AGENDA
1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of February 16, 2021 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
   ◆ County Board
     ◆ Resolution - Proclamation: Travel & Tourism Week
     ◆ Diversity, Equity & Inclusion - Continuing Education
     ◆ Resolution No. 2020-86 - Racism is a Public Health Crisis
   ◆ County Administrator
     ◆ COVID-19
     ◆ Door County Government Operations
     ◆ Transportation Program Update
   ◆ Corporation Counsel
     ◆ February 24, 2021 Knowles-Nelson Stewardship Program Notice Per Sec. 23.0917(5t) Wis. Stats.
     ◆ Ordinance 2021-__ - Invoking the Authority of §59.10(1), Wis. Stats. to be a Self-Organized County
     ◆ Intergovernmental Agreement with the City of Sturgeon Bay – CTH U Improvements
     ◆ §59.11(1)(c), Wis. Stats. Organizational Meeting
     ◆ Rules of Order
     ◆ “Friends of the Forestville Dam, et al vs Door County” Door County Case # 2021-CV-5
   ◆ Human Resources
     ◆ Request to Refill – Patrol Superintendent & Subsequent Vacancies
     ◆ Request to Refill – Registered Sanitarian/Health Educator
     ◆ 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, April tbd, 2021 – 9:00 a.m.
13.Meeting Per Diem Code
14.Adjourn

Deviation from order shown may occur

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:
Go to: https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=eb7d9dab9b3e75c8b20c96140b7e6128
Event Password: Mar16admin2021

To Connect via phone:
Call: 1-408-418-9388
Access Code: 187 861 9189

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.
Call Meeting to Order
The Tuesday, February 16, 2021 Administrative Committee Meeting was called to order at 10:00 a.m. by Chairman David Lienau at the Government Center.

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

Others present: Administrator Ken Pabich, Assistant Corporation Counsel Karyn Behling, HR Director Kelly Hendee, and County Clerk Jill Lau. Staff and Public attended virtually.

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

Approve Minutes of January 19, 2021 Regular Administrative Committee Meeting
Motion by Austad, seconded by Fisher to approve the minutes of the January 19, 2021 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence
• Supervisor Fisher reported he received a phone call from a resident complaining about adding a position to HR outside of the budget process

Public Comment
The following persons commented:
• Don Freix, 8305 Quarterline Road, Fish Creek

Old Business
No old business was presented.

New Business (Review / Action)
County Administrator
County Redistricting
A memo included in the meeting packet was reviewed. Administrator Pabich updated the committee that the most recent information provided to the County is the State will receive census data much later than initially thought; September 30, 2021. Things are changing and evolving on a regular basis. At this time redistricting is on hold pending the census data.

2021-17 - Establish Size of County Board to Facilitate County Supervisory District Plan
Given the timing of receiving census data this is not a pressing matter and could be delayed if the committee so chooses.

Motion by Austad, seconded by Fisher to approve the resolution as presented. Motion carried by voice vote.

COVID-19
Administrator Pabich reported ES staff continue to assist with the vaccine clinics. Pabich is working with HR Director Hendee, H&HS Director Joe Krebsbach, and ES to hire additional nursing staff to assist with the vaccine rollout. Expenses related have been authorized by Administration. There may be funding from the State and/or Federal level to assist in covering those expenses.
H&HS Director Krebsbach provided an update on the number of vaccines the County has received this week. In addition, Krebsbach provided an update on where persons can go to get the vaccine outside of the Public Health Department.

**Door County Government Operations**
Administrator Pabich reported as COVID numbers are going down and the vaccine is rolling out the plan is to bring employees back in to the building in at least a 50% capacity and opening the buildings back up to the public in March. H&HS Director Krebsbach reported the overall consensus is to continue with CDC guidelines – social distancing, masking, hand washing. Discussion regarding keeping the buildings closed for another month to gather more information. Consensus was to remain closed through the month of March and reevaluate and determine next steps at the March Administrative Committee meeting.

**Transportation Program Update**
A written report was included in the meeting packet and was reviewed. Transportation Director Pam Busch further explained the Community Link.

**Corporation Counsel**

**Home Rule (Self-Organized) County**
Information included in the meeting packet was reviewed. Self-organizing provides flexibility to the county such as staggered supervisor terms, setting supervisor compensation, and the right to fill supervisor vacancies by other means. To accomplish self-organization the county board adopts an ordinance invoking the authority. Self-organizing provides the authority to do certain things but doesn’t require the County to implement any.

Motion by Austad, seconded by Kohout to instruct Staff to draft an ordinance to send to the full County Board. The ordinance will be drafted and brought back to the Administrative Committee for review in March. Motion carried by voice vote with Supervisor Fisher and Supervisor Virlee voting no.

**§59.11(1)(c), Wis. Stats. Organizational Meeting**

**Rules of Order**
Assistant CC Behling reminded committee members that the organizational meeting is coming up in April. If any Supervisor is looking for rule changes they should communicate that to Corporation Counsel in order to allow time to draft potential changes prior to the April meeting.

**Intergovernmental Agreement – Door County Joint Drug Task Force**
The agreement rejoins the Door County Law Enforcement entities into a joint drug task force following the dissolving of the joint Door-Kewaunee Drug Task Force last month. The Intergovernmental Agreement would be between Door County, the City of Sturgeon Bay, Town of Gibraltar, and the Town of Washington. Each agency will need to move through the process to approve the Intergovernmental Agreement before it is fully implemented.

Motion by Fisher, seconded by Gunnlaugsson to approve the Intergovernmental Agreement for the Door County Drug Task Force. Motion carried by voice vote.

**Resolution 2021-__ Intergovernmental Agreement - Sturgeon Bay Door County Economic Development Loan Fund**
Administrator Pabich explained the Intergovernmental Agreement is in regards to the West Side School project. The proposed Intergovernmental Agreement represents a collaborative and cooperative effort by the City and County to create an economic development loan program, is deemed to be of mutual benefit to the City and County, and is consistent with their authority and responsibility under the law.

Motion by Kohout, seconded by Robillard to forward the resolution on to County Board for approval. Motion carried by voice vote.

**Ordinance 2021-__ Amendment and Re-Creation of the Door County Fair Housing Ordinance**
The State notified the County of the need to amend our current ordinance. There were some references to certain sections that were out of date and some wording changes needed to bring our existing ordinance up to date. The new amended ordinance references all of the required statutory references.

Motion by Fisher, seconded by Virlee to adopt the ordinance and move it on to the full County Board. Motion
Human Resources
Compensation Market Review Update
HR Director Hendee reviewed the memo included in the meeting packet. In 2016 a thorough review of the compensation was completed. At that time, it was recommended a market review and analysis be completed every 5 years. It is anticipated the review will be completed by June.

New DTE Position Request for Human Resources
HR Director Hendee explained she is requesting to add a new position. A memo included in the meeting packet was reviewed. A defined term employee could be hired. A DTE position does not get added to the organizational structure. For 2022 the position could be added into the budget process. Hendee anticipates the workload in the department will be high for the next four or five years. Discussion followed and included why the position wasn’t included in the 2021 budget. It was noted the request for new positions begins in June or July and the trend didn’t appear at that time. The position’s primary focus is interviewing but will be performing other duties to keep the office functioning efficiently. Are there other ways to cross-train or work with other departments to cover some of the duties? The Administrative Assistant in the Administrators Office is currently assisting the HR Department. Hendee noted that the Finance Department currently has an LTE; there is no capacity within Finance to assist HR. A DTE position receives a defined number of hours of PTO with no payout, health insurance, and pension.

Motion by Fisher, seconded by Gunnlaugsson to approve the position with the expectation that a report will be provided by HR Director Hendee in the budget cycle as to how the position has assisted the Department. Concerns expressed that the request was a surprise and no information was provided prior. Administrator Pabich explained if the Committee needs more data or time to review this isn’t a rush. The request will need to go before the Finance Committee for funding before moving on to County Board. Motion carried by voice vote with Supervisor Robillard voting no.

Request to Refill – Judicial Assistant – Circuit Court
HR Director Hendee explained the request is due to a retirement.

Motion by Gunnlaugsson, seconded by Fisher to approve the request to refill the Judicial Assistant – Circuit Court. Motion carried by voice vote.

Request to Refill – Registered Sanitarian – Health & Human Services
HR Director Hendee requested to remove the request in order to allow time for the oversight committee to first review and make a recommendation. This will be brought back next month.

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, March 16, 2021 – 9:00 a.m.

Meeting Per Diem Code
216.

Adjourn
Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time 11:42 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk
TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Travel matters to the nation’s economic prosperity and its image abroad, to business wealth and to individual travelers; and

WHEREAS, Travel to and within the United States provides significant economic benefits for the nation, generating $2.6 trillion in economic output, including $1.1 trillion spent directly by travelers in 2019 that spurred an additional $1.5 trillion in other industries; and

WHEREAS, Travel is among the largest private-sector employers in the United States, supporting 15.8 million jobs in 2019, including 9 million directly in the travel industry and 6.8 million in other industries; and

WHEREAS, Travel spending directly generated tax revenues of $179.7 billion in 2019 for federal, state and local governments, funds used to support essential services and programs; and

WHEREAS, Direct tourism spending in Door County totaled $374.4 million in 2019 and generated $39.2 million in state and local tax revenue while supporting 3,255 jobs and generating $85.2 million in employee wages; and

WHEREAS, International travel to the United States is one of the nation’s largest single export industries. Travel generated $233 billion in exports in 2019, creating a travel trade surplus of $51 billion in favor of the U.S.; and

WHEREAS, Direct spending in 2019 by resident and International travelers in the United States averaged $3.1 billion a day, $128.6 million an hour, $2.1 million a minute and $35,700 a second; and

WHEREAS, Leisure travel, which accounts for 4 out of 5 domestic trips taken, spurs countless benefits to travelers’ creativity, cultural awareness, education, happiness, productivity, relationships and wellness; and

WHEREAS, Travel is a catalyst that moves the county, state and national economy forward and will be essential to get our economy moving again following the impacts of the pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the Door County Board of Supervisors does hereby support and promote May 2-8, 2021 as Travel and Tourism Week in Door County, and urges the citizens of Door County to join in this special observance with appropriate virtual events and commemorations.

SUBMITTED BY:

David Lienau, Chairperson
Door County Board of Supervisors
DOOR COUNTY

Resolution No. 2020-86

Racism is a Public Health Crisis

WHEREAS, race is a social construction with no biologic basis; and

WHEREAS, racism is a social system with multiple dimensions: individual racism is internalized or interpersonal; and systemic racism is institutional or structural, and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks, that unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and saps the strength of the whole society through the waste of human resources; and

WHEREAS, racism causes persistent racial discrimination in housing, education, employment, and criminal justice; and an emerging body of research demonstrates that racism is a social determinant of health; and

WHEREAS, more than 100 studies have linked racism to worse health outcomes; and

WHEREAS, in Wisconsin, the highest excess death rates exist for African American and Native Americans, at every stage in the life course, and our infant mortality rate for infants of non-Hispanic Black Women is the highest in the nation; and

WHEREAS, the American Public Health Association (APHA) launched a National Campaign Against Racism; and

WHEREAS, Healthiest Wisconsin 2020 states that, “Wisconsin must address persistent disparities in health outcomes, and the social, economic, educational and environmental inequities that contribute to them”; and

WHEREAS, public health’s responsibilities to address racism include reshaping our discourse and agenda so that we all actively engage in racial justice work; and

WHEREAS, while there is no epidemiologic definition of “crisis”, the health impact of racism clearly rises to the definition proposed by Galea: “The problem must affect large numbers of people, it must threaten health over the long-term, and it must require the adoption of large-scale solutions”.

NOW, THEREFORE, BE IT RESOLVED, that the Door County Board of Supervisors asserts that racism is a public health crisis affecting our entire society.

BE IT FURTHER RESOLVED, that the Door County Board of Supervisors advocates for policies and procedures that improve health in our community, eliminate health and opportunity gaps along racial lines, and increase the success of underrepresented groups by distributing resources justly across all communities.

BE IT FURTHER RESOLVED, that the Door County Board of Supervisors will support local, state, and federal initiatives that advance social justice.
BE IT FURTHER RESOLVED, that the Door County Board of Supervisors encourages individual advocacy to dismantle systematic racism and recognizes that every Door County employee is responsible for creating and maintaining a culture in which employees respect the diverse values, beliefs, and behaviors in the workforce and the community they serve.

BE IT FURTHER RESOLVED, that the Door County Board of Supervisors directs the County Clerk to send a copy of this resolution to Governor Tony Evers, to all State legislators representing Door County constituents, and the Wisconsin Counties Association.

BE IT FURTHER RESOLVED, that the Door County Board of Supervisors now directs the County Clerk to sign Door County on to the Wisconsin Public Health Association’s declaration that Racism is a Public Health Crisis.

SUBMITTED BY: LEGISLATIVE COMMITTEE

Bob Bultman, Chairperson
Kara Counard
Alexis Heim Peter
Erin Tauscher
Vinni Chomeau

FISCAL IMPACT: There is no fiscal implication with the adoption of this resolution. STW

Certification:
I, 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 27th day of October, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Door County Transportation Dept.

Get Connected.
Get on Board.
Services

Door County Connect-Door 2 Door Rides
- Shared Ride Taxi, contract with Abby Vans
- Serves almost all of Door County, varying times/fares per zone structure
- Operates up to seven days per week; based on zones
- 2 Ambulatory (7 passenger) & 6 wheelchair accessible vans (3 passenger)
- 41,123 trips in 2019, 31,963* trips in 2020

Door County Connect (formerly called ADRC Bus/Van)
- Serves the City of Sturgeon Bay and an extended area up to 10 miles from the ADRC
- Operates Monday – Friday, 8:15 a.m. – 4:00 p.m.
- One 14 passenger bus and one van, both wheelchair accessible
- 2,348 trips in 2019, 3,001* trips in 2020

*Decrease in ridership is due to COVID-19
2020 Accomplishments

Fares Increased
- $.50 - $1.00 per trip for individuals
- 2019 rider fares = $125,901, 2020 rider fares = $107,261
- CARES Act to cover loss in fares, 100% operating funding 1/20/20 - 12/31/20

Dispatch Software Implemented
- Reduces driver time for reporting/scheduling, increases safety and trips they can provide
- Reduces errors and duplication of data entry, will save $10,000 in staff time for 2021
- Annual budget $600 for software; $.10 per ride
- Meets WisDOT audit requirements

Rebranded the ADRC bus/van service, continued to 2021

Change of Staff – Added an LTE driver, twenty-year driver retired, full-time driver hired
Total Expenses $926,162
Total Grants $818,901

(5311/85.20/CARES Act=$710,796, 85.21=$108,105)
Total Revenue/Rider Fares $107,261
Local Match Available $142,576

(85.21 grant $108,105 + County Cash Match $7,386 + County In-Kind Match $27,085)
Donations to Transportation Program Reserve = $3,851

NOTE: These amounts are unaudited and subject to adjustment.
2021 Projected Budget Summary

Total Expenses $940,823
Total Grants $771,475
   (5311/85.20/CARES Act =$660,270, 85.21=$111,205)
Total Revenue/Rider Fares $132,708
Local Match Available $196,844
   (85.21 grant $111,205 + County Cash Match $21,393 + County In-Kind Match $64,246)
Donations to Transportation Program Reserve = $2,500
2021 Goals

Payment System

- Transitioned Door County Connect (ADRC) riders from gift certificates to tickets or cash. $280 worth of tickets sold in the first month of implementation.

Rebranding Continued

- In addition to ADRC service being rebranded, Door 2 Door Rides’ vehicles were branded with DCC logo as well. Window graphics removed for safety and visibility for riders
- Website merge – doorcountyconnect.com, www.door2doorrides.com and County webpage will be merged as one by the end of March. Savings of $1,600-$2,200 for 2021 and $1,200 annually
- Update Door 2 Door Rides brochure to Door County Connect and include DCC service info.
Flexible Fixed Route – Connector Link

- Three bus stop sponsors to date: Door County Medical Center, Econofoods, Pick ‘N Save
- Draft route includes stops at five apartment complexes, Thunderhill Estates, the ADRC, two stores and one medical center. Route may deviate .25 mile
- Looking for volunteer drivers and finalizing route at this time
- Pilot launch April 2021

Funding, Local Match, Sustainability

- Increase Volunteer Committee, Aide, and Driver time
- Obtain funding from outside sources via grants
- Research other government funding (municipalities, room tax, tax levy referendum)
Questions & Contact Info

Pam Busch
Transportation Manager
920-746-5982
pbusch@co.door.wi.us
Located at the ADRC of Door County
916 N 14th Ave., Sturgeon Bay
February 24, 2021

Grant P Thomas, Corporate Counsel, Door County
431 Nebraska Street
Sturgeon Bay WI 54235

Dear Mr Thomas:

The Department would like to inform you that a grant from the Knowles-Nelson Stewardship Program has been tentatively awarded to support the acquisition by Door County Land Trust for conservation and public recreational purposes. The property selected for grant funding is:

43 acres in the Town of Clay Banks

State law requires the DNR to inform your Board of potential Knowles-Nelson Stewardship-funded land purchases in your jurisdiction, and notify you that your Board may adopt a resolution in support or opposition to land acquisitions funded by the Stewardship Program - see s. 23.0917(5t) Wis. Stats. While the Board is not obligated to hold a meeting or adopt a resolution, if you decide to do so, please send a copy of the resolution to:

   Faith Murray
   2984 Shawano Ave
   Green Bay WI 54313-6727
   faith.murray@wisconsin.gov

Although a resolution for or against a grant for land acquisition will be nonbinding, the Department is required to consider the resolution if it is received within 30 days of your receipt of this letter.

If you have questions about this acquisition, contact information for Door County Land Trust is:

   Julie Schartner
   920-746-1359
   jschartner@doorcountylandtrust.org

Sincerely,

Faith Murray

Faith Murray
Stewardship Grant Project Manager

C: Julie Schartner, Director of Land Program, Door County Land Trust
C: Pam Foster Felt, Stewardship Grant Program Manager
more than the difference between the amounts obligated under subd. 2. a. and b. and the unobligated amount.

(d) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal years 2014–15 and 2015–16 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal years 2014–15 and 2015–16 exceeded the amount obligated for that purpose in that fiscal year.

2. The department shall obligate the unobligated amount as follows:

a. The amount necessary for a grant to Iron County to rebuild the Saxon Harbor campground and marina but not more than $1,000,000.

b. The amount necessary for the purpose under s. 23.0963 but not more than $1,000,000.

c. The amount necessary for no more than 50 percent of the cost of reconstructing Eagle Tower in Peninsula State Park but not more than $750,000.

d. The amount necessary to enhance a shelter located near the Palomary scenic overlook on the south side of the Horicon Marsh Wildlife Area but not more than $500,000.

e. The amount necessary for a grant to the cities of Neenah and Menasha for no more than 50 percent of the cost of constructing 2 pedestrian bridges across the Fox River and pedestrian trails to connect the bridges to existing pedestrian trails but not more than $415,500 and subject to the limitation that the total amount obligated under this subd. 2. c. and s. 23.197 (16) may not exceed $2,015,300.

(e) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal years 2014–15, 2015–16, and 2016–17 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal years 2014–15, 2015–16, and 2016–17 exceeded the amount obligated for that purpose in that fiscal year.

2. Of the unobligated amount, the department shall obligate an amount necessary for the purpose under s. 281.665 (4) (c), but not more than $14,600,000.

(f) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal year 2016–17 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for that fiscal year, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal year 2016–17 exceeded the amount obligated for that purpose in that fiscal year.

2. Of the unobligated amount, the department shall obligate an amount necessary to fund critical health and safety−related water infrastructure projects in state parks, prioritizing projects in those state parks with the highest demand, but not more than $5,200,000.

NOTE: Par. (h) was created as par. (g) by 2019 Wis. Act 93 and renumubered to par. (b) by the legislative reference bureau under s. 13.92 (1) (bm) 2. Subd. 1. was created as subd. 2. by 2019 Wis. Act 93 and renumbered to subd. 1. by the legislative reference bureau under s. 13.92 (1) (bm) 2.

(5m) ADJUSTMENTS FOR LAND ACQUISITIONS. (a) Beginning in fiscal year 1999−2000, the department, subject to the approval of the governor and the joint committee on finance under sub. (6m), may obligate under the subprogram for land acquisition any amount not in excess of the total bonding authority for that subprogram for the acquisition of land.

(b) For each land acquisition transaction under this subsection, all of the following apply:

1. The department shall sell a portion of the acquired land.

2. All proceeds from the sale of the land, up to the amount obligated under par. (a) as determined by the secretary of administration, shall be deposited in the general fund and credited to the appropriation account under s. 20.370 (7) (ag).

NOTE: S. 25.29 (1) (a), the proceeds in excess of the amount obligated under par. (a) shall be deposited in the general fund.

3. For bonds that are retired from the proceeds of the sale of the acquired land within 3 years after the date on which the land was acquired by the department, the department shall adjust the available bonding authority for the subprogram for land acquisition by increasing the available bonding authority for the fiscal year in which the bonds are retired by an amount equal to the total amount of the bonds issued for the sale that have been retired in that fiscal year.

4. For bonds that are not retired from the proceeds of the sale of the acquired land within 3 years after the date on which the land was acquired by the department, the department shall adjust the available bonding authority for the subprogram for land acquisition by decreasing the available bonding authority for the next fiscal year beginning after the end of that 3−year period by an amount equal to the total amount of the bonds that have not been retired from such proceeds in that fiscal year and, if necessary, shall decrease for each subsequent fiscal year the available bonding authority in an amount equal to that available bonding authority or equal to the amount still needed to equal the total amount of the bonds that have not been retired from such proceeds, whichever is less, until the available bonding authority has been decreased by an amount equal to the total of the bonds that have not been retired.

(c) Notwithstanding sub. (2) (a) 1., land acquired under this subsection need not be for conservation or recreational purposes.

(d) The department of administration shall monitor all transactions under this subsection to ensure compliance with federal law and to ensure that interest on the bonds is tax−exempt for the holders of the bonds.

(5t) LOCAL GOVERNMENTAL RESOLUTIONS. Each city, village, town, or county may adopt a nonbinding resolution that supports or opposes the proposed acquisition of land to be funded by monies obligated from the appropriation under s. 20.866 (2) (ta) if all or a portion of the land is located in the city, village, town, or county. The department shall provide written notification of the
proposed acquisition to each city, village, town, or county in which the land is located. A city, village, town, or county that adopts a resolution shall provide the department with a copy of the resolution. If the department receives the copy within 30 days after the date that the city, village, town, or county received the notification of the proposed acquisition, the department shall take the resolution into consideration before approving or denying the obligation of moneys for the acquisition from the appropriation under s. 20.866 (2) (ta).

(6m) Review by joint committee on finance. (a) The department may not obligate from the appropriation under s. 20.866 (2) (ta) for a given project or activity any moneys unless it first notifies the joint committee on finance in writing of the proposal. If the cochairpersons of the committee do not notify the department within 14 working days after the date of the department’s notification that the committee has scheduled a meeting to review the proposal, the department may obligate the moneys. If, within 14 working days after the date of the notification by the department, the cochairpersons of the committee notify the department that the committee has scheduled a meeting to review the proposal, the department may obligate the moneys only upon approval of the committee.

(c) The procedures under par. (a) apply only to an amount for a project or activity that exceeds $250,000, except as provided in pars. (d), (dg), (dm), and (dr). The procedures under par. (a) apply to any land acquisition under sub. (5m).

(dg) 1. Notwithstanding sub. (1) (d), in this paragraph, “land” means land in fee simple.

2. The procedures under par. (a) apply to any acquisition of land by the department under this section, regardless of the amount obligated for the acquisition, if at the time that the amount is obligated the amount of land owned by this state that is under the department’s jurisdiction exceeds 1.9 million acres.

(dm) The procedures under par. (a) apply to an amount for a project or activity that is less than or equal to $250,000 if all of the following apply:

1. The project or activity is so closely related to one or more other department projects or activities for which the department has proposed to obligate or has obligated moneys under s. 20.866 (2) (ta) that the projects or activities, if combined, would constitute a larger project or activity that exceeds $250,000.

2. The project or activity was separated from a larger project or activity by the department primarily to avoid the procedures under par. (a).

(dr) The procedures under par. (a) apply to any acquisition of land in fee simple, regardless of the amount obligated for the acquisition, if the land is located north of STH 64.

(e) This subsection does not apply to moneys obligated for the purpose of property development as described under sub. (4), to moneys obligated for land acquired by the department under s. 24.59 (1), or to moneys obligated for the acquisition of land for which the approval of the joint committee on finance is required under sub. (8) (g) 3.

(7) Calculation of grant amounts. Appraisals. (a) Except as provided in pars. (b) and (c), for purposes of calculating the acquisition costs for acquisition of land under ss. 23.09 (19), (20) and (20m), 23.092 (4), 23.094 (3g), 23.0953, 23.096, 30.24 (4) and 30.277 from the appropriation under s. 20.866 (2) (ta), the buyer’s acquisition price shall equal the sum of the land’s current fair market value and other acquisition costs of the buyer, as determined by rule by the department.

(b) For land that has been owned by the current owner for less than one year, the buyer’s acquisition price of the land shall equal the sum of the land’s current fair market value and other acquisition costs of the buyer, as determined by rule by the department, or the current owner’s acquisition price, whichever is lower.

(c) For land that has been owned by the current owner for one year or more but for less than 3 years, the buyer’s acquisition price shall equal the lower of the following:

1. The land’s current fair market value and other acquisition costs of the buyer as determined by rule by the department.

2. The sum of the current owner’s acquisition price and the annual adjustment increase.

(d) For purposes of par. (c) 2., the annual adjustment increase shall be calculated by multiplying the current owner’s acquisition price by 5 percent and by then multiplying that product by one of the following numbers:

1. By one if the land has been owned by the current owner for one year or more but for less than 2 years.

2. By 2 if the land has been owned by the current owner for 2 years or more but for less than 3 years.

(e) 1. For any land for which moneys are proposed to be obligated from the appropriation under s. 20.866 (2) (ta) in order to provide a grant, state aid, or other funding to a governmental unit or nonprofit conservation organization under s. 23.09 (19), (20), or (20m), 23.092 (4), 23.094 (3g), 23.0953, 23.096, 30.24 (2), or 30.277, the department shall use at least 2 appraisals to determine the current fair market value of the land. The governmental unit or nonprofit conservation organization shall submit to the department one appraisal that is paid for by the governmental unit or nonprofit conservation organization. The department shall obtain its own independent appraisal. The department may also require that the governmental unit or nonprofit conservation organization submit a 3rd independent appraisal. The department shall reimburse the governmental unit or nonprofit conservation organization up to 50 percent of the costs of the 3rd appraisal as part of the acquisition costs of the land if the land is acquired by the governmental unit or nonprofit conservation organization with moneys obligated from the appropriation under s. 20.866 (2) (ta).

2. Subdivision 1. does not apply if the current fair market value of the land is estimated by the department to be $350,000 or less.

(f) 1. In this paragraph, “taxation district” has the meaning given in s. 70.114 (1) (e).

2. For any acquisition of any land that is funded with moneys obligated from the appropriation under s. 20.866 (2) (ta), the department, within 30 days after the moneys are obligated, shall submit to the clerk and the assessor of each taxation district in which the land is located a copy of every appraisal in the department’s possession that was prepared in order to determine the current fair market value of the land involved. An assessor who receives a copy of an appraisal under this subdivision shall consider the appraisal in valuing the land as provided under s. 70.32 (1).

(8) Prohibitions and limitations. (a) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition of land for golf courses or for the development of golf courses.

(b) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition of land by a county or other local governmental unit or political subdivision if the county, local governmental unit, or political subdivision acquires the land involved by condemnation.

(c) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition by a city, village or town of land that is outside the boundaries of the city, village or town unless the city, village or town acquiring the land and the city, village or town in which the land is located approve the acquisition.

(d) The department may not acquire land using moneys from the appropriation under s. 20.866 (2) (ta) without the prior approval of a majority of the members—elect, as defined in s. 59.001 (2m), of the county board of supervisors of the county in which the land is located.
**Ordinance No. 2021-___**

**INVOKING THE AUTHORITY OF §59.10(1), WIS. STATS.**
**TO BE A SELF-ORGANIZED COUNTY**

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

WHEREAS, Door County desires to achieve the maximum amount of flexibility relating to its local administrative affairs and governance by becoming a self-organized county pursuant to § 59.10, Wis. Stats.; and

WHEREAS, § 59.10, Wis. Stats. provides that Door County may become self-organized by enacting an ordinance electing to be self-organized and filing a certified copy of the ordinance with the Secretary of State.

NOW THEREFORE BE IT RESOLVED that pursuant to § 59.10, , Wis. Stats. the Board hereby elects that Door County be a self-organized county with authority to act under, among other statutes, § 59.10(1), Wis. Stats.; and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to file a certified copy of this Ordinance with the Secretary of State at P.O. Box 7848, Madison, WI 53707-7848.

**SUBMITTED BY:**
**Administrative Committee**

____________________  _____________________
David Lienau, Chairperson  Susan Kohout

____________________  _____________________
Dan Austad  Nancy Robillard

____________________  _____________________
Ken Fisher  Richard Virlee

____________________  _____________________
Joel Gunnlaugsson

**Certification:**
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 23rd day of March, 2021 by the Door County Board of Supervisors.

____________________
Jill M. Lau
County Clerk, Door County

**COUNTERSIGNED**

____________________
David Lienau, Chairman
Door County Board of Supervisors

Effective Date: ___________________
SELF-ORGANIZED COUNTIES

What self-organizing is: Self-organization is a process used by county boards that provides the board with alternatives to some of the specific procedures otherwise mandated in Chapter 59, Wisconsin Statutes. A county that has undertaken self-organization has given itself somewhat more flexibility in the manner in which its board of supervisors may operate.

This narrow power to control several elements of county board functioning is found in §59.10(1). It was given to counties during the 1970s, when the legislature decided that counties needed some flexibility in these matters. Later, the legislature also provided a little elbow room for county boards in the area of organizing their administrative departments. This latter authority is called administrative home rule. It is found primarily in §§59.03 and 59.04.

Counties are completely subject to state law; they have no constitutional home rule authority as do cities and villages. The statutes have historically dictated almost all elements of substance, policy, and procedure for counties. Chapter 59, the basic law under which counties operate, contains more than 150 optional powers which counties may invoke by action of the county board. These grants are necessary because of the lack of home rule.

What it does for a county: A county which has undergone self-organization may adopt its own policies regarding:

- **Use of staggered terms for the supervisors, electing half of them each year rather than electing them all each even-numbered year.** [§59.10(1)(b)] Without self-organization, all supervisors are to be elected on the first Tuesday in April in even-numbered years and take office of the third Tuesday in April of that year (except in 1996, when the desire for an early presidential preference primary led the legislature to move the spring general election to mid-March). Self-organization allows the use of staggered terms. [§59.10(3)(d)]

- **Compensation of supervisors for attendance at board meetings and paying mileage.** [§59.10(1)(c)] Non-self-organized boards already have several options. Self-organization would allow the board to be as creative as it wished, except that compensation would have to be set by the statutorily required date and the board could not give a mid-term compensation increase for itself. For the statutes that control board compensation in the absence of self-organization, see Note below.

- **Filling vacancies in the office of county supervisor.** [§59.10(1)(d)] A county may adopt its own procedures. Without self-organization, vacancies are filled by the board chairperson for the unexpired term, with the approval of the board. [§59.10(3)(e)]

How self-organization is accomplished: This is a very simple procedure.

- A majority of the **whole** board adopts an ordinance invoking the authority of the authorizing statute, §59.10(1). A certified copy of the adopted ordinance is filed by the county clerk with the Wisconsin Secretary of State.

- The county board adopts the policies it desires regarding possible staggered terms, compensation for board members, and the method for filling vacancies on the county board.
How self-organization relates to administrative home rule: Sections 59.03 and 59.04 of Chapter 59 provide for administrative home rule. This legislation grants counties flexibility in administrative and organizational matters — such as grouping functions into departments and establishing committees to supervise those departments.

The statutory language in the administrative home rule sections is more general than it is in the self-organization section, but administrative home rule has a broad and not clearly defined limit attached to it. Administrative home rule does not apply in areas where the legislature has enacted a statute of “statewide concern.” This is the same language that has been interpreted by the courts and attorney general to restrict municipal home rule considerably. Statewide concern has been interpreted several times similarly to restrict the latitude of counties in administrative home rule.

Summary: County boards are granted clear authority to change the way they do business in very specific areas of board functioning if they undertake self organization. In contrast, county boards are given broadly stated, but vague, authority in administrative and organizational matters in §§59.03 and 59.04. This last authority, however, is subject to challenge in the event that the legislature might have enacted another statute considered to be of “statewide concern” in an area where a county board wanted to exercise administrative home rule.

Note: In the absence of self-organization, the controlling statutes regarding compensation of county board members are these as quoted:

§59.10(3)(f) Compensation. Each supervisor shall be paid a per diem by the county for each day he or she attends a meeting of the board. Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

§59.10(3)(g) Mileage. Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board pursuant to §59.22 as the standard mileage allowance for all county employees and officers.

§59.10(3)(h) Limitation on compensation. Except for services as a member of a committee as provided in §59.13, no supervisor shall be paid for more days’ attendance on the board in any year than is set out in this schedule: In counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 500,000, 30 days.

§59.10(3)(I) Alternative compensation. As an alternative method of compensation, in counties having a population of less than 500,000, including those containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county including all committee services, except the per diem allowance for services in acquiring rights of way set forth in §84.09(4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par.(g) for each day’s attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

§59.10(3)(j) Supplementary compensation. The board, in establishing an annual salary, may enact an ordinance for a per diem for all committee meetings attended in excess of 40 committee and board meetings.
This Agreement is made the ___ day of March, 2021 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 a highway improvement project to promote increased traffic safety within the City and County; 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 provided by, Section 66.0301, Wisconsin Statutes.

2. This Agreement shall be for the highway improvement project as outlined in Addendum A, attached hereto and incorporated herein by reference as if set forth in full. The project is set to begin in the Spring of 2023.

3. On May 9, 2019, the City of Sturgeon Bay notified the Department of Transportation of the city’s approval to move forward with several intersection improvements, one of which is the WIS 42/57 and Clay Banks Road.

4. The County has agreed to fund 50% of the City’s share of the project costs for the improvements at the CTH U intersection.

5. The improvements are outlined in the DOT agreement with the City, on pages 4 and 5, attached hereto as Addendum A.

6. This improvement will add a right turn lane on Clay Banks Road to facilitate turning movements onto WIS 42/57 northbound. Conceptual drawings of the improvement and estimated costs are shown in Attachment D of Addendum A.

7. The County, during the term of this Agreement, will provide up to seventy-four thousand six hundred fifty-six dollars ($74,656) to the City to fund 50% of the project costs at the CTH U intersection.

8. This Agreement is intended to fund a highway improvement project to increase traffic safety, which is a public purpose for which public funds may be appropriated and other public resources expended.

9. 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:

      Chad Shefchik
      Phone: 920-746-2913
      E-Mail: cshefchik@sturgeonbaywi.org

   b. Door County:
Thad Ash  
Phone: 920-746-2504  
E-Mail: tash@co.door.wi.us

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

10. 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.

11. 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.

12. Any party may terminate this Agreement for cause, if another party materially breaches any covenant or obligation set forth in this Agreement, and the terminating party: a) provides written notice of such to the breaching party; b) affords the breaching party a reasonable opportunity to cure such breach; and c) there is an ongoing material breach for a period of thirty (30) days after written notice is delivered.

13. 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.

14. 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.

15. 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.

16. 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.

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

18. 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.

_________________________________________          ______________________________
Door County                                    City of Sturgeon Bay

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
The signatory City of Sturgeon Bay, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: WIS 42 is a roadway with varying cross sections, from a 4-lane rural divided highway to a 5-lane urban undivided highway. The roadway is predominantly concrete with intermittent asphalt overlay sections. The roadway is showing signs of deteriorating pavement, which need to be maintained to extend the service life of the roadway.

Proposed Improvement - Nature of work: This project is a resurfacing level improvement project. Work includes concrete repairs, asphalt overlay of existing asphalt sections, new asphalt overlay of the section from County C/Duluth Avenue to the Bayview Bridge, beam guard replacement, and pavement marking. The City of Sturgeon Bay has requested intersection improvements at Ashland Avenue, Neenah Avenue, and County U/Clay Banks Road that will be funded 100% by the Municipality and included with the project.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: The City of Sturgeon Bay will complete necessary plat and real estate acquisitions for the local intersection improvements. The City of Sturgeon Bay will also work with necessary parties to relocate the light pole in conflict for the Ashland Avenue improvements.
TABLE 1: SUMMARY OF COSTS

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Est. Cost</th>
<th>Federal/State Funds</th>
<th>%</th>
<th>Municipal Funds</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Engineering: Plan Development</td>
<td>$ 200,000</td>
<td>$ 200,000</td>
<td>100%</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Real Estate Acquisition:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Construction:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadway (cat 0010)</td>
<td>$ 8,453,794</td>
<td></td>
<td></td>
<td>$ 256,303</td>
<td>Capped</td>
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<tr>
<td>Priority 1</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td>$ 8,197,491</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Priority 2</td>
<td>$ -</td>
<td>$ 8,197,491</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Non-Participating</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

Total Cost Distribution: $ 8,653,794 $ 8,397,491 $ 256,303

1. Estimates include 10% construction engineering.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 3–5); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, upon fully executed signature of applicable State Municipal Maintenance Agreement and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of either the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the City of Sturgeon Bay (please sign in blue ink)

Name (print) Stephanie L. Kernhardt Title City Clerk

Signature ___________________________ Date 3/10/2020

Signed for and in behalf of the State (please sign in blue ink)

Name Brian S. Brock Title NE Region Planning Manager

Signature ___________________________ Date 4/23/2020
TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.

2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:

(a) Design engineering and state review services.
(b) Real Estate necessitated for the improvement.
(c) Compensable utility adjustment and railroad force work necessitated for the project.
(d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
(e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
(f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
(g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
(h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it’s constructed in a location where it has not existed before.
(i) Replacement of existing driveways, in kind, necessitated by the project.
(j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.

3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:

(a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
(b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
(c) Roadway and bridge width in excess of standards.
(d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
(e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
(f) Parking lane costs.

(g) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.

4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.

5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.

6. The work will be administered by the State and may include items not eligible for federal/state participation.

7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.

8. Basis for local participation:

The below items are estimated costs based on unit price historical data. Actual costs to the Municipality will be based upon unit costs by the successful bidder on the project. This agreement will be updated after project letting to reflect any changes.

On May 9, 2019 the City of Sturgeon Bay notified the Department of the city’s approval to move forward with several intersection improvements along this section of state highway. The costs for constructing these improvements will be 100% Municipality. See “Attachment A – Sturgeon Bay Request” for additional information on the scope of work.

- WIS 42/57 & Ashland Avenue Intersection:

This improvement will modify the east radius of the intersection. Conceptual drawings of the improvement and estimated costs are shown in “Attachment B – Ashland Avenue Improvements”.

Municipal Cost = $44,026

- WIS 42/57 & Neenah Avenue Intersection:

This improvement will modify the northeast radius of the intersection. Conceptual drawings of the improvement and estimated costs are shown in “Attachment C – Neenah Avenue Improvements”.

Municipal Cost = $62,965

- WIS 42/57 & Clay Banks Road (Right Turn Lane on Clay Banks Road)

This improvement will add a right turn lane on Clay Banks Road to facilitate turning movements onto WIS 42/57 northbound. Conceptual drawings of the improvement and estimated costs are shown in “Attachment D – Clay Banks / Circle Ridge Road Intersection Improvements”.

Municipal Cost = $25,353
• WIS 42/57 & Circle Ridge Road (Right Turn Lane on WIS 42/57 Southbound)

This improvement will add a right turn lane on WIS 42/57 southbound at Circle Ridge Road. Conceptual drawings and estimated costs for this improvement are shown in “Attachment D – Clay Banks / Circle Ridge Road Intersection Improvements”.

Municipal Cost = $25,133

• WIS 42/57 & Circle Ridge Road/Clay Banks Road (WIS 42/57 Southbound Modifications)

This improvement will modify WIS 42/57 southbound travel lanes, left turn lane, and median to channelize WIS 42/57 into a single lane until south of the intersection. Conceptual drawings and estimated costs for this improvement are shown in “Attachment D – Clay Banks / Circle Ridge Road Intersection Improvements”.

Municipal Cost = $68,826

• WIS 42/57 & Clay Banks Road (Right Turn Lane on WIS 42/57 Northbound)

This improvement will add a right turn lane on WIS 42/57 northbound at Clay Banks Road. This was requested by the City (per Attachment A) for an amount up to $30,000.

Municipal Cost = $30,000

• Plat / Real Estate Interests

The City of Sturgeon Bay will be responsible for all plats and acquisition of real estate interests required to construct the above intersection improvements. The Department will provide the design slope intercepts to the City by May 1, 2020 for development of the plat. The City shall provide documentation to the Department that all necessary interests have been acquired by February 1, 2021.

SUMMARY TABLE:

Below is a summary table detailing the estimated Municipal Cost by project category:

<table>
<thead>
<tr>
<th>Category 0010 - Roadway</th>
<th>Municipal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIS 42/57 &amp; Ashland Avenue Intersection</td>
<td>$44,026</td>
</tr>
<tr>
<td>WIS 42/57 &amp; Neenah Avenue Intersection</td>
<td>$62,965</td>
</tr>
<tr>
<td>WIS 42/57 &amp; Clay Banks Road (Right Turn Lane on Clay Banks Road)</td>
<td>$25,353</td>
</tr>
<tr>
<td>WIS 42/57 &amp; Circle Ridge Road (Right Turn Lane on WIS 42/57 Southbound)</td>
<td>$25,133</td>
</tr>
<tr>
<td>WIS 42/57 &amp; Circle Ridge Road/Clay Banks Road (WIS 42/57 Southbound)</td>
<td>$68,826</td>
</tr>
<tr>
<td>WIS 42/57 &amp; Clay Banks Road (Right Turn Lane on WIS 42/57 Northbound)</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

Subtotal for Category 0010 = $256,303

Total Municipal Cost = $256,303

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.
Attachment A – Sturgeon Bay Request
Ashauer, Jeremy J - DOT

From: Shefchik, Chad <cshefchik@sturgeonbaywi.org>
Sent: Thursday, May 09, 2019 7:38 AM
To: Ashauer, Jeremy J - DOT
Cc: VanLieshout, Josh; Olejniczak, Marty
Subject: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE] Exhibits for Sturgeon Bay Proposed Improvements
Attachments: Ashland Ave.pdf; Clay Banks-Circle Ridge Rds.pdf; Neenah Ave.pdf; Executive Summary - Highway Intersection Improvements.doc

Jeremy: At our Board of Public Works meeting the committee approved pursuing all 5 of the proposed budgeted improvements attached that total $226,301.99. I attached a copy of the executive summary from the meeting so you can see what they were given in addition to your information. However, they would like to add 1 additional improvement if possible. They would like to also see a right turn lane added to northbound Hwy 42/57 to allow for safer right turn movements off of the highway onto Clay Banks Road. I told the committee that the other 2 right turn lanes budgeted were around $25,000 and I estimated that this additional request would be of a similar amount. They more or less implied that if the estimate was under $30,000 they do not need to improve this additional requested improvement it could just be added into the State / Municipal Agreement for approval at that time.

Therefore, please proceed with the State / Municipal Agreement for the original 5 proposed improvements along with the additional right turn lane if possible. Also, if the State / Municipal Agreement could be written in a way to identify the approx. cost for each improvement individually it would be appreciated.

FYI: At Ashland I talked to SBU and they will be able to relocate the light pole prior to the start of your project (I would just requested CAD data from you so Brian & I can mark the location) and the City will acquire the additional right of way needed.

Thanks,

Chad Shefchik
City Engineer

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Phone: 920-746-2913
Email: cshefchik@sturgeonbaywi.org

From: Ashauer, Jeremy J - DOT [mailto:Jeremy.Ashauer@dot.wi.gov]
Sent: Thursday, March 21, 2019 3:54 PM
To: Shefchik, Chad
Cc: Ashauer, Jeremy J - DOT; Jolivette, Erin E - DOT; Thompson, James - DOT
Subject: Exhibits for Sturgeon Bay Proposed Improvements

Chad,
As part of the WIS 42/57 project, the city has requested potential improvements to local intersections. As previously discussed, these improvements would be 100% local funding. Attached are exhibits depicting the DOT’s interpretation of the city’s request for improvements at the Ashland, Neenah, and Clay Banks Road intersections.
Please review and let me know if you have any questions or changes. The exhibits and cost estimates are a conceptual look at these improvements and will be refined further if the city determines to go forward with these improvements.

If the City would like to add these improvements to WisDOT’s project, we would appreciate a response by April 30, 2019.

Thanks,
Jeremy

Jeremy Ashauer, P.E.
Project Manager – Door & Kewaunee Counties
Wisconsin Department of Transportation
Northeast Region
Phone: (920) 412-6381
wisconsindot.gov
EXECUTIVE SUMMARY

DATE: May 2, 2019

TITLE: Proposed Intersection Improvements Along Hwy 42/57

BACKGROUND: On December 13, 2018 staff received a letter from Jeremy Ashauer at the WI DOT regarding an improvement project for Hwy 42/57 that would occur between the south junction of Highways 42 & 57 and the Bay View Bridge. The project is scheduled to take place sometime between 2021 and 2023. Attached is a copy of the letter that summarizes the proposed improvements for the project along with a request for comments regarding known issues within the proposed project limits. After several phone conversations and emails, staff met with the WI DOT on February 14, 2019 to discuss potential improvements that the WI DOT would be willing to incorporate into their project. While these potential improvements would be completed along with the project, they would be required to be locally funded and are summarized below:

1. S Ashland Ave: Per the attached plans & estimate this improvement would modify the east radius of the intersection to allow for easier truck movements through intersection to minimize the damage that is clearly visible today. The only local requirements for this improvement are to move one light pole and purchase a small amount of addition right of way. Staff has contacted SBU and they are easily able to facilitate the relocation of the light pole. The additional right of way that would need to be purchased is relatively small and staff feels that it could be obtained within the required timeframe.

2. Clay Banks Road: per the attached plans & estimates these improvements would help to improve access onto Hwy 42/57,
   a. Add a right turn lane to Clay Banks Road to allow for easier northbound access onto Hwy 42/57.
   b. Modify the median between Clay Banks Road and the Bay View Bridge to keep southbound traffic on Hwy 42/57 to one lane until traffic is past Clay Banks Road. This potential improvement is intended to make it easier to access Hwy 42/57 when attempting to make a left turn off of Clay Banks Road onto Hwy 42/57. This modification to the median would still allow for through traffic onto Circle Ridge Road and left turns off of Hwy 42/57 onto Clay Banks Road.
   c. Add a right turn lane to Hwy 42/57 to allow for right hand turns onto Circle Ridge Road without potentially interrupting traffic on Hwy 42/57 if option b above is selected and the roadway is only one lane at that location.

3. S Neenah Ave: Per the attached plans & estimate this improvement would modify the northeast radius of the intersection. This modification would allow for easier truck movements and add a right turn lane to southbound traffic on S Neenah Ave that would allow for easier access onto Hwy 42/57.

At this time the plans and estimates attached are preliminary. The WI DOT is looking for direction from the City to see which potential improvements should be incorporated into their final plans and specifications going forward. A State/Municipal Agreement will be required to move forward with any of the potential improvements. The City would be required to pay for any planning or engineering expenses, if at a later time, the City would choose to no longer request completion of an improvement included within the State/Municipal Agreement.
FISCAL IMPACT: As stated above, any of the selected options above would require local funding. The attached estimates have been reviewed by staff and include the required engineering that would be required, along with contingency and inflation costs as summarized below:

1) $44,025.55 - S Ashland Ave
2) $25,352.80 - Clay Banks Road (Right turn lane on Clay Banks Road)
3) $68,825.58 - Clay Banks Road (Modifications to the median on Hwy 42/57)
4) $25,133.44 - Clay Banks Road (Right turn lane on Hwy 42/57)
5) $62,964.62 - S Neenah Ave

Total for all potential improvements: $226,301.99

OPTIONS:

1) Request a State/Municipal Agreement for all of the potential improvements.
2) Request a State/Municipal Agreement for only some of the potential improvements.
3) Inform the WI DOT that no locally funded improvements are desired at this time.

SUBMITTED BY: Chad Shefohik
City Engineer

REVIEWED BY: Marty Olejniczak
Community Develop. Director

REVIEWED BY: Josh VanLieshout
City Administrator

Date

5/2/19

5/2/19

5/2/19
Attachment B – Ashland Avenue Improvements
Cost Estimate for Ashland Ave - Improved Turning Radius from SB STH 42/57*
Project ID: 4430-19-00
S JCT STH 42/57 - Bay View Bridge

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Subtotal 1
Contingency (10%)
Inflation (5 years at 2.5%/yr)

Subtotal 2
Construction Engineering (10%)

Total $44,025.55

*Costs and quantities are strictly an estimate & are subject to change. They do not include Real Estate or Utility Relocations. The estimate provided assumes a construction year of 2024.
**Plans provided are Preliminary and are only an approximation of the proposed work.
***All utilities & R/W will require verification with field survey.
Attachment C – Neenah Avenue Improvements
Existing centerline will be shifted 4' to the east, in order to accommodate 2 SB lanes (11' through lane and 9' right turn lane).

Proposed Radius Improvement to accommodate WB-65

NOTE:
Head #1 & 6 require a tunnel visor
SB4 - Rock off 11', drilled shaft to 13',
SB6 - Rock off 11.5', drilled shaft to 13.5'.

Relocate pull boxes, conduit, signal pedestal/pole/arms, & loop detector - additional underground private utility conflicts will require investigation & are not included in the WisDOT estimate.

NOTE:
Utilities and R/W shown are APPROXIMATE. Verification by Survey will be required.
# Cost Estimate for Right Turn Lane SB Neenah Ave to SB STH 42/57*

**Alternative #2: Centerline shifts to the north, curbline widens to the north**

**Project ID: 4430-19-00**

**S JCT STH 42/57 - Bay View Bridge**

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*Subtotal 1: $46,255.00
Contingency (10%): $4,625.50
Inflation (3 years at 2.5%/yr): $6,360.06

*Subtotal 2: $57,240.56
Construction Engineering (10%): $5,724.06

**Total: $62,964.62**

*Costs and quantities are strictly an estimate & are subject to change. They do not include Real Estate or Utility Relocations. The estimate provided assumes a construction year of 2024.

**Plans provided are Preliminary and are only an approximation of the proposed work.

***All utilities & R/W will require verification with field survey.
CLAY BANKS/CIRCLE RIDGE ROAD INTERSECTION IMPROVEMENTS.
PROPOSED WIDENING

(OVERVIEW)
### Cost Estimate for Right Turn Lane Clay Banks Rd to NB STH 42/57*

**Project ID: 4430-19-00**

_S JCT STH 42/57 - Bay View Bridge_

<table>
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<th>Item #</th>
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**Subtotal 1**

Contingency (10%)

Inflation (5 years at 2.5%/yr)

**Subtotal 2**

Construction Engineering (10%)

**Total**

$18,624.65

$1,862.47

$2,560.89

$23,048.00

$2,304.80

**Total**

$25,352.80

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**Plans provided are Preliminary and are only an approximation of the proposed work.**

***All utilities & R/W will require verification with field survey.***

**NOTES:**

1) WisDOT R/W appears to go all the way to Tacoma Beach Rd
2) No utility conflicts. Power poles located approx. 23' off existing EOP and we are only widening 11'.
3) Ex. pAVT looks to be in good condition; milling top course to match is not included in this estimate.
Cost Estimate for Reducing SB STH 42/57 to One Lane at Clay Banks/Circle Ridge Rd*
Project ID: 4430-19-00
S JCT STH 42/57 - Bay View Bridge

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Subtotal 1
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Inflation (5 years at 2.5%/yr)

Subtotal 2
Construction Engineering (10%)

Total $68,825.58

Costs and quantities are strictly an estimate & are subject to change. They do not include Real Estate or Utility Relocations. The estimate provided assumes a construction year of 2024.

**Plans provided are Preliminary and are only an approximation of the proposed work.**

***All utilities & R/W will require verification with field survey.
**Cost Estimate for SB STH 42/57 OPTIONAL Right Turn Addition @ Circle Ridge Rd**

*Project ID: 4430-19-00*

S JCT STH 42/57 - Bay View Bridge

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Subtotal 1
Contingency (10%)
Inflation (5 years at 2.5%/yr)

Subtotal 2
Construction Engineering (10%)

Total $25,133.44

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**Plans provided are Preliminary and are only an approximation of the proposed work.**

***All utilities & R/W will require verification with field survey.***
1. Regular and Statutory Meetings
All regular and statutory meetings shall be held at 9:00 A.M. or at the call of the County Board Chairman at the Door County Government Center. Regular meetings shall be held on the 4th Tuesday of each month. The Sec. 59.11(1)(c), Wis. Stats. organizational meeting shall be the 3rd Tuesday of April. The Sec. 59.11(1)(a), Wis. Stats. annual meeting shall be the Tuesday after the 2nd Monday of November.

2. Special Meetings
Special meetings may be called by the Chairperson or in the manner prescribed by Sec. 59.11(2), Wis. Stats. In all cases the notice shall give the time, place and purpose of the meeting at least forty-eight (48) hours in advance.

3. Quorum
A majority of the entire membership elected to the Board shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a board, commission, or committee to transact business.

4. Presiding Office
The Chairperson shall preside at all meetings of the Board. The Vice-Chairperson shall preside at all meetings of the Board in the absence of the Chairperson or at the Chairperson’s request. When both are absent, the Clerk shall convene the meeting and the Board shall elect one of its members as temporary Chairperson.

The County Clerk shall preside (as benevolent dictator) at the organizational meeting, until the County Board Chairperson and Vice Chairperson are elected. The Chairperson shall then take the chair.

5. Agenda
All items to be a part of the agenda shall be in possession of the Administrator before noon on the sixth (6th) day prior to the scheduled Board session.

6. Presentation of Agenda
At each session the agenda shall be submitted by the Chairperson and approved by the Board before proceeding with the meeting.

Any resolution, ordinance or business to be added to the agenda must be of an emergency nature and be approved by a majority of the members present before becoming part of the agenda, a two (2) hour notice is required per Sec. 19.84(3) Wis. Stats.

7. Organizational Meeting Agenda
A. Organizational Meeting
1. Call to order [County Clerk in Chair]
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Oath of Office
5. Election of the Chairperson of the Board
6. Election of the Vice-Chairperson of the Board
7. Review, Revise and Adopt the Rules of Order and Duties of the Standing Committees
8. Election of the Highway Committee: The Five Member committee shall consist of one (1) member North, one (1) member South, one (1) member City of Sturgeon Bay and two (2) members at large, (not more than two members are to represent each area. The County Board shall then elect one (1) of the five members as Chairperson.)
   a) Ballots cast for the Highway Committee and Highway Committee Chairperson by each County Board Supervisor will not be by secret ballot, but shall be signed on the back with his/her name. [Vote totals shall be announced after each round of voting under A. 5., 6., and 8. supra.]
9. Appointment of the Standing Committees shall be made by the Chairperson in consultations with a Committee on Committees appointed by him/her. Committee selections shall be announced on the same day of the Organizational Meeting.
10. Continue with No. 4 of Regular Meeting Agenda.
8. Regular Meeting Agenda
   A. Regular Meeting
      1. Call to order
      2. Pledge of Allegiance to the Flag
      3. Roll Call
      4. Presentation of Agenda
      5. Correspondence
      6. Public Comment
      7. Supervisor’s Response
      8. Administrator’s Monthly Report
      9. Approval of minutes of previous meeting
     10. Pending Business
     11. Resolutions
     12. Ordinances
     13. Special Reports
     14. New Business
     15. Oral Committee Reports
     16. Review Committee Minutes
     17. Review Vouchers, Claims and Bills
     18. Announcements
     19. Per Diem Code
     20. Adjourn

9. Term of Office
   The term of Chairperson and Vice-Chairperson shall be for two (2) years (Sec. 59.12 Wis. Stats.). All standing committees, elective or appointive, shall serve a one (1) year term unless the Wisconsin Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the entire membership.

10. Committees
   There are four types of committees: Standing, Statutory, AdHoc and Other. Committee appointments. Committees shall be established upon adoption of a resolution designating the name, number, purpose and term. Members shall be appointed by the County Administrator and/or Chairperson and confirmed by the Board. An AdHoc committee shall be dissolved upon completion of the purpose for which the committee was appointed.

11. Vouchers, Claims and Bills
   Department Heads shall screen all bills and invoices and prepare vouchers.

   Vouchers (along with the bill or invoice) shall be submitted to the Finance Department by 4:30 p.m. on the first and third Wednesday of each month for payment. Payment may then be made by the Finance Director semi-monthly.

   The Finance Department will, on a semi-monthly basis, prepare a listing of all payments to be made. This listing is intended as, and will be deemed, an order for payment per Sec.’s 59.23(2)(c) & 59.25(3)(b) Wis. Stats. and will be signed by the County Clerk and counter-signed by the County Board Chairperson, and then filed with the County Clerk. A copy of the listing(s) will be provided to the oversight committee on a monthly basis.

12. Voting
   All members of the Board shall vote on all questions except when excused or because of conflict of interest. All questions will be resolved by majority vote of those members voting (provided a quorum is present) except when the Rules of Order or Wisconsin Statutes provide otherwise.

   In the absence of a unanimous vote or unanimous consent on a question, a recorded vote is required.

13. Consent to Speak
   A member desiring to introduce a resolution, a motion, or to speak on or debate a question, when recognized by the Chairperson, shall confine his/her remarks to the subject. A member desiring to speak a second time on the same subject or questions, shall be limited to two (2) minutes. All debates shall be subject to the discretion of the Chairperson.

14. Referral of Correspondence or Reports
   The Chairperson may refer correspondence and reports to committee as he/she determines unless a specific motion is made from the floor.
15. Motions
   Motions should be reduced to writing and read by the County Clerk and seconded before debate or vote. Motions and seconds may be withdrawn prior to amendments by the authors. A motion containing more than one (1) question may be divided.

16. Resolutions
   All resolutions appearing on the agenda and submitted for approval shall contain thereon a number, title and the names of sponsoring committee(s) and supervisor(s) or individual supervisor(s) with concurrence of the County Board Chairperson.

17. Committee Reports
   Committee reports, unless otherwise excused, shall be given by the committee chairperson or in his/her absence by another member of the committee.

18. Ordinances
   Any ordinance to be submitted for consideration for adoption by the Board shall be placed on the agenda as herein prescribed and shall bear the signature(s) of its sponsor, either a member, a committee, or a joint committee of the Board. All ordinances, except zoning ordinances, including amendments thereto, authorized by Sec..59.69, Wis. Stats., shall be considered for adoption in the following manner:
   A. The ordinance shall be presented to the Board for a reading. Reading the title of the ordinance at the Board meeting shall constitute the reading, if the ordinance is provided in written form to each of the Board members before the meeting at which the ordinance is to be taken up.
   B. Following the reading and if no substantive changes are made to the ordinance, the ordinance may be enacted by a majority roll call vote of the members voting. (Punctuation and spelling corrections do not constitute substantive changes.)
   C. If substantive changes are made to the ordinance, the ordinance shall be laid over to the subsequent meeting of the Board for a second reading. Reading the title of the ordinance at the Board meeting shall constitute the second reading, if the ordinance in revised form is provided in written form to each of the Board members before the meeting at which the ordinance is again to be taken up.
   D. Following the second reading, the ordinance may be further amended. When all amendments, if any, have been acted upon, the ordinance may be enacted by the majority roll call vote of the members voting. Such ordinances shall be in effect the day following publication, unless otherwise specified.
   E. Newly created zoning ordinances shall be considered for adoption as prescribed in ss.59.69(5)(a) and (b), Wisconsin Statutes, shall be considered for adoption in the following manner:
      1. A petition for amendment may be made as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes.
      2. Upon completion of procedures as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes, the committee of the Board designated to act in such matters shall, by way of a written report, recommend to the Board, subject to ss.59.69(5)(e) 3., Wisconsin Statutes, an action to take in the matter. The recommendation may be to approve of the petition, approve of a modified version of the petition, or to disapprove of the petition.
      3. If the recommendation is to approve of the petition or a modified version of it, the committee shall draft an ordinance which would effectuate the committee’s determination and submit to the Board the ordinance at the same time as the committee’s recommendation.
      4. After review of the committee’s recommendation, the Board shall then act upon the ordinance as submitted by the committee. The ordinance, as submitted or as amended by the Board, may be adopted by majority roll call vote of the members voting, except as provided by ss.59.69(5)(e)5., Wisconsin Statutes.
      5. If the recommendation is to disapprove of the petition, the Board shall act upon the recommendation, either accepting or rejecting the disapproval recommendation. A majority roll call vote of the members voting shall determine the result.
         (a) If the Board accepts the disapproval recommendation, the petition is thereby dismissed.
         (b) If the Board refuses to deny the petition for amendment as recommended it shall refer the petition to the committee with directions to draft an ordinance to effectuate the petition and report the ordinance back to the Board which may then enact or reject the ordinance as provided in ss.59.69(5)(e) Wisconsin Statutes.
   F. Ordinances shall be in effect the day following publication unless otherwise specified. *Note: Having the ordinance in printed form two (2) days before a meeting date shall qualify for the informal reading by the reading of the title.
19. **Non-Budget Items [Sec. 65.90 Wis. Stats.]**

Any action involving any sum other than the amount provided for in the budget, or approved by the Finance Committee under Budget Intra-Transfers, shall be required to have a two-thirds (2/3) vote of the entire membership of the Board.

All resolutions under this rule shall be submitted by the Finance Committee. Said resolutions (or addendum) shall provide members sufficient detailed information on fiscal impact, project revenue, expense effect on tax rate and other relevant information, when available.

20. **Previous Question**

When a reasonable time for debate on a motion has elapsed, it may be in order to move for the previous question. If seconded and carried by a vote, the vote on the question shall immediately follow.

21. **Reconsideration**

It may be in order for any member voting with the prevailing side to move for reconsideration of the question at the same or succeeding session.

22. **Roll Call Vote**

When a roll call vote is statutory or required by the Rules or Order, it shall be announced as a “Roll Call Vote” before voting takes place via electronic balloting, i.e.: using the Voter Board. If the Voter Board malfunctions, the County Clerk will call for a roll call vote. If a member requests a roll call vote on any question, it shall be granted before the decision of the Chairperson is announced. There shall be no interruption during roll call.

23. **Method of Roll Call**

Roll call voting shall be in succession with all members voting as called. Each roll call vote shall begin with the member alphabetically following the first member called in the preceding vote.

A member not in the room and not excused for the session shall vote before the Chairperson announces the result.

24. **Budget Inter-Transfers**

A two-thirds (2/3) vote of the entire membership of the Board is necessary when transferring funds from one department or account to another. A roll call vote is required. (Statute 65.90).

25. **Budget Intra-Transfers [Sec. 65.90 Wis. Stats.]**

A. The Finance Committee is authorized to transfer funds between budgeted items of an individual county office or department pursuant to and in accordance with Sec. 65.90(5) Wis. Stats., or as subsequently amended or revised and subject to Paragraph 2 below.

B. Any transfer of funds between budgeted items of an individual county office or department that exceeds $10,000 is subject to prior approval by the County Board of Supervisors.

26. **Out of Order**

A member, when declared out of order by the Chairperson, shall immediately submit to the ruling of the Chair unless an appeal is made and permission granted by a majority vote of the members present.

27. **Public Addressing the Board**

The public notice of a meeting of the County Board or its sub-units may provide for a period of public comment during a meeting. During such a period the Board or a sub-unit may receive information from members of the public and may, to a limited extent, discuss any matter raised by the public.

It is advisable to limit discussion (if any) of the subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. No formal action may be taken on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.

Reasonable rules governing the conduct of a period of public comment, for County Board or its subunits, includes the following:

A. A public comment period is limited to no more than thirty (30) minutes. The maximum time allotted to each speaker is three (3) minutes. A speaker may not yield or reserve their time to another speaker.

B. Public comment is limited to matters that are germane to or within the jurisdiction of the County Board or its sub-units

C. Public comment is not allowed to matters that have been the subject of a public hearing (e.g., amendatory zoning ordinances) or quasi-judicial hearings.
D. Public comment is on a first-come-first-serve basis. A speaker must be present in person. Speakers must sign in before speaking. If time remains after the public comment period, the chairperson may ask if anyone wishes to make a public comment that did not have a chance to sign-in.

E. A speaker must get recognition from the chairperson before speaking, state their name, and address remarks to the chair.

F. To prevent cumulative and repetitive comments, the chairperson may, in her or his discretion, provide for the designation of spokespersons for groups of persons supporting or opposing the same positions.

G. Chairperson may provide for the maintenance of order and decorum in the conduct of the public comment period.

1. Maintaining order includes keeping speakers to their allotted time, controlling others from interrupting the speaker who has the floor, and preventing speakers from otherwise disrupting the meeting (e.g., clapping or shouting).

2. Maintaining decorum includes encouraging speakers to be courteous and respectful. The use of obscene, profane language or gestures will not be tolerated.

If order and decorum is not maintained, the chairperson may terminate a period of public comment.

H. The purpose of the public comment period is to give persons an opportunity to inform the governing body about their views. The meeting itself belongs to the governing body. The public does not participate in decision-making. Instead, it provides input to the governing body, which takes the input into consideration in making its decisions.

28. Adjourn or Recess
A motion to adjourn or recess shall be in order at any time except when a member has the floor or when the Board is voting.

29. Suspension of Rules
These rules may be suspended by a majority roll call vote of the entire membership unless unanimous consent is given.

30. Amending Rules
These rules may be amended at any regular session of the Board by a majority vote of the entire membership.

31. Elections
A. The County Board Chairperson and Vice-Chairperson shall be elected consistent with Sec.'s 19.88 and 59.12 Wis. Stats. as follows:
   - By unsigned ballot;
   - Nominations - Each County Board Supervisor shall cast a nomination ballot;
   - Election - Each County Board Supervisor shall cast an election ballot;
   - Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists).

B. Members of the Highway Committee and the Highway Committee Chairperson shall be elected consistent with Sec. 83.015 Wis. Stats. as follows:
   - By signed ballot;
   - Nominations - Each County Board Supervisor shall cast a nomination ballot;
   - Election - Each County Board Supervisor shall cast an election ballot;
   - Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists);
   - For a term of two (2) years.

32. Rules of Order
The Rules of Order as adopted shall govern the proceedings of the Board, except as may be contrary to Wisconsin Statutes; in such event, the State Statutes shall prevail. Roberts Rules of Order (current and authorized edition) shall apply in those areas these Rules do not cover.
33. Executive Sessions
A. All anticipated executive sessions shall be so stated in the published agenda. When items are of an emergency nature, an executive session notice shall be given a minimum of two (2) hours prior to such sessions.
B. All Executive Sessions must be noticed according to Wisconsin Statute 19.85. The Corporation Counsel should be consulted for the proper exception notification.
C. The Chairperson must read the entire noticed reason before requesting a motion to move into an executive session.
D. A motion and a second stating the reason for said session must be adopted by majority roll call vote, prior to excusing all but elected supervisors from the Board Room, and those requested to remain.
E. Procedures in Closed Session:
   a. Consistent with the statutory exception for the closed session, the Chairperson shall announce in closed session, prior to proceeding, the anticipated process or procedures, which will occur in the closed session.
   b. By consensus, the Committee will have to agree to the Chairperson’s proposed procedure.
   c. If no consensus is reached, the Committee shall decide how the Committee shall proceed.
F. A Committee may not reconvene into open session until twelve (12) hours have elapsed (and proper notice given), unless the subsequent open session was noticed at the time of the notice of the meeting, convened prior to the closed session. (See: Section 19.85(2), Wis. Stats.)
G. Recommendation/Decisions in closed session should be made in open session.
H. A Supervisor is excluded from closed or “Executive” Sessions of a subunit of County Board, of which the supervisor is not a member. However, they may be included with the subunit chairperson’s prior consent. A supervisor permitted to be present is honor bound, and is subject to disciplinary action for failure to preserve the confidentiality of the proceedings.

34. Contract
Rules of Order 34, Contracts-Amendment:
All contracts are subject to review by the Corporation Counsel and County Administrator. Any contract with a term in excess of three (3) years is subject to review and approval by the County Board, except Non-Commercial Hangar Site Lease Agreements, not to exceed 10 years, may be approved by the oversight committee. A majority vote of the total membership is required for approval. Any Invitation to Bid, Request for Proposal or Solicitation of Contract (rental, lease, agreements, services) and related processes or procedures shall be reviewed and approved by the Corporation Counsel prior to any award by Committee, Board or Commission.

35. Nepotism
Members of the Door County Board of Supervisors shall not participate in discussions or vote at County Board meetings or committee meetings on matters involving the hiring, compensation, promotion or discipline of a member’s wife, husband, father, mother, guardian, sister, brother or children.

36. New or Altered Program
Whenever any County department starts or significantly alters a new or existing program or project, which will require the expenditure of more than $25,000 in any given year, regardless of the source of funding, said department will advise the County Board in writing, through the Board Chairperson, of the reason(s) for the new or significantly altered program or project and the source and level of funding.

37. Unanticipated Revenue
Unanticipated revenue (i.e., revenue not stated in a budget) may only be expended as set forth in Sec. 65.90 Wis. Stats.

38. Donations, Gifts or Grants
A Department may 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.

39. Ethical Principles
(per Ordinance 2010-04; 4/20/10)
These ethical principles apply to any county (appointed or elected) public official, candidate for county public office and county employee.
The ethical county official, employee and candidate should:
  • Properly administer the affairs of the county.
• Promote decisions which only benefit the public interest.
• Actively promote public confidence in county government.
• Keep safe all funds and other properties of the county.
• Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
• Maintain a positive image to pass constant public scrutiny.
• Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
• Inject the prestige of the office into everyday dealings with the public employees and associates.
• Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
• Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county.
• Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

The ethical county official, employee and candidate should not:
• Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
• Improperly influence or attempt to influence other officials to act in his or her own benefit.
• Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical county official, employee and candidate accepts the responsibility that his or her mission is that of servant and steward to the public.

A county official, employee and candidate may be subject to censure or reprimand by the County Board or its designee, for violation of these ethical principles.

40. Cell Phones
Cell phones shall be maintained on silent or vibrate during County Board meetings, audible ring tones are prohibited. A donation of $25.00 (to the Door County United Way) will be collected from a Supervisor if their cell phone rings during a County Board meeting.

41. Minutes
The record of the proceeding of County Board and its sub-units is the minutes. The minutes should contain mainly a record of what was done at the meeting, not what was said by the members or others. A verbatim record is not necessary or advisable. [See: §19.88(3), Wis. Stats. and §59.23(2)(a) & (b), Wis. Stats. and Roberts Rules of order 10th Edition §48, pp. 451-458]
I. Committee Organization
A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson’s duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

II. Quorum
A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

III. Per Diem and Expenses
A. Recognizing that the Door County Board of Supervisors exercises legislative, administrative and policy making powers, the following rules cover the payment of per diem and expenses.
B. Requests for payment shall be presented, on an approved form, to the County Board Chairperson, Committee Chairperson, or County Clerk, for approval.
C. Requests for payment should not be submitted, and payment will not be authorized, unless the requester attended at least 30 minutes of the meeting.
D. Requests for payment should not be submitted, and payment will not be authorized except for mileage reimbursement, for any meeting if a quorum is not established.

IV. Compensation
A. Each Supervisor shall be paid by the County as follows:
   1. A daily per diem rate of one-hundred fifty dollars ($150.00) for County Board meeting that s/he actually attends.
   2. Fifty dollars ($50.00) plus an hourly rate of twenty five dollars ($25.00) for each hour above one-hour (up to eight-hours / $225.00 per day) that s/he actually attends, including:
      a) a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member or an invitee (i.e., expressly invited or authorized to attend by the sub-unit’s chairperson on a matter within the authorized concern of the sub-unit);
      b) a meeting of a commission, committee or board of another local unit of government or the state as an invitee (i.e., expressly invited to attend by the commission’s, committee’s or board’s chairperson and authorized in advance in writing to attend by the County Board Chairperson or her/his designee);
      c) face-to-face meetings with County (or other local unit of government, state, or federal) officials or employees if related to official County business and authorized in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee;
      d) an official legislative, administrative, or court proceeding or hearing, in which s/he is directed or required to take part, in their official capacity as a Supervisor;
      e) the Wisconsin Counties Association’s (“WCA”) Annual Conference;
      f) the WCA’s Annual Legislative Exchange; or
      g) the biennial Door/Kewaunee County Legislative Days.

[IV. - VI. Effective April 17, 2018 (Per Resolution 2017-70)]
h) DCEDC Annual Meeting/Luncheon (No compensation … meal only)

3. Twenty-five dollars ($25.00) per hour for all hours (up to eight (8) hours / $200.00 per day) that s/he attends any other conference, convention, institute, meeting, school, training session, or workshop provided funds have been appropriated for their attendance or their attendance is approved in advance by the Administrative Committee and Finance Committee.

4. Hourly Rates will be prorated as follows:
   a) The hourly rate is to be prorated at twelve dollars and fifty cents ($12.50) per one-half hour.
   b) Any fraction of an hour shall be rounded (up or down) to the nearest half-hour.

5. A Supervisor may only receive compensation under IV. A. 1. (i.e., is not allowed pay under IV. A. 2. or 3.) on days that the County Board meets.

6. The hourly rate of twenty five dollars ($25.00) will be paid for time spent (portal-to-portal) in out-of-county travel under, and subject to the same limitations as, IV. A. 2. & 3.

B. Additional compensation for the Chairperson/Vice-Chairperson

1. The County Board Chairperson will receive a monthly allowance of eight hundred and fifty dollars ($850.00) per month.

2. The County Board Vice-Chairperson will receive the applicable per diem and reimbursement if filling in for the County Board Chairperson or asked to attend a meeting by the County Board Chairperson.

3. A chairperson of a sub-unit (i.e., committee, commission, or board) of the County Board will receive an additional allowance of twenty dollars ($20.00) per meeting.

V. Reimbursement for Expenses (Authorized Meal, Mileage, Lodging and Registration Expenses)

The reimbursement for expenses currently established will change, for ensuing terms, as follows: [V. - VII. Effective April 21, 2020 (Per Resolution 2019-70)]

A. Each supervisor will be allocated up to two thousand dollars ($2,000) annually, (April 1 to March 31), for authorized expenses (i.e., meal, lodging and registration) actually incurred and related to approved conferences, conventions, institutes, schools, seminars, training or workshops. Mileage is addressed separately in Par. II. B. below.

1. Authorized meal expenses, incurred by a Supervisor shall be reimbursed as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.).

2. Authorized lodging expenses, incurred by a Supervisor shall be reimbursed as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging).

3. Authorized registration expenses, incurred by a Supervisor shall be reimbursed as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement, E. Registration Fees).

Per Diem (per paragraph IV. A. above) for approved conferences, conventions, institutes, schools, seminars, training or workshops, counts toward the two thousand dollars ($2,000) limit in paragraph V.A. above.

The County Ambassador Program is exempt from, and does not count toward, the two thousand dollar ($2,000) limit in paragraph V.A. above.

Funds not used by the end of a year will be returned to the General Fund. A supervisor may only exceed the annual allocation with prior approval of the County Board.

B. Mileage (§ 59.10(3)(g), Wis. Stats.)

1. Each supervisor shall receive mileage for each mile traveled in going to and returning from approved conferences, conventions, hearings, institutes, meetings, proceedings, schools, seminars, training or workshops by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers (See: Door County’s Administrative Manual - Section 2.15 Expense Reimbursement, B. Mileage).
2. Mileage reimbursement is to be calculated from the Supervisor’s residence or their work location within Door County. If a Supervisor’s work location is outside of Door County, mileage reimbursement will be calculated from the County line.

C. Supervisor Residing on Washington Island:
1. Is eligible to be reimbursed for one round-trip ferry ticket per day; and
2. Will, if an overnight stay on the mainland is necessary due to a meeting, be eligible for reimbursement for in-county lodging expense and meal expense consistent with Par. II. A. 1. & 2. above.

This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

D. Reimbursement can only be made for allowable expenses actually incurred.

VI. Compensation / Reimbursement Procedure
A. All requests for reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed reimbursement request form(s), accompanied by any required documentation.

B. These forms and instructions are available in the office of County Clerk, and the Finance Department.

VII. Miscellaneous
A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.

B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.

C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.

D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.

E. Joint Meetings (of two or more Boards or Committees)
1. Calling of Joint Meetings
   a) The chairperson of each board, commission, or committee involved must agree to authorize a joint meeting.

2. One Presiding Officer or Chairperson of a Joint Meeting.
   a) To be determined by consensus of the chairpersons of the Boards, commissions, or committees involved.
   b) Absent such consensus, to be determined by drawing straws.
   c) Eligible to receive additional compensation under IV. Compensation B.3.

3. Quorum
   a) A majority of the entire membership of each board, commission, or committee involved in the joint meeting must be present.

F. Non-Members of the Door County Board of Supervisors
1. Such members are eligible to receive per diem for any committee, commission or board meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member.

2. Such members are eligible for expense reimbursement as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement).

VIII. Agenda and Minutes [Wisconsin's Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]
A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:
1. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to the official newspaper (i.e., Door County Advocate).

2. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.

3. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County’s website, amendments to the notice should also be posted.

4. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.

5. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.

6. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

7. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

B. The Chair of the committee, commission, or board, in coordination with the respective department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.

C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk’s Office.

D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.

E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.

F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.

G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board’s resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

H. Minutes of all meetings shall be filed with the County Clerk’s Office within ten (10) days of the meeting.

IX. **Authorization to Speak or Perform Limited Duties**

A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.
X. **Budget**  
The County's annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

XI. **Vouchers**  
Copies of Vouchers will be submitted to the appropriate over-sight committee for its information

XII. **Other**  
All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.
# Request to Refill Position

**Door County Human Resources**  
**Form #: 2015-04**

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Date Revised</th>
<th>Position Title</th>
<th>Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/05/2021</td>
<td>01/23/2019</td>
<td>Patrol Superintendent</td>
<td></td>
</tr>
</tbody>
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## DEPT. HEAD TO COMPLETE:

<table>
<thead>
<tr>
<th>Department</th>
<th>Position Status</th>
<th>Full Time</th>
<th>Part Time</th>
<th>New position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway</td>
<td>☑ Will be vacant</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy</th>
<th>Transfer: why is the new position more attractive to employee than current one?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Termination</td>
<td>Thad Ash promoted to Highway Commissioner</td>
</tr>
</tbody>
</table>

| ☑ Transfer         | ☐ Retirement                       | ☐ Resignation                     |

| Name of Current / Most Recent Incumbent | Thad Ash |

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 February 9, 2021

## Financial Information:

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>☑ Highway Internal Service</th>
</tr>
</thead>
</table>

| Funding Source | ☑ Levy % | ☑ Grant Funded % | ☑ Other Fund % 100 |

☑ Fiscal Impact, from Finance Department, completed and attached

## HR TO COMPLETE:

<table>
<thead>
<tr>
<th>EEO 03 - Technician</th>
<th>FLSA Status Exempt</th>
</tr>
</thead>
</table>

☑ Human Resources has performed a position review?  
☑ The Job Description has been updated and signed?

<table>
<thead>
<tr>
<th>Approvals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator</td>
</tr>
<tr>
<td>Administrative Committee Chair</td>
</tr>
</tbody>
</table>

County of Door
Patrol Superintendent

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Patrol Superintendent</th>
<th>Last Revision</th>
<th>09/24/2015</th>
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<tbody>
<tr>
<td>Department</td>
<td>Highway</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
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<tr>
<td>Division</td>
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<td>Employee Group</td>
<td>General Municipal Employee</td>
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<tr>
<td>Report To</td>
<td>Highway Commissioner</td>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>K</td>
<td>EEO Code</td>
<td>03 – Technician</td>
</tr>
</tbody>
</table>

General Summary

Supervises the highway maintenance program and assist in administering and coordinating the activities of the Highway Department to insure the proper conditions of safe travel exist on the highways of Door County.

Duties and Responsibilities

**Essential Job Functions**

1. Responsible for supervision, training, evaluation, discipline, scheduling and layout of work of patrolmen, equipment operators and field crews.
2. Adjust personnel from one job site to another to be consistent with priorities and projected completion time schedules.
3. Contacts employees as required for emergency conditions outside of normal work hours.
4. Inspect highways regularly to determine need for repairs to surfaces, bridges, shoulders, etc., and for potential hazards.
5. Requisition necessary tools, equipment, and materials to insure completion of needed highway maintenance work.
6. Writes daily report on work distribution, labor and material costs, and work accomplished.
7. Assists the Highway Commissioner in preparing the annual budget.
8. Maintains records and prepares reports that indicate the efficiency and effectiveness of the Highway maintenance program.
9. Investigates and prepares required reports on employee injuries, accidents and/or work related illnesses.
10. May be asked to act as technical consultant to local officials on highway problems or questions.
11. Prepare estimates for local municipal construction work.
12. Provide truthful and accurate written and verbal communications.

Requirements

**Training and Experience**

1. High school diploma, post high school education in engineering, construction, or related field highly desirable.
2. Four (4) to six (6) years of progressive, responsible work experience in highway maintenance or construction work. Two (2) to three (3) years shall have been in a supervisory or lead capacity.
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 as well as effectively administer by written, and verbal communications.
2. Knowledge of department rules, regulations, and policies pertaining to highway construction and maintenance.
3. Ability to direct the work of others and adjust work assignments to accomplish projects in order of priority.
4. Capable of working with limited supervision and making accurate and/or rapid decisions/recommendations.
5. Ability to competently operate a computer using Microsoft Office® or comparable software, and navigate the internet.
6. Knowledge of safety rules and practices; and capable of implementing safe practices.
7. Basic knowledge of civil engineering methods and techniques regarding calculations and estimates of costs and materials needed for specific highway maintenance projects.
8. Ability to read blueprints and interpret specifications.
9. Capable of maintaining a variety of records and reports. Able to perform administrative, clerical or statistical work.
10. Ability to be available to recall and schedule employees for after-hours snowplowing or road maintenance and/or repairs.
11. Ability to use tact and courtesy in maintaining and effective working relationships with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

When working in office, normal environment exists with little or no discomfort from temperature, dust, noise, wetness or the like. When working on-site, any of those conditions may exist. Safe work methods must be followed to insure the limited possibility of injury.

Occasional long hours of work due to directing workforce in winter operation or other highway related emergencies. Must possess good visual acuity, including depth perception and color vision. Must possess normal hearing (20 decibels) at 1000 to 3000 frequency. Ability to lift and pull objects weighing in excess of fifty pounds (50 lbs.). Nearly continuous standing and walking except when driving truck which involves continuous sitting using arms, hands, legs, and feet to operate. Occasional crouching, bending, and twisting.

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 F. Kolodziej, Highway Commissioner

Date

Kelly A. Hendee, Human Resources Director

Date
REQUEST FOR FISCAL IMPACT INFORMATION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Effective Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol Supervisor</td>
<td>6 Mo</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>
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</thead>
<tbody>
<tr>
<td>Patrol Supervisor Grade K-Level 1</td>
<td>1.00</td>
<td>$29.75</td>
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<td>37,307</td>
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<tr>
<td>Patrol Supervisor Grade K-Budget</td>
<td>1.00</td>
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<td>40,882</td>
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<tr>
<td>Patrol Supervisor Grade K-Control Point</td>
<td>1.00</td>
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<td>38,932</td>
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<td>Patrol Supervisor Grade K-Budget</td>
<td>1.00</td>
<td>$39.10</td>
<td>82,507</td>
<td>40,882</td>
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</table>

Total Salary and Benefit Decrease:

- Patrol Supervisor Grade K-Level 1: $23,075
- Patrol Supervisor Grade K-Control Point: $12,587

Dept Head Signature: [Signature]

Finance Director: [Signature]

Date: 2/10/2021

Disclaimer: This Fiscal Impact does not include Step 2 $30.60, Step 3 $31.45, Step 4 $32.30, or Step 5 $33.15.

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>Health &amp; Human Services</th>
<th>Position Title: Registered Sanitarian/Health Educator</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Position Status:</th>
<th>Currently vacant</th>
<th>Will be vacant</th>
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<tr>
<td></td>
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<td>Date Vacant: March 8th, 2021</td>
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<td>Full Time</td>
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<td>Hours per week: 40</td>
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<table>
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<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?

Name of Current / Most Recent Incumbent: Chelsea Smies

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Joe Krebsbach  
Date: 2-9-2021

**Financial Information:**

Salary Range: H 23.93 – 27.05  
Is the Position Budgeted: ☒ Yes  
No

Funding Source:  
- ☒ Levy  % 100  
- ☐ Grant Funded  %  
- ☐ Other  %  

- Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

- EEO 02 - Professionals  
- FLSA Status: Exempt  
- (HR initial) 2/1/21 Date

- Human Resources has performed a position review?  
- The Job Description has been updated and signed?

**Approvals:**

- County Administrator  
- Administrative Committee Chair

Date
## County of Door
Registered Sanitarian

<table>
<thead>
<tr>
<th>Division:</th>
<th>Title:</th>
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<tbody>
<tr>
<td></td>
<td>Registered Sanitarian</td>
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<table>
<thead>
<tr>
<th>Reports To:</th>
<th>Prepared By:</th>
<th>Date Revised:</th>
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<tbody>
<tr>
<td>Public Health Manager / Health Officer</td>
<td>Sue Powers</td>
<td>02/10/2021</td>
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<table>
<thead>
<tr>
<th>Pay Grade:</th>
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<th>Date Approved:</th>
</tr>
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<tbody>
<tr>
<td>H</td>
<td>Kelly Hendee</td>
<td>02/11/2021</td>
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<table>
<thead>
<tr>
<th>FLSA Status:</th>
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</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>GME</td>
<td>02 – Professionals</td>
</tr>
</tbody>
</table>

## General Summary

The Registered Sanitarian promotes individual and population public health by providing the essential services of public health within a variety of settings. This individual routinely inspects environments to ensure they remain safe, prevent or resolve health issues that impact individuals or the entire population. Assists with public health emergency preparedness activities. Responsible for providing truthful and accurate written and verbal communications.

## Duties and Responsibilities

**Essential Job Functions**

1. Investigate complaints regarding environmental health problems and environmental health hazards, and initiates enforcement or corrective actions as required.
2. Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
3. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases, food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
4. Train for and participate in emergency response planning for the county, and respond in the event of an emergency.
5. Collect samples, conducts field tests, collects and analyzes environmental public health data; interprets results and makes recommendations for corrective action(s).
6. Responds to public complaints and inquiries on environmental or public health matters.
7. Collaborate in the development and delivery of best practice programs and activities that promote health and prevent disease, in settings including, but not limited to the Health Department, homes, community organizations and businesses, schools, and the community in general.
8. Interprets codes, determines compliance, issues orders and citations, provides testimony at hearings and court appearances.
9. Collaborates in the development, implementation and evaluation of long- and short-range policies, procedures, plans and programs for environmental public health in Door County.
10. Maintains records of all inspections, activities and reports, using appropriate databases such as WEDSS, and communicates information with appropriate individuals to include: policymakers, businesses and the general public.
11. Coordinates enforcement activities between other governmental agencies, which enforce laws and regulations to protect the public’s health.

**General Job Functions**

1. Coordinates and attends meetings and conferences pertaining to areas of responsibility, as required.
2. Provides orientation to staff, students and other professionals in the community regarding environmental public health practices.
County of Door
Registered Sanitarian

3. Collaborates in Door County's community health assessment and health improvement planning and intervention activities as needed.

Requirements

Training and Experience

1. Bachelors of Science Degree in Environmental Health or other related degree with a minimum of 30 semester hours of science.
2. Registered as a Sanitarian by the State of Wisconsin or the National Environmental Health Association as required by the State of Wisconsin, Division of Public Health, or within two years of hire.
3. Two years of experience as an Environmental Health Practitioner or equivalent preferred.
4. Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
5. Training and experience in public health emergency preparedness, including Incident Command Structure (ICS) and National Incident Management System (NIMS) is preferred. Must obtain IS-700 NIMS and ICA-100 Certification within the first year of hire.

Knowledge, Skills, and Abilities Required

1. Knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and local, State and Federal laws and regulations applicable to practice as an environmental public health professional in the state of Wisconsin.
2. Knowledge of well water sample procedures and protocol.
4. Knowledge of safety procedures for handling hazardous materials.
5. Knowledge of data collection, analysis and interpretation techniques.
6. Ability to exercise good independent judgment in making decisions and use of discretion in handling confidential information.
7. Demonstrates ability to interpret and apply public health protection regulations.
8. Ability to communicate effectively and concisely, both orally and in writing, including public speaking skills.
9. Ability to prepare and maintain accurate records on findings and to write clear and concise reports.
10. Ability to establish and maintain effective working relationships with staff, citizens, other agencies, and target segments of the community.
11. Knowledge of conflict resolution techniques and its applications.
12. Ability to implement assigned components of Health Department programs.
13. Demonstrates basic knowledge and use of computerized data management systems and Microsoft Office programs.
14. Ability to travel to sites throughout the County.

Physical & Working Conditions

Over 75% of time worked will be indoors in a variety of settings such as an office, in meeting rooms, and field work that means possible exposure to unsanitary conditions and personal safety.

When in the office, somewhat normal environment exists with little or no discomfort from extreme temperature, dust, wetness or the like. During direct field work, such as inspections, must use preventive procedures to evade contracting communicable diseases.

Field assignments will involve working with individuals of various social-economic and cultural backgrounds, and groups that may range from community-based service organizations to
County of Door  
Registered Sanitarian  

governmental agencies. Occasional exposures to traffic hazards and weather hazards while driving and occasional exposure to noisy, stressful clinic situations.

Some weekend and evening work may be required.

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

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

Approvals:

Joseph A. Krebsbach, Health and Human Services Director  

Date

Kelly A. Hendee, Human Resources Director  

Date
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>Job Class</th>
<th>Step</th>
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<th>To</th>
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CHANGE FTE/HOURS

<table>
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<tr>
<th>CHANGE JOB CLASS/STEP</th>
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</thead>
<tbody>
<tr>
<td>From</td>
</tr>
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</table>

HHS - Registered Sanitarian/Health Educator

<table>
<thead>
<tr>
<th>Department</th>
<th>Effective Date</th>
<th>Total Salary and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS</td>
<td>6 Mo</td>
<td>Sub Dept</td>
</tr>
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<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>
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<tbody>
<tr>
<td>HHS-Registered Sanitarian/Health Educator - Grade H-Level 1</td>
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<td>1.00</td>
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Total Salary and Benefit Increase

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<th>2021 TOTAL BENEFITS</th>
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<tbody>
<tr>
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<td>20,239</td>
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Total Salary and Benefit Increase

<table>
<thead>
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<tbody>
<tr>
<td>HHS</td>
<td>18,837</td>
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</table>

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.
## Monthly Personnel Transactions

**March 2021 Report**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Department</th>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td><strong>Separation of Employment</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>New Hires</strong></td>
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<td></td>
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<tr>
<td>03/01/2021</td>
<td>Internal Hire</td>
<td>Highway &amp; Airport</td>
<td>Thad Ash</td>
<td>Highway Commissioner</td>
</tr>
<tr>
<td>03/09/2021</td>
<td>Hired</td>
<td>Sheriff’s Office</td>
<td>Tyler Fager</td>
<td>Security Deputy</td>
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<tr>
<td>03/15/2021</td>
<td>Hired</td>
<td>Sheriff’s Office</td>
<td>Courtney Zeelhofer</td>
<td>Administrative Assistant 2</td>
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<tr>
<td>03/15/2021</td>
<td>Hired</td>
<td>Sheriff’s Office</td>
<td>Carl Waterstreet</td>
<td>Professional Standards Captain</td>
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<tr>
<td>03/15/2021</td>
<td>Hired</td>
<td>District Attorney</td>
<td>Angela Buren</td>
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<td>Internal Hire</td>
<td>Emergency Management &amp; Communications</td>
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<td>Brianna Franken</td>
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### Transaction Definitions

- **Hired**: Newly hired employees
- **Inactive**: Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
- **Internal Hire**: Candidate selected from another department within the organization
- **Re-Hired**: Former Employees returning to employment in same category as originally hired (Seasonal)
- **Resignation**: Employees submitted correspondence indicating they are leaving employment and not retirement eligible
- **Retirement**: Employees qualified to retire because of “eligible years of service” or “eligible retirement age”
- **Termination**: Employer terminates employment with employee (includes layoff)
- **Intro**: Completion of introduction period
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**TOTAL:** $372.55

I hereby approve payment of the monthly bills for the **CHILD SUPPORT ENFORCEMENT AGENCY** as listed on this document.

Date: ______________________

_____________________________________
Chairman
Administrative Services Committee
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* = Prior Fiscal Year Activity
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**Payment Date Range:** 02/01/21 - 02/28/21  
**Report By Department:** Batch - Vendor - Invoice  
**Summary Listing**

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<th>Invoice Date</th>
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<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
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Run by Amanda Sawdo on 03/09/2021 11:07:51 AM
## COUNTY BOARD or OTHER VOUCHERS:

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## County Administrator Vouchers:

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## Transportation Vouchers:

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**TOTAL:** $76,274.33
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**Grand Totals**

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Report By Department - Batch - Vendor - Invoice Summary Listing

Run by Jennifer Moeller on 02/23/2021 12:35:08 PM
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<th>G/L Date</th>
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25 Court Systems

Grand Totals

Invoices 7

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**Department:** 25 - Court Systems

**Vendor:**
- 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY
- 6197 - HOLLY M JEWELL
- 14126 - LINDA WIEGAND
- 8710 - MARTINSON LAW OFFICES
- 3629 - PRIBYL LAW S.C.
- 2669 - WI JUVENILE COURT CLERKS ASSN
- 5999 - WISCONSIN DOCUMENT IMAGING

**Sub-Department:** 25 Court Systems

**Report By Department - Batch - Vendor - Invoice Summary Listing**

**Accounts Payable Invoice Report**

G/L Date Range: 03/05/21 - 03/05/21
## Accounts Payable Invoice Report

**G/L Date Range** 03/05/21 - 03/05/21  
**Report By Department - Batch - Vendor - Invoice Summary Listing**

### Summary Listing

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### Grand Totals

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## DOOR COUNTY DISTRICT ATTORNEY’S OFFICE
### VOUCHER LISTING:

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**TOTAL:** $1,051.87

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

Dated:___________________

______________________________
Chairman
Administrative Services Committee
## Accounts Payable Invoice Report

**Payment Date Range**: 02/12/21 - 03/09/21  
**Report By Department** - Batch - Vendor - Invoice

### Summary Listing

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<tbody>
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<td>44 - Human Resources</td>
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Run by Amanda Sawdo on 03/09/2021 11:12:13 AM
# Accounts Payable Invoice Report

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**Report By Department:** Batch  
**Vendor:** Invoice  
**Summary Listing**

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Grand Totals

Invoices 13

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**TOTAL:** $76.65

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

Date: ____________________________

David Lienau, Chairman
Administrative Committee