
Invoice Transactions: 1
Total Invoice Amount: $54.68

* = Prior Fiscal Year Activity
## Accounts Payable Invoice Report

**Payment Date Range:** 12/01/20 - 12/31/20  
**Report By Department - Batch - Vendor - Invoice Summary Listing**

### Summary Listing

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>812511</td>
<td>2021 Labels</td>
<td>Held</td>
<td></td>
<td>12/04/2020</td>
<td>12/04/20</td>
<td>12/04/20</td>
<td>12/03/2020</td>
<td></td>
<td>9.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88522</td>
<td>November 2020 Mediation Expenses</td>
<td>Held</td>
<td></td>
<td>12/04/2020</td>
<td>12/04/20</td>
<td>12/04/20</td>
<td>12/03/2020</td>
<td></td>
<td>855.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3462497345</td>
<td>Office Supplies</td>
<td>Paid by Check #678979</td>
<td>12/18/2020</td>
<td>12/18/20</td>
<td>12/18/20</td>
<td>12/10/2020</td>
<td></td>
<td>6.12</td>
<td></td>
</tr>
<tr>
<td>3462497355</td>
<td>Office Supplies</td>
<td>Paid by Check #678979</td>
<td>12/18/2020</td>
<td>12/18/20</td>
<td>12/18/20</td>
<td>12/10/2020</td>
<td></td>
<td>237.69</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>843416974</td>
<td>November 2020 West Information Charges</td>
<td>Paid by Check #678980</td>
<td>12/18/2020</td>
<td>12/18/20</td>
<td>12/18/20</td>
<td>12/10/2020</td>
<td></td>
<td>1,677.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>119282</td>
<td>November 2020 Copier Costs</td>
<td>Paid by Check #678981</td>
<td>12/18/2020</td>
<td>12/18/20</td>
<td>12/18/20</td>
<td>12/10/2020</td>
<td></td>
<td>79.58</td>
<td></td>
</tr>
</tbody>
</table>

### Department Totals

<table>
<thead>
<tr>
<th>Department</th>
<th>Vendor</th>
<th>Invoices</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Corporation Counsel</td>
<td>9960 - COMPLETE OFFICE OF WISCONSIN INC</td>
<td>1</td>
<td>$9.80</td>
</tr>
<tr>
<td>14 Corporation Counsel</td>
<td>8852 - GAY PUSTAVER</td>
<td>1</td>
<td>$855.00</td>
</tr>
<tr>
<td>14 Corporation Counsel</td>
<td>15069 - STAPLES ADVANTAGE</td>
<td>2</td>
<td>$243.81</td>
</tr>
<tr>
<td>14 Corporation Counsel</td>
<td>36721 - WEST GROUP PAYMENT CENTER</td>
<td>1</td>
<td>$1,677.56</td>
</tr>
<tr>
<td>14 Corporation Counsel</td>
<td>5999 - WISCONSIN DOCUMENT IMAGING</td>
<td>1</td>
<td>$79.58</td>
</tr>
</tbody>
</table>

### Batch Summary

- **Batch Number:** 2020-00000630  
  - **Batch Date:** 12/04/2020  
  - **Vendor:** 9960 - COMPLETE OFFICE OF WISCONSIN INC  
  - **Invoice Net Amount:** $9.80

- **Batch Number:** 2020-00000657  
  - **Batch Date:** 12/18/2020  
  - **Vendor:** 8852 - GAY PUSTAVER  
  - **Invoice Net Amount:** $864.80

- **Batch Number:** 2020-00000657  
  - **Batch Date:** 12/18/2020  
  - **Vendor:** 15069 - STAPLES ADVANTAGE  
  - **Invoice Net Amount:** $243.81

- **Batch Number:** 2020-00000657  
  - **Batch Date:** 12/18/2020  
  - **Vendor:** 36721 - WEST GROUP PAYMENT CENTER  
  - **Invoice Net Amount:** $1,677.56

- **Batch Number:** 2020-00000657  
  - **Batch Date:** 12/18/2020  
  - **Vendor:** 5999 - WISCONSIN DOCUMENT IMAGING  
  - **Invoice Net Amount:** $79.58

### Grand Totals

- **Department:** 14 Corporation Counsel  
  - **Invoices:** 6  
  - **Total Amount:** $2,865.75

Run by Amanda Sawdo on 01/11/2021 02:24:19 PM
### County Administrator Vouchers:

<table>
<thead>
<tr>
<th>Acct No.</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Prepaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.49.1115.53106</td>
<td>Staples Business Advantage</td>
<td>Office Supplies (Admin. &amp; HR.)</td>
<td>$158.79</td>
<td>X</td>
</tr>
<tr>
<td>100.49.115.54102</td>
<td>Cardmember Service</td>
<td>Lodging- Townliner Motel Washington Island</td>
<td>$158.00</td>
<td>X</td>
</tr>
<tr>
<td>100.49.1115.52402</td>
<td>Rotary Club of Sturgeon Bay</td>
<td>Quarterly membership- Oct-Dec 2020- Ken Pabich</td>
<td>$200.00</td>
<td>X</td>
</tr>
</tbody>
</table>

### Transportation Vouchers:

<table>
<thead>
<tr>
<th>Acct No.</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Prepaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>71-Transportation</td>
<td>Cellcom Wisconsin RSA 10</td>
<td>Nov 2020 Cell Charges-Transportation</td>
<td>$50.58</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Abby Vans</td>
<td>Oct. 2020 D2D Taxi</td>
<td>$50,828.70</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Abby Vans</td>
<td>Nov. 2020 D2D Taxi</td>
<td>$47,845.00</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Transiexec, LLC</td>
<td>Nov 2020 Ride Legs</td>
<td>$23.60</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Boettcher Communications</td>
<td>D2D Marketing</td>
<td>$1,990.00</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Brilliant Marketing Commun.</td>
<td>ADRC Bus - Marketing Final Payment</td>
<td>$2,040.00</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>FLS Banners</td>
<td>ADRC Rebland Marketing Expense</td>
<td>$302.86</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Jim Olson Ford Lincoln LLC</td>
<td>Oil Change ADRC Bux</td>
<td>$41.96</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Transiexec, LLC</td>
<td>Dec. 2020 Ride Legs</td>
<td>$23.20</td>
<td>X</td>
</tr>
<tr>
<td>71-Transportation</td>
<td>Wisconsin Media</td>
<td>Oct/Nov 2020 Public Notice</td>
<td>$32.02</td>
<td>X</td>
</tr>
</tbody>
</table>

**TOTAL:** $114,694.46
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVS137721</td>
<td>Cty Clerk - Nov 3rd Election</td>
<td>Paid by Check #678722</td>
<td></td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/04/2020</td>
<td></td>
<td>1,676.00</td>
</tr>
<tr>
<td></td>
<td>programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Department</strong> 10 County Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,676.00</strong></td>
</tr>
<tr>
<td>Vendor 16973</td>
<td>DOMINION VOTING SYSTEMS, INC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor 15069</td>
<td>STAPLES ADVANTAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3462210078</td>
<td>Cty Clerk - Office Supplies</td>
<td>Paid by Check #678723</td>
<td></td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/04/2020</td>
<td></td>
<td>211.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Department</strong> 10 County Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$211.80</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vendor</strong> 15069 - STAPLES ADVANTAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor 14651</td>
<td>WISCONSIN MEDIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003579877</td>
<td>Cty Clerk- Newspaper ads</td>
<td>Paid by Check #678724</td>
<td></td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/04/2020</td>
<td></td>
<td>1,129.88</td>
</tr>
<tr>
<td>0003580018</td>
<td>Cty Clerk- Newspaper ads</td>
<td>Paid by Check #678724</td>
<td></td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/04/2020</td>
<td></td>
<td>354.37</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Department</strong> 10 County Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,484.25</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vendor</strong> 14651 - WISCONSIN MEDIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor 25070</td>
<td>PITNEY BOWES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3312471028</td>
<td>Cty Clerk - Postage Machines Lease</td>
<td>Paid by Check #679354</td>
<td></td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/31/2020</td>
<td></td>
<td>1,950.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Department</strong> 10 County Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,950.42</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vendor</strong> 25070 - PITNEY BOWES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor 14651</td>
<td>WISCONSIN MEDIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3621099</td>
<td>Cty Clerk- Newspaper ads</td>
<td>Paid by Check #679355</td>
<td></td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/31/2020</td>
<td></td>
<td>262.68</td>
</tr>
<tr>
<td>3621305</td>
<td>Cty Clerk - Election Advertising</td>
<td>Paid by Check #679355</td>
<td></td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/31/2020</td>
<td></td>
<td>324.60</td>
</tr>
<tr>
<td></td>
<td><strong>Sub-Department</strong> 10 County Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$587.28</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Vendor</strong> 14651 - WISCONSIN MEDIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch Number</td>
<td>2020-00000682</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor 33670</td>
<td>DEPT OF ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Run by Jill Lau on 01/15/2021 03:02:38 PM
### Accounts Payable Invoice Report

**G/L Date Range:** 12/01/20 - 12/31/20

**Report By:** Department - Batch - Vendor - Invoice

**Summary Listing**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123120</td>
<td>County Clerk</td>
<td>10 County Clerk</td>
<td>Paid by Check #679598</td>
<td>12/31/2020</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td>01/08/2021</td>
<td>5,134.70</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Department Totals**

<table>
<thead>
<tr>
<th>Sub-Department</th>
<th>Invoices</th>
<th>Total Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 County Clerk</td>
<td>1</td>
<td>5,134.70</td>
</tr>
</tbody>
</table>

**Vendor Totals**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoices</th>
<th>Total Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>33670 - DEPT OF ADMINISTRATION</td>
<td>1</td>
<td>$5,134.70</td>
</tr>
</tbody>
</table>

**Batch Number Totals**

<table>
<thead>
<tr>
<th>Batch Number</th>
<th>Invoices</th>
<th>Total Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-00000016</td>
<td>1</td>
<td>$5,134.70</td>
</tr>
</tbody>
</table>

**Department Totals**

<table>
<thead>
<tr>
<th>Department</th>
<th>Invoices</th>
<th>Total Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - County Clerk</td>
<td>8</td>
<td>$11,044.45</td>
</tr>
</tbody>
</table>

**Grand Totals**

<table>
<thead>
<tr>
<th>Invoices</th>
<th>Total Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$11,044.45</td>
</tr>
</tbody>
</table>

---

Run by Jill Lau on 01/15/2021 03:02:38 PM
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-00000001</td>
<td>Court Appointed Attorney Fees</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>1,160.00</td>
<td></td>
</tr>
<tr>
<td>2021-00000002</td>
<td>Repairs Branch 2</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>792.00</td>
<td></td>
</tr>
<tr>
<td>2021-00000003</td>
<td>Court Appointed Attorney Fees</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>1,551.01</td>
<td></td>
</tr>
<tr>
<td>2021-00000004</td>
<td>Court Appointed Attorney Fees</td>
<td>Edit</td>
<td>01/05/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>17,239.10</td>
<td></td>
</tr>
<tr>
<td>2021-00000015</td>
<td>Guardian ad Litem fees</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>730.00</td>
<td></td>
</tr>
<tr>
<td>1270</td>
<td>DA transcript 20CF170</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>5660</td>
<td>JEFFREY MARCUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Run by Jennifer Moeller on 01/07/2021 04:00:07 PM
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>122220</td>
<td>20GN15 testimony</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3565</td>
<td>Evaluations and travel</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>1,075.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>Transcripts</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>90.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6202</td>
<td>Evaluations, travel and testimony</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>2,235.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12302020208</td>
<td>Guardian ad Litem fees</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>1,477.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53020123</td>
<td>Guardian ad Litem fees</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>230.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>121836</td>
<td>copier lease December 2020</td>
<td>Edit</td>
<td>01/07/2021</td>
<td>01/07/2021</td>
<td>12/31/2020</td>
<td></td>
<td></td>
<td>176.80</td>
</tr>
</tbody>
</table>

**Vendor Totals:**
- **2288 - KEYSTONE PSYCHOLOGY LLC**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $100.00
- **2674 - LISA A HARTEL**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $90.00
- **20086 - MARSHALL J BALES**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $2,235.00
- **15303 - NINA MARTEL SC**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $1,477.38
- **9682 - PINKERT LAW FIRM LLP**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $230.00
- **5999 - WISCONSIN DOCUMENT IMAGING**
  - Sub-Department: 25 Court Systems
  - Invoices: 1
  - Total: $176.80

**Sub-Department Totals:**
- **25 Court Systems**
  - Invoices: 13
  - Total: $26,946.29

**Batch Number:** 2021-00000015

Run by Jennifer Moeller on 01/07/2021 04:00:07 PM
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Court Systems</td>
<td>______________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$26,946.29</td>
</tr>
</tbody>
</table>

Grand Totals

Invoices 13

$26,946.29
<table>
<thead>
<tr>
<th>Acct No.</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52408</td>
<td>Patrick L. Zelzer</td>
<td>Process Service</td>
<td>$545.00</td>
</tr>
<tr>
<td>53106</td>
<td>Staples Advantage</td>
<td>Office Supplies</td>
<td>$227.93</td>
</tr>
<tr>
<td>53109</td>
<td>State Bar of Wisconsin</td>
<td>Publications</td>
<td>$72.90</td>
</tr>
<tr>
<td>53109</td>
<td>West Group</td>
<td>Publications</td>
<td>$19.28</td>
</tr>
</tbody>
</table>

**TOTAL: $865.11**

I hereby approve payment of the monthly bills for the DISTRICT ATTORNEY’S OFFICE as listed on this document.

Dated: ____________________

_______________________________________
Chairman
Administrative Services Committee
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 Human Resources</td>
<td>Background Checks</td>
<td>Paid by Check #679075</td>
<td>12/11/2020</td>
<td>12/11/2020</td>
<td>12/11/2020</td>
<td>12/16/2020</td>
<td></td>
<td></td>
<td>97.00</td>
</tr>
<tr>
<td>44 Human Resources</td>
<td>Pre Employment DOT &amp; Exams</td>
<td>Paid by Check #679152</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td></td>
<td></td>
<td>77.00</td>
</tr>
<tr>
<td>44 Human Resources</td>
<td>Law EnforcementLieutenant Exam - Field Services Lieutenant</td>
<td>Paid by Check #679154</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td></td>
<td></td>
<td>289.00</td>
</tr>
<tr>
<td>44 Human Resources</td>
<td>Chair Massages 11/01/2020-11/30/2020</td>
<td>Paid by Check #679155</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td></td>
<td></td>
<td>120.00</td>
</tr>
<tr>
<td>HRI, DBA: HUMANA WELLNESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoice Description</td>
<td>Status</td>
<td>Held Reason</td>
<td>Invoice Date</td>
<td>Due Date</td>
<td>G/L Date</td>
<td>Received Date</td>
<td>Payment Date</td>
<td>Invoice Net Amount</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------</td>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
<td>----------</td>
<td>----------</td>
<td>---------------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td>33065</td>
<td>GO365 Administrative Fee &amp; Rewards</td>
<td>Paid by Check #679156</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>13,676.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18650 - PENINSULA PULSE</td>
<td>Highway Commissioner Ad - 2 weeks</td>
<td>Paid by Check #679157</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>12/18/2020</td>
<td>271.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>318835</td>
<td>Flex Spending Administrative Services December 2020</td>
<td>Paid by Check #679444</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>01/05/2021</td>
<td>549.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121827</td>
<td>HR Copies</td>
<td>Paid by Check #679445</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>12/31/2020</td>
<td>01/05/2021</td>
<td>519.67</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Totals**

<table>
<thead>
<tr>
<th>Department</th>
<th>Invoices</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 Human Resources</td>
<td>10</td>
<td>$25,735.84</td>
</tr>
<tr>
<td>Acct No.</td>
<td>Vendor</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>52206</td>
<td>Cellcom</td>
<td>Monthly Cellcom Charges</td>
</tr>
</tbody>
</table>

**TOTAL:** $76.04

I hereby approve payment of the monthly bills for the VETERANS SERVICE OFFICE as listed on this document.

Date: ______________________

______________________________
David Lienau, Chairman
Administrative Committee