AGENDA
1. Call Meeting to Order
2. Establish a Quorum – Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of March 16, 2021 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
   ◆ County Board
      ♦ §59.11(1)(c), Wis. Stats. Organizational Meeting
      ♦ Proposed Changes to Rules of Order (See Agenda Packet)
         ♦ Rule of Order 5. Agenda
         ♦ Rule of Order 8. A. Regular Meeting Agenda 5. Correspondence
         ♦ Rule of Order 13 Consent to Speak
         ♦ Rule of Order 15. Motions
         ♦ Rule of Order 27. Public Addressing Board, B. Public Comment
      ♦ Legislative Committee Duties
      ♦ Agenda Order
      ♦ Self-Organized County Options
      ♦ Post COVID-19 Virtual Meetings (e.g., Teleconference, Videoconference, Internet-Based) Versus In-Person
   ◆ County Administrator
      ♦ COVID-19
      ♦ Door County Government Operations
      ♦ 2020 Carryover – General Finance Special Projects Wage Plan
      ♦ Transportation Program Update
      ♦ Acceptance of Wis DOA – DEHCR 2021 CDBG Award for CL-HSG Project
      ♦ Adoption of Written Procurement / Purchasing Procedures – Wis DOA – DEHCR 2021 CDBG Award for CL-HSG Project
   ◆ Corporation Counsel
      ♦ Thomson Reuters Westlaw Subscription Renewal
      ♦ “Navis et. al. vs- Door County BOA, et. al.” Wis Ct of App’s Decision
   ◆ Human Resources
      ♦ 2020 Annual Budget Report
      ♦ Request to Refill – Administrative Assistant 1 – Register in Probate
      ♦ Request to Refill – Captain – Emergency Services
      ♦ Request to Refill – Network Technician – Technology Services
      ♦ Request to Refill – Security Sergeant – Sheriff’s Office
      ♦ 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, May 18, 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:
Please click the link below to join: https://zoom.us/j/97245979664?pwd=TkV2Undub0dXOTFmKzEzRUtkNVgzQT09
Passcode: 727879
Or by Phone:
Dial: 1-312-626-6799
Webinar ID: 972 4597 9664
Call Meeting to Order
The Tuesday, March 16, 2021 Administrative Committee Meeting was called to order at 9:00 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, and Richard Virlee. Joel Gunnlaugsson joined the meeting virtually at 9:54 a.m.

Others present: Supervisor Bob Bultman, Administrator Ken Pabich, Corporation Counsel Grant Thomas, HR Director Kelly Hendee, Transportation Manager Pam Busch, Public, and County Clerk Jill Lau. Staff and Public attended virtually.

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

Approve Minutes of February 16, 2021 Regular Administrative Committee Meeting
Motion by Fisher, seconded by Virlee to approve the minutes of the February 16, 2021 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence
No correspondence was presented.

Public Comment
The following persons commented:
- Dave Allen, 3541 N Duluth Ave, Unit 19

Old Business
No old business was presented.

New Business (Review / Action)
County Administrator
COVID-19
Emergency Management Director Dan Kane provided an update to the committee: COVID numbers continue to look good for the county; vaccine clinics are working well and vaccine availability is expected to increase substantially over the next month. The County is in the top 5 for vaccine rollout in the state. The wait list has decreased to approximately 100 – 200 persons. A clinic is planned on Washington Island next week. A separate vaccine allocation for teachers will begin tomorrow.

Administrator Pabich announced with the latest Federal Stimulus package the county is anticipating receiving approximately $5.3M. There will be specific rules as to how the funds can be used.

Door County Government Operations
Administrator Pabich reported, internally, staff is comfortable with beginning to open the buildings with an emphasis on by appointment or virtually where possible. April 1 will be a transitional opening; doors will be unlocked and the workforce will be required to be in the building at least 50% of the time. Will reconsider in April about what May will look like.
Transportation Program Update
Transportation Manager Pam Busch presented a PowerPoint outlining services, 2020 accomplishments, 2020 budget summary, 2021 projected budget summary, and 2021 goals.

Corporation Counsel
February 24, 2021 Knowles-Nelson Stewardship Program Notice Per Sec. 23.0917(5t) Wis. Stats.
CC Thomas reviewed information included in the meeting packet regarding 43 acres in the Town of Clay Banks. This serves as an FYI.

Ordinance 2021-__ - Invoking the Authority of §59.10(1), Wis. Stats. to be a Self-Organized County
CC Thomas reviewed the draft resolution which would allow Door County to be a self-organized county.

Motion by Austad, seconded by Kohout to approve the draft resolution and pass it on to County Board. Supervisor Fisher requested more information and discussion. The ordinance allows an opportunity, gives the county tools, but does not force anything to change. Motion carried by voice vote.

Intergovernmental Agreement with the City of Sturgeon Bay – CTH U Improvements
CC Thomas reviewed information included in the meeting packet. This is the county’s standard Intergovernmental Agreement. The agreement does not need to go before County Board. The Highway & Airport Committee has already reviewed and approved. The City and the County are combining their efforts to work on a project together (County U and State Highway 42-57 intersection); this Intergovernmental Agreement will allow that.

Motion by Fisher, seconded by Austad to approve the Intergovernmental Agreement with the City of Sturgeon Bay. Motion carried by voice vote.

§59.11(1)(c), Wis. Stats. Organizational Meeting
Rules of Order
CC Thomas noted the Board has the opportunity at the re-organizational meeting to make changes to the Rules of Order. If Supervisors have any suggested changes they should contact County Board Chairman Lienau, Administrator Pabich, or CC Thomas. Chairman Lienau would like a rule to address correspondence. old business on agendas was reviewed; CC Thomas noted if there is no old business it can be removed from an agenda. Rules to address virtual attendance/continued virtual meetings both for board and committee members and public.

“Friends of the Forestville Dam, et al vs Door County” Door County Case # 2021-CV-5
CC Thomas reported that County Mutual has deemed this to be covered by insurance. They will appoint a law firm to assist the county in the defense of the case.

Supervisor Gunnlaugsson joined the meeting virtually at 9:54 a.m.

Human Resources
Request to Refill – Patrol Superintendent & Subsequent Vacancies
Motion by Fisher, seconded by Robillard to approve the request to refill the Patrol Superintendent and all subsequent vacancies. Motion carried by voice vote.

Request to Refill – Registered Sanitarian/Health Educator
Motion by Kohout, seconded by Gunnlaugsson to approve the request to refill the Registered Sanitarian/Health Educator position. Motion carried by voice vote.

Personnel Transactions
Reviewed. Supervisor Kohout requested an update on the hiring of the Mental Health Deputy; HR Director Hendee noted the County is in the process of recruiting for the position.

County Board
Resolution - Proclamation: Travel & Tourism Week
Administrator Pabich reviewed the draft resolution included in the meeting packet. This is an annual resolution provided through Destination Door County.
Motion by Fisher, seconded by Robillard to approve the draft resolution and send it on to County Board. Motion carried by voice vote.

Diversity, Equity & Inclusion - Continuing Education
Chairman Lienau questioned if the board members feel there has been enough education or if more is needed prior to moving forward on a resolution. Supervisor Kohout suggested bringing in additional speakers to assist the County with how to move forward, next steps, process.

Resolution No. 2020-86 - Racism is a Public Health Crisis
A new draft resolution was distributed to committee members and was reviewed.

The committee recessed at 10:06 a.m. and reconvened at 10:17 a.m.

Administrator Pabich presented the background of the progress on the resolution. The original draft resolution, previously presented, was somewhat of a boilerplate resolution with additional input and great discussion from the Legislative Committee. Reflecting back on where we are trying to go and what our objective is, using the County’s mission and vision statements, a new resolution was drafted and is focused on Door County issues. The new draft will hopefully allow better and more valuable discussions along with building consensus among the Board. Discussion followed.

Motion by Austad, seconded by Fisher to approve the second draft resolution and pass it on to County Board. Discussion regarding the resolution not including the word equity. Legislative Chair Bultman provided input and suggestions as a first glance today. Discussion followed. Motion carried by voice vote.

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, April 13, 2021 – 1:00 p.m.

Meeting Per Diem Code
316.

Adjourn
Motion by Fisher, seconded by Robillard to adjourn. Time 10:39 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk
Rules of Order

GOVERNING THE DOOR COUNTY BOARD OF SUPERVISORS

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 as 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. - VI. Effective April 17, 2018 (Per Resolution 2017-70)]

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; and
   g) the biennial Door/Kewaunee County Legislative Days.
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.
DUTIES OF COMMITTEES

Adopted November 10, 2020

PREAMBLE

The principal purpose here is to delineate, without limitation by reason of enumeration herein, the primary roles, responsibilities, and authority of Door County’s committees, commissions, and boards.

In any county that has a county administrator:

- The county administrator is the chief administrative officer of the county, and coordinates and directs all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in elected officers (See: Section 59.18 Wisconsin Statutes).

- The various county committees, commissions, and boards are policy making bodies only, determining the broad outlines and principles governing such administrative and management powers.

One objective here is to define and strike a balance between the administrative and management functions and policy making function of county government.

References to the Wisconsin Statutes or Wisconsin Administrative Code are to those in full force and effect on the date this document is approved or as thereafter amended or revised.

This document is subject and subordinate to the Wisconsin Statutes and Wisconsin Administrative Code.

FISCAL MATTERS APPLICABLE TO ALL COMMITTEES

1. Annual Budget

The County Administrator and Finance Director will, annually, prepare a proposed budget for submission to the Finance Committee. The Finance Committee will review and approve or modify and approve the proposed budget, and then refer the same (in relevant part) to each departmental oversight committee. The oversight committees will review and approve or modify and approve the proposed budget, and refer the same to the Finance Committee. The Finance Committee will report the final proposed budget to County Board for consideration and action in accordance with Section 65.90 Wisconsin Statutes.

2. Capital Improvements ("C.I.P.")

Each oversight committee is responsible for reviewing and approving all capital item requests, those that pertain to the CIP, prior to the departments submitting them for inclusion in the proposed CIP.

3. Payment Vouchers ("PV")

Each oversight committee is empowered to review all proper claims and expenses for the departments.

4. Contracts / Agreements

Contracts with a term greater than 1 year shall be approved by the oversight committee. Contracts with terms over 3 years or that were not part of the approved budget shall be recommended for approval to Finance Committee and the County Board.
DUTIES OF STANDING COMMITTEES

(7) Administrative Committee
Oversight for: Administrator, Corporation Counsel, Human Resources, Veterans, Child Support, County Clerk, Clerk of Court, Circuit Court and District Attorney

1. Oversight committee for the Administrator, Corporation Counsel, Child Support, Human Resources, County Clerk, Circuit Courts (Judges and Commissioners), Clerk of Courts, District Attorney, Register in Probate, and Veterans Service.
2. To review and (after County Board approval of the same) implement, aid in the enforcement of, and revise (subject to County Board approval) a County wide policy and procedure manual and/or employee handbook.
3. To review and establish or make changes to (subject to County Board approval) wages, benefits, hours, and other conditions of employment for County employees, appointed officials, and elective officers.
4. Review, develop and (after County Board approval of the same) implement and oversee compensation and expense reimbursement of County Supervisors and members of County Boards, Commissions, and Committees.
5. Responsible for position reviews (e.g., refill or reclassification requests) and, in conjunction with the Finance Committee, requests to establish new positions. The latter requests are subject to County Board approval.
6. The Administrative Committee shall have members serve on the Negotiating Team for collective bargaining purposes. In relation to the collective bargaining process, the Negotiating Team will establish goals and parameters, has the discretion (subject to the availability of funds) to retain outside professionals, and may tentatively approve the terms of any agreement reached by the Negotiating Team. Tentative agreements will be submitted to the County Board for ratification.
7. The Negotiating Team consists of the Administrator, Corporation Counsel and Human Resources Director and two members (and one alternate member) from the Administrative Committee. The Negotiating Team will provide periodic status updates to the Administrative Committee.
8. The Administrative Committee is designated as the Grievance Committee under Section 59.26 (8) (b) Wisconsin Statutes. This is an exclusive procedure, and not supplemental to the Section 66.0509 Wisconsin Statutes grievance procedure created by adoption of Resolution No. 2011-75.
9. All out of state travel, for conferences, conventions, seminars, meetings, or training, is subject to prior approval by the County Administrator. Each departmental oversight committee and the Administrative Committee shall be advised of any such approval.
10. Carry out any other policy making functions not assumed by any other board, commission or committee.

(5) Committee on Agriculture and Extension Education
Oversight for UW-Extension Department.

1. To serve as the committee on agriculture and extension education consistent with Section 59.56(3) Wisconsin Statutes.
2. Enter into joint employment agreements with the University Extension or with other counties and the University Extension for the employment of County Agents, with power to dismiss.
3. Act in an administrative and advisory capacity in all matters relating to the offices, duties, programs and activities of the various branches of the University Extension Department of the County.
4. Cooperate with other County departments, area or district activities and personnel and University Extension in those programs considered important to the economy of Door County.
5. Act as liaison between the Extension Office and the County Board and in that capacity confer with the department on a regular basis.
6. Extension work provided for in an act of congress that was approved on May 8, 1914 (38 Stat. 372) and all acts supplementary thereto.
7. Any other extension work that is authorized by local, state or federal legislation, including assistance with, providing for, and conducting the County Fair.
(7) Facilities and Parks Committee
Oversight of County Facilities and Parks

1. Serve as oversight committee of buildings and grounds of the County and the departments responsible for their operation, if not designated to another committee, to include Government Center, Justice Center, Library, Museum, Highway, John Miles Park, Door County ADRC and Emergency Services, Veterans Memorial, and all County Parks.

2. Serve as oversight committee for all County Parks in a manner that is generally consistent with Sections 27.02-27.075 Wisconsin Statutes.

3. Acquire and hold, lease or rent, convey real and personal property for public uses or purposes as authorized by the County Board.

4. Oversight for the purchase of all vehicles, building machinery and equipment, unless specifically delegated to another committee or department.

5. Oversight of all repair, maintenance and remodeling of County owned buildings, including government surplus property.

6. Oversight of new construction on all county owned property, unless specifically delegated to another committee.

7. Authorized to lease or rent unused space in County facilities.

8. Oversight of all County machinery and equipment not designated to another committee or department.

9. Authorize the sale, trade or disposal of all surplus obsolete equipment and machinery deemed no longer useful to the County.

10. Authorize the sale, trade or disposal of all surplus or obsolete real or personal property following County policy.

11. Provide general oversight of, and through the Fair Board and Fair Officers, provide for and conduct the Door county Fair. The Forgoing is subject to the regulations set forth in Sections 59.56(14) and 93.23 Wisconsin Statues, and Chapter ATCP 160 Wisconsin Administrative Code.

(7) Finance Committee
Oversight for Finance Department and Treasurer

1. To serve as the standing finance committee for all purposes, including those set forth in Section 65.90 Wisconsin Statutes.

2. To carry out the financial policy of the County as established in the County Budget, Board Ordinance and Resolutions; and make recommendations as to the interpretation and administration of such policy.

3. To receive and direct financial audits in conjunction with information from the Finance Director and County Administrator. Committees are to be informed of any special audits. The Finance Committee has the authority to request audits of all departments at any time. The Finance Committee further has the authority to accept the recommendations from the Finance Director and County Administrator in selecting who will conduct an audit.

4. To review, on a monthly basis, several key financial reports for Door County. These reports shall include the current status of Door County’s investments, its unassigned fund balance, its contingency accounts, its health benefits fund, its workers compensation fund, and such other reports as the Finance Committee shall from time to time request. The annual budget, prepared by the County Administrator and Finance Director, shall be presented to the Finance Committee by the County Administrator. The Finance Committee shall then approve or modify budgetary provisions and pass the proposal on to the Oversight Committees. The Oversight Committees shall then be able to make changes to the proposed budget before passing it back to the Finance Committee. The Finance Committee must then send the final proposed document to the County Board for adoption.

5. To manage and dispose of delinquent real estate acquired by the County pursuant to Chapter 75 Wisconsin Statutes and applicable County Code.

6. Oversee the County Treasurer regarding collection of delinquent taxes including recovery of delinquent taxes and other costs against persons as provided in Section 74.53 Wisconsin Statutes, foreclosure of tax liens by action In Rem under Section 75.521 Wisconsin Statutes, and sale of tax delinquent real estate pursuant to Section 75.69 Wisconsin Statutes.

7. Serve as liaison between the Door County Economic Development Corporation and County Board.

8. General oversight of dog licenses and fees and humane society or other organization designated to provide a pound for collecting, caring for, and disposing of dogs as provided in Chapter 174 Wisconsin Statutes.
(5) Highway & Airport Committee (Section 83.015 Wisconsin Statutes)
Oversight for Highway & Airport Department

1. An elective body, consistent with Section 83.015(1) Wisconsin Statutes
2. The policy-making body, charged with determining the broad outlines and principles governing administration of the county highway department.
3. Possessed of powers and duties as set forth in Section 83.015(2) (a) & (b) Wisconsin Statutes.
4. Oversee the cost accounting system as set forth in Section 83.015(3) (a) – (d) Wisconsin Statutes.
5. Oversee the solid waste management and/or recycling or resource recovery as directed by the County Board, consistent with Sections 59.70(2) & (3) Wisconsin Statutes. This includes exercising the authority and assuming the duties of the solid waste management board (See: Door County Ordinance 2-82 and Chapter 22, Door County Code).
6. May review and countenance the Highway Department’s Annual Report, prior to its submission to the County Board.
7. Act as a liaison between the County Highway & Airport Department and County Board.
8. Serve as oversight committee for Cherryland Airport.
9. Enter into leases, rental and contractual agreements with all parties as authorized by the County Board.
10. Authorize all new construction with regard to the Airport as approved by the County Board.
11. Oversight for the purchase of vehicles and equipment for the operation of the Airport.

(5) Legislative Committee
(Created per Resolution 32-99; Duties established by Resolution 41-99; modified 11/10/2020 at County Board)

1. Study all matters of legislative nature submitted by County Board members, departments and/or community sources;
2. Draft resolutions deemed to be of merit to the County, provide notice to potentially affected boards and committees, and submit to County Board for determination of action to be taken;
3. Review all Resolutions received from other counties and refer to appropriate committees for recommendation as to action of the County Board;
4. Review legislative material received through WI Counties Association and recommend to County Board the position of Door County on the same;
5. Review and/or submit legislative material for the Door/Kewaunee Legislative Days.
6. Meet as often as necessary to review all matters received and present items for County Board action.
7. Annually forward resolutions to be considered by the WI Counties Association.
8. Serve as a liaison to our state and federal legislators on positions which the Door County Board may choose to take.

(3) County Ambassadors
(Created at the County Board’s April 21, 2020 § Sec. 59.11(1)(c), Wis. Stats. Organizational Meeting)

1. Serve as County Ambassadors for the Wisconsin Counties Association Ambassador Program;
2. Work with the Legislative Committee and Department heads on issues the impact the County at the State and Federal level.
3. Help promote the issues developed as part of Door / Kewaunee Legislative Days.

(5) Museum Committee
Oversight for the Door County Historical Museum

1. Oversight of the Door County Historical Museum
2. To serve as liaison between the Museum and the County Board.
3. Review and authorize rules for their operations.
4. Endeavor to cooperate with other local historic groups to foster the history of Door County.
(7) Public Safety Committee

Oversight for Emergency Services (Chapter 256, Wisconsin Statutes), Emergency Management (Chapter 323, Wisconsin Statutes), and County Law Enforcement Agency (Chapters 59 and 302, Wisconsin Statutes).

1. Responsible for the general oversight of County’s law enforcement agency, emergency medical services program, public-safety communications, and emergency management consistent with the applicable statutory and administrative code provisions.

2. Serve as the liaison between the Sheriff’s Department and County Board, the Emergency Services Department and County Board, and Emergency Management and (Public Safety) Communications Department and County Board.

3. Encourage and facilitate the establishment and maintenance of relationships and cooperation (including mutual aid and assistance agreements) with other municipalities (e.g., counties, cities, towns and villages) with respect to law enforcement, public-safety communications, emergency medical services, and emergency management.

4. General oversight of the acquisition, maintenance and repair of vehicles and other equipment necessary for the operation of emergency services, emergency management and law enforcement consistent with the annual budget.

5. Work collaboratively with the Sheriff regarding the authority and responsibilities of the Humane Officer(s) and Humane Society consistent with Chapters 173 & 174, Wisconsin Statutes.

6. Periodic review of year to date expenditures and revenue to ensure the same are in line with the annual budget.

7. Review of audit(s) and annual reports.

(5) Resource Planning Committee

Oversight for the Land Use Services Department

1. Designated as Door County’s planning and zoning committee, consistent with Section 59.69(2), Wisconsin Statutes.

2. A policy-making body, determining the broad outlines and principles governing administration of the Land Use Services Department. Among other things, the Land Use Services Department:
   a. Is designated as Door County’s planning and zoning agency consistent with Section 59.69(2), Wisconsin Statutes.
   b. Is responsible for the private onsite wastewater treatment systems program, back-up to the registered sanitarian, functions and duties of the real property lister, development and maintenance of geographic information systems, functions and duties of the land information office, and administration of the county addressing program.

3. The liaison between the Land Use Services Department and County Board.

(5) Risk Management Committee

(Created per Resolution 2012-36; Duties established by Resolution 2012-51)

1. Assess, on an ongoing basis, the current state of the County’s risks.

2. Determine whether the County has the appropriate strategies and capabilities in place to manage and ameliorate these risks, and recommend changes accordingly.

3. Acquire the necessary Insurance Knowledge and Aptitude, Including:
   a. Types of Insurance Coverage:
      i. General Liability;
      ii. Personal Injury Liability;
      iii. Discrimination;
      iv. Civil Rights Violations;
      v. Employment Related Actions;
      vi. Automobile Liability:
         1. underinsured motorist coverage; and
2. uninsured motorist coverage.

vii. Law Enforcement Liability;
viii. Public Officials’ Errors And Omissions Liability;
ix. Property Insurance;
x. Environmental;
xi. Health Insurance;
xii. Stop-Loss or Excess;
ixiii. Unemployment; and
xiv. Worker's Compensation.
b. Conditions, Exclusions, and Limitations of Liability.
c. Related Services & Resources
   i. Claims Management
   ii. Loss Prevention
   iii. Policy, Procedure, & Protocol Review
   iv. Pre-Claims Loss Control
   v. Training
   vi. Underwriting

4. Respond to the Changing Insurance Coverage Needs of the County.
5. Maintain Official Bonds - County Officials
6. Financial Management: Adhere to fiscally sound and prudent business practices when reviewing, and
   renewing or purchasing, insurance coverage. To the extent feasible, make sure that appropriate resources
   are available and allocated to effectively address County's risks. Ensure that the continued financial strength
   and stability of the County are not threatened by known or anticipated emerging risks.
7. Recommend plans, policies, procedures, and protocols on risk and insurance management as deemed
   appropriate, then attempt to ensure that such are incorporated in priority setting, planning and decision
   making throughout the County.

(7) Sustainability Committee
(Created at the County Board's April 21, 2020 § Sec. 59.11(1)(c), Wis. Stats. Organizational
Meeting – No Direct Oversight – County Administration Serves as Liaison)

1. Study all matters of potential sustainable nature referred by County Board members, departments and/or
   community sources;
2. Draft Resolutions deemed to be of merit to the County, provide notice to potentially affected boards and
   committees, and submit to County Board for determination of action to be taken;
3. Meet as often as necessary to review all matters received and present items for County Board action.
4. Meet the requirements for maintaining the County as a WI DNR Green Tier Community;
5. Provide guidance to the County Board to meet the objectives of being a Green Tier Community;
6. Annually complete the Green Tier assessment and provide to the WI DNR.

(7) Technology Services
Oversight for: Technology Services Department, Register of Deeds.
Also oversight to the Communications Advisory Technical Subcommittee (CATS).

1. To develop policies for all data processing, communication and information management functions of the
   County.
2. Review technology decisions with recommendation to the Finance Committee and County Board.
3. Insure the efficient and necessary use of County technology to render services to county departments and
   taxpayers.
4. Insure that adequate technology services are available to County Departments. Confer with them regarding
   the operation of their offices and/or departments.
5. Review the annual County technology outlay and maintenance budget. Recommend approval of such
   budget to Finance Committee and County Board as necessary.
6. Oversight for the Public Safety technology and associated wireless communications systems that interface
   with the dispatch functions supported by the County of Door.
7. Oversight for the County fiber networks.
8. Oversight to the County community area network and resource sharing.
9. Oversight to the Communications Advisory Technical Subcommittee (CATS).
DUTIES OF STATUTORY COMMITTEES

(9) Health and Human Services Board
Oversight for Health and Human Services Department

1. The Human Services Board was initially created by adoption of Resolution Number 2012-87 on December 11, 2012. Its title and duties were changed by adoption of Resolution Number 2018-85 on December 18, 2018 and Resolution Number 2020-40 adopted on April 21, 2020. The powers and duties of the Health and Human Services Board are as set forth in Sections 46.23 & 251.04, Wisconsin Statutes.

(7) Land Conservation Committee
Oversight for Soil & Water Conservation Department

1. To serve as the land conservation committee pursuant to Sections 92.06 & 92.07 Wisconsin Statutes.
2. May carry out the powers and perform the duties the powers delegated to the land conservation committee subject to the approval of the county board.
3. These powers and duties include:
   a. May develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution.
   b. May distribute and allocate federal, state and county funds made available to the committee for cost-sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, to determine the methods of allocating these funds.
   c. May encourage research and educational, informational and public service programs, advise the university of Wisconsin system on educational needs and assist the university of Wisconsin system and the department in implementing educational programs under Sections 36.25(7), 59.56(3) and 92.05 Wisconsin Statutes.
   d. May carry out preventive and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventive and control measures and works of improvement may include, but are not limited to, changes in the use of land and use of engineering operations such as terraces, terrace outlets, desilting basins, floodwater retarding structures, floodways, dikes and ponds, methods of cultivation and the growing of vegetation. These preventive and control measures and works of improvement may be carried out on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.
   e. May, in the name of the county, may cooperate with, enter into agreements with, or furnish financial, technical, planning or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvement for flood prevention or for the conservation, development, utilization and protection of soil and water resources within the county.
   f. May provide assistance to and cooperate with the department of transportation as requested under Section 85.195 Wisconsin Statutes.
   g. May, in the name of the county, may obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property or rights or interests in property or in water. A land conservation committee may maintain, administer and improve any properties acquired. A land conservation committee may receive income from these properties on behalf of the county and may expend this income in carrying out the purposes and provisions of this chapter. A land conservation committee may sell, lease or otherwise dispose of the property or interests in property in furtherance of the purposes and the provisions of this chapter.
   h. May make available, on terms it may prescribe, to landowners and land users within the incorporated and unincorporated parts of the county, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings, and other material or equipment which will assist the landowners and land users in carrying on operations upon their lands for the conservation of soil resources, for the prevention and control of soil erosion, for flood prevention, for the conservation, development and utilization of water or for the prevention of nonpoint source water pollution.
i. May construct, improve, operate and maintain structures necessary or convenient for the performance of any of the operations or activities authorized in this Chapter 92 Wisconsin Statutes.

j. May, in the name of the county, acquire, by purchase, lease or otherwise, and administer, any soil conservation, flood prevention, water management or nonpoint source water pollution abatement project or combinations of these projects, and participate in programs concerned with the conservation of natural resources located within the county undertaken by the United States or any of its agencies, or by this state or any of its agencies. May administer, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, flood prevention, water management, water quality improvement, nonpoint source water pollution abatement, erosion control, erosion prevention project or resource conservation program within the county. May act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county. May, on behalf of the county, accept donations, gifts and contributions in money, services, materials or otherwise from any source and use or expend these moneys, services, materials or other contributions in carrying on its operations.

k. Each land conservation committee, in the name of the county, may make and execute contracts and other instruments necessary or convenient to the exercise of its powers.

l. As a condition to extending any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, a land conservation committee may require contributions in money, services, materials or otherwise to any operations conferring the benefits, and may require landowners and land users to enter into and perform agreements or covenants respecting the use of land as will lead to conservation of soil and water resources.

m. Each land conservation committee may enter upon any lands within the county to examine the land and make surveys or plans for soil and water conservation without being liable for trespass in the reasonable performance of these duties. This authorization applies to the land conservation committee members and their agents.

n. May, if and to the extent authorized by the county board, administer and enforce those provisions of ordinances duly enacted.

o. May review and countenance the Soil and Water Conservation Department’s Annual Report, prior to its submission to the County Board.

p. Act as the liaison between the Soil and Water Conservation Department and County Board.

---

**Library Board**

Oversight for the Door County Library & Archives

1. The County’s public library board consistent with Chapter 43 Wisconsin Statutes.

2. The powers and duties of a library board under Chapter 43 Wisconsin Statutes.
Proposed Changes to Rules of Order – Governing the Door County Board of Supervisors

❖ Rule of Order 5. Agenda.
   A. All items to be part of the agenda shall be in possession of the Administrator before noon on the sixth (6th) day prior to the scheduled board session.
   B. Agenda items must be germane to and fall within the County’s statutory authority, responsibilities and roles.

❖ Rule of Order 8. A. Regular Meeting Agenda 5. Correspondence
   *Correspondence included with the agenda packet is limited to matters that are germane to an agenda item and fall within the County’s statutory authority, responsibilities and roles. If pertains to an item on the agenda, must be in possession of the Administrator before noon on the sixth (6th) day prior to the scheduled board session to be included with the agenda packet.

❖ Rule of Order 13. Consent to Speak / Participating in Debate
   A. A member must be recognized by the Chairperson before speaking (e.g., introducing a resolution or ordinance, making a motion, or debating a question).
   B. No member may speak more than twice, or longer than three (3) minutes the first time and two (2) minutes the second time, on the same motion.
   C. No member is entitled to be called on to speak a second time in debate on the same motion until everyone who is seeking recognition has had their first opportunity to speak.
   D. Discussion must be limited to the merits of the specific motion that is being debated, not the general subject.

   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.

❖ Rule of Order 15. Motions.
   A. Motions should be reduced to writing and read by the County Clerk and seconded before debate or vote.
   B. Motions and seconds may be withdrawn prior to amendments by the authors. A motion containing more than one (1) question may be divided.
   C. Motions to Amend:
      1. Must be germane (i.e., closely related to or having bearing on the subject of the thing to be amended). This means that no new subject can be introduced under pretext of being an amendment.
      2. That create a fiscal impact, which is defined as an unbudgeted expense per Sec. 65.90, Wis. Stats.
         a. The item shall be postponed to the next succeeding meeting or,
         b. If the item is timely, requires a 2/3 vote to pass at the same meeting if the fiscal impact can be properly determined, and
         c. The Finance Director or Administrator is to determine whether a proposed amendment has a fiscal impact and, if so, the estimated amount.
      3. If results in substantive change, consideration of the matter may be postponed (until later in the same meeting or the next succeeding meeting).
      4. If adopted, the Administrator or Finance Director will report back at the next succeeding meeting as to any unplanned allocation or consumption of internal (human and other) resources that results from the amendment.

❖ Rule of Order 27. B. Public Addressing the Board
   B. Public comment is limited to matters that are germane to an agenda item and fall within the County’s statutory authority, responsibilities and roles within the jurisdiction of the County Board or its sub-units.
Legislative Committee Duties DRAFT 3-17-21

The goal of the Legislative Committee is to represent Door County’s interests to the state and national governments. To that end they will:

1. Review matters of legislative nature submitted by County Board members, departments, community sources, Wisconsin Counties Association, or from other counties or municipalities to determine whether the matter is:
   a. Important to Door County’s mission.
   b. Appropriate for county government action.
   c. Relevant.
   d. Timely.
   e. Necessary.
   f. Able to be influenced.

2. Refer the matter to the appropriate oversight committee.

3. Consider and plan to implement advocacy strategies for submittal to the approval of the County Board that will:
   a. Benefit the county.
   b. Be in the county’s best interests.
   c. Be likely to be effective.
   d. Be practical.
   e. Be likely to win the County Board’s support.

4. Serve as a liaison to state and federal legislators on positions which the Door County Board may choose to take.

5. Keep the County Board apprised of key issues on which they might choose to advocate as individuals.

6. Review and/or submit legislative material for the Door/Kewaunee Legislative Days.

7. Annually forward resolutions to be considered by the WI Counties Association.

8. Meet as often as necessary to review matters received and present items for County Board action.

Agenda items must be germane to and fall within the County’s statutory authority, responsibilities and roles.
TO:  Administrative Committee
     Finance Committee

FROM:  Ken Pabich, County Administrator
        Kelly Hendee, Human Resources Director

DATE:  April 9, 2021

RE:  2020 Carryover of Funds Request

Background
Under the Finance General Administration budget, we have a line item called Special Projects. For 2020, we had planned to use some of the funds to help with preparation with our negotiations with our represented units. This work was postponed since we budgeted for the Wage Structure Study in 2021.

Analysis:
We are requesting that $10,412 from 2020 Special Project line be carried over to 2021 for use in data collection related to our negotiations with our represented units (and Wage Structure Study if necessary).

Fiscal Impact:
None.

Recommendations:
Approved the request to carry over $10,412 from the Special Projects Finance General Administrative budget from 2020 to 2021.
**Ridership:**
Door County Connect-Door 2 Door Rides provided 5,463 rides in January & February. This is a decrease from last year where 7,065 rides were provided. March numbers have not been received at the time of this report.

Door County Connect (former ADRC service) provided 593 trips last quarter. This is a decrease from last year where 1,195 trips were provided in the first quarter.

**Connector Link:**
- Flexible fixed route that will operate every Wednesday between bus stop sponsors and multi-family residential areas at no cost to the rider.

- Launch Date May 5, 2021.

- Volunteer Drivers and Aides needed. If you or anyone you know may be interested, please contact Pam Busch at 746-5982.

- Bus Stop Sponsors: ADRC, Door County Medical Center, Pick ‘n Save, and Econofoods.

- Residential Stops: Bay Hill, Bay View Terrace, Big Hill, and Orchard Valley Apartments, and through Thunderhill Estates.

**Volunteer Time:**
- Your volunteer time is important to this program and our local match. If you haven’t already, please submit your January through March reports to Pam by April 15.

- Any unpaid time can be tracked as volunteer time. This can include items such as, reading transportation updates, checking media releases/social media/website or talking to staff or constituents about transportation. You can also volunteer as a driver or an aide. Contact Pam if interested.

**Example With Volunteer Time**
- $500,000 expenses ($25,000 of this is volunteer time)
- WisDOT reimbursement at 82% = $475,000
- Local Match $65,000

**Example Without Volunteer Time**
- $475,000 ($0 Volunteer Time)
- WisDOT Reimbursement $389,500
- Local Match $85,500

*Difference is $20,500 in local match and $20,500 WisDOT reimbursement.*
April 1, 2021

David Lienau, County Chair  
Door County  
421 Nebraska Street  
Sturgeon Bay, WI  54235

RE:  County of Door 2021 Community Development Block Grant for CLOSE Housing (CDBG CL-HSG) Project Award and Pre-Agreement Requirements

Dear Chair Lienau:

Thank you for your recent Community Development Block Grant for CLOSE Housing (CDBG CL-HSG) project proposal to rehabilitate a vacant school building to housing units. On behalf of Governor Tony Evers and Secretary Joel Brennan, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to $1,447,131.81 for this CDBG-CL-HSG project.

The U.S. Department of Housing and Urban Development (HUD) provides federal funding to states through the Community Development Block Grant (CDBG) program. Wisconsin uses this federal funding to provide affordable housing, suitable living environments, and expanded economic opportunities for persons with low and moderate incomes.

To ensure that your CDBG Application meets federal HUD regulations and program goals, the DOA Division of Energy, Housing and Community Resources (DEHCR) has reviewed your Grant Application.

The unit of general local government (UGLG) receiving this CDBG award is referred to as the “Grantee” within this letter. Information regarding CDBG requirements and a list of documents that must be submitted to finalize the CDBG Grant Agreement are provided on pages 4-7 of this letter. The Grantee has forty-five (45) days from the date of this letter to sign and return the Acceptance of Award on page 3 and submit the pre-agreement items listed under “Documents Submission” on pages 5-7.

After the Division receives these items, the Grantee will be contacted by the assigned CDBG project representative to further discuss the terms and conditions of this CDBG-CL-HSG award to help ensure the successful administration of this project under HUD guidelines. Certain compliance requirements must be met and the grant agreement must be executed prior to construction starting for the project.
April 1, 2021
Page 2 of 7
County of Door
CDBG-CL-HSG Award Amount: $1,447,131.81

Again, congratulations and thank you for your efforts in helping our communities prosper and maintain a high quality of life for all Wisconsin residents.

Sincerely,

Susan Brown, Division Administrator
Division of Energy, Housing and Community Resources

Attachments: 6

cc: Senator André Jacque, Senate District 1, State of Wisconsin
    Representative Joel Kitchens, Assembly District 1, State of Wisconsin
    Ken Pabich, County Administrator, Door County
    Jill Lau, County Clerk, Door County
    David Pawlisch, Director, Bureau of Community Development, DEHCR
    Kristine Haskin, Budget and Policy Analyst – Advanced, DEHCR
ACCEPTANCE OF WIS DOA CDBG-HSG AWARD

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, By adoption of Resolution No. 2020-115 on December 15, 2020, the Door County Board of Supervisors authorized submission of an application for a Community Development Block Grant for CLOSE Housing (CDBG CL-HSG); and

WHEREAS, On April 1, 2020, Door County (County) received notice from the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) that County is the recipient of a grant award of up to $1,447,131.81; and

WHEREAS, Acceptance of the Wis DOA CDBG-HSG award and related project serves primarily and furthers public purposes, including the development of housing that are affordable to low- and moderate-income persons.

NOW, THEREFORE, BE IT RESOLVED, that the Door County Board of Supervisors does hereby accept the Wis DOA CDBG-HSG award.

BE IT FURTHER RESOLVED, That the Door County Board Chairperson and Door County Clerk are the authorized signatories on behalf of Door County with respect to acceptance of the Wis DOA CDBG-HSG award.

BE IT FURTHER RESOLVED, That the County Administrator or their designee(s) is (are) responsible for administration of, and empowered to take any and all actions necessary to administer, the Wis DOA CDBG-HSG award.

SUBMITTED BY: Administrative Committee

David Lienau, Chairperson

Dan Austad

Ken Fisher

Susan Kohout

Nancy Robillard

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 a resolution that was adopted on the 20th day of April, 2021 by the Door County Board of Supervisors.
PROCUREMENT POLICY
Door County, Wisconsin

This policy applies to purchases and contracts funded in whole or in part with Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) Community Development Block Grant (CDBG) dollars.

It shall be the policy that all equipment, materials, services and/or supplies purchased by, and all public work carried out on behalf of, Door County (“County”) shall be purchased or carried out in a manner that:

➢ Complies with applicable County, Wisconsin and federal laws, policies, procedures, regulations and standards;
➢ Ensures, to the extent practical, that such are procured or carried out in a manner that provides for open and free competition; and
➢ Is as efficient and economical as possible.

County will endeavor to follow the most restrictive of the three (i.e., County, Wisconsin, or Federal) when there are differences.

**Equipment, Materials, Non-Professional Services and Supplies**

Purchases of equipment, materials, non-professional services and supplies require a purchase order issued from the County Administrator or their designee requesting the purchase.

Multiple quotes are, if practical, to be obtained to ensure that the equipment, materials, non-professional services and supplies are being purchased in the most efficient and economic manner reasonably possible.

**Professional Services**

Professional services (e.g., accounting services, architectural services, engineering services, and legal services) are to be procured through a qualifications-based selection process. The primary determinant (provided a fair and reasonable price can be negotiated) is a firm’s or individual’s qualifications. If equally qualified, then the primary determinant is price.

**Public Work**

County will adhere to the competitive (sealed) bid, procedural, and contract requirements set forth in Wisconsin Statutes, including §§59.52(29) & 66.0901 Wis. Stats. relating to public work.

**General Provisions**

County will, to the degree practicable, make reasonable efforts to contract with disadvantaged business enterprises, minority-owned small businesses, women-owned small businesses, and veteran-owned businesses in the procurement process.

County will ensure that contract awards are not made to any person or entity which is debarred or suspended, or is otherwise excluded from or ineligible for participation in County, Wisconsin or Federal programs.
Conflicts of interest (potential, real or apparent) will be addressed as part of procurement and contracting processes. This will be done in accordance with applicable federal (e.g., Code of Federal Regulations), state and county laws and policies.
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ProFlex Products
See Attachment for details

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Minimum Terms
Your subscription is effective upon the date we process your order (“Effective Date”) and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form. You are also responsible for all Excluded Charges as defined below.

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At the end of the Minimum Term, your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase 7% every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

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Applicable Law. If you are a state or local governmental entity, your state’s law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form will be interpreted under Minnesota state law and any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government Customer, United States federal law will apply and any claim may be brought in any federal court.

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**Acknowledgement: Order ID: O-01047215**

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This Order Form will expire and will not be accepted after 5/14/2021.
Attachment

Order ID: Q-01047215

Contact your representative michael.t.johnson@thomsonreuters.com with any questions. Thank you.

Payment Method:
Payment Method: Bill to Account
Account Number: 1000394692

Shipping Information:
Shipping Method: Ground Shipping - U.S. Only

Order Confirmation Contact (#28)
Contact Name: Thomas, Grant
Email: gthomas1@co.dooor.wi.us

eBilling Contact
Contact Name: Grant Thomas
Email: gthomas1@co.dooor.wi.us

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**Charges During Minimum Term**

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing.
Appeal No. 2019AP2282  Cir. Ct. No. 2018CV102

STATE OF WISCONSIN  IN COURT OF APPEALS
DISTRICT III

STATE OF WISCONSIN EX REL. KATHLEEN K. NAVIS,
TERRANCE BRANDNER, MARK MOEDE, HOLLY HEBEL,
WILLIAM SCHUTTE, DONNA SCHUTTE, DONALD R. JERVIS,
DANIEL J. MEUNIER, ANTIONETTE CHRISTENSON, GENE R. BADEAU,
EDMUND V. SCHMIDT and THOMAS RONDEAU,

PETITIONERS-APPELLANTS,

V.

DOOR COUNTY BOARD OF ADJUSTMENT, CARY LAURITZEN
AND CHERIE LAURITZEN,

RESPONDENTS-RESPONDENTS.

APPEAL from an order of the circuit court for Door County:
DAVID L. WEBER, Judge. Affirmed.

Before Stark, P.J., Hruz and Seidl, JJ.
Per curiam opinions may not be cited in any court of this state as precedent or authority, except for the limited purposes specified in Wis. Stat. Rule 809.23(3).

¶1 PER CURIAM. Kathleen Navis, Terrance Brandner, Mark Moede, Holly Hebel, William Schutte, Donna Schutte, Donald Jervis, Daniel Meunier, Antoinette Christenson, Gene Badeau, Edmund Schmidt and Thomas Rondeau (collectively, Navis) appeal from a circuit order that affirmed the grant of a conditional use permit to Cary and Cherie Lauritzen by the Door County Board of Adjustment (the Board). We affirm upon the limited issues available under certiorari review.

BACKGROUND

¶2 The Lauritzen application for a conditional use permit to develop and operate a recreational vehicle campground upon a vacant 21.2-acre parcel of farmland. The proposed development would have 130 campsites; a two-story check-in building containing a store, bathroom, shower and laundry facility; and another building with additional showers and bathrooms.

¶3 The Door County Resource Planning Committee (the Committee) held a public hearing to consider the permit application. The Committee granted the permit subject to sixteen conditions. Over 100 area residents and property owners appealed the Committee’s decision to the Board.

¶4 The Board held a hearing at which objectors raised concerns about: (1) adverse effects of the proposed development on property values; (2) conflict with nearby residential use from noise, dust, and campfire smoke; (3) groundwater contamination from the high-volume septic system; (4) traffic concerns relating to speed, visibility and congestion; (5) safety of pedestrians and
bicyclists traveling between the campground and town; and (6) changing the character of the neighborhood from a quiet area to a tourist destination. The Board denied the appeal, but it modified the permit to include a total of twenty-three conditions.

¶5 Navis next filed an action in the circuit court, seeking review of the Board’s decision pursuant to Wis. Stat. § 59.694(10) (2019-20). The court remanded the matter to the Board to answer two questions relating to the traffic safety conditions in the permit. In response, the Board modified two of the permit conditions. The court then issued a final order affirming the Board’s approval of the modified permit.

¶6 Navis now appeals the circuit court’s decision. She contends: (1) Door County, WI, Comprehensive Zoning Ordinance § 11.04(5)(b) (Sept. 22, 2020) (the Ordinance),¹ establishes minimum criteria an applicant must demonstrate in order to obtain a conditional use permit; (2) applicants carry the burden of proof on all of the criteria set forth in § 11.04(5)(b); (3) the applicants here failed to show the proposed use would not adversely affect property values; (4) the applicants failed to show the proposed use is similar to, and comparable with, other uses in the area; (5) the applicants failed to show the proposed use is consistent with the Door County Comprehensive and Farmland Preservation Plan (the Farmland Preservation Plan); and (6) the applicants failed to show the proposed use provides safe pedestrian access. Rather than summarize the voluminous transcripts and materials submitted to the Board,

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¹ The Door County, WI, Comprehensive Zoning Ordinance is available at https://www.co.door.wi.gov/DocumentCenter/View/3239/CompZoningOrdinance-1.
we will incorporate additional facts relevant to these specific issues in our discussion below.

DISCUSSION

¶7 Judicial review of administrative proceedings by statute is akin to common law certiorari review. See *Williams v. Housing Auth. of the City of Milwaukee*, 2010 WI App 14, ¶10, 323 Wis. 2d 179, 777 N.W.2d 185 (2009). We review the decision of the administrative body rather than that of the circuit court. *Board of Regents v. Dane Cnty. Bd. of Adjustment*, 2000 WI App 211, ¶10, 238 Wis. 2d 810, 618 N.W.2d 537. The scope of our review is limited to considering whether the administrative body: (1) kept within its jurisdiction; (2) proceeded on a correct theory of law; (3) acted in a manner that was not arbitrary, oppressive, or unreasonable based upon its will rather than its judgment; and (4) reached a reasonable conclusion based upon evidence in the record. *Id.*

¶8 As to whether an administrative body proceeded on a correct theory of law, we will independently determine the proper interpretation of an ordinance. *Id.*, ¶11. An administrative body proceeds on a correct theory of law when it relies on the applicable ordinances and cases and applies them properly. *Edward Kraemer & Sons v. Sauk Cnty. Bd. of Adjustment*, 183 Wis. 2d 1, 8-9, 515 N.W.2d 256 (1994). As to the demonstration of a rational, nonarbitrary basis for judgment, the administrative body’s “reasoning need not be embodied in a written decision as long as it is reflected in a transcript of the proceedings.” *Lamar Cent. Outdoor, Inc. v. Board of Zoning Appeals of Milwaukee*, 2005 WI 117, ¶3, 284 Wis. 2d 1, 700 N.W.2d 87. As to whether the administrative decision was based upon evidence in the record, we must examine the record for any substantial evidence that supports the administrative body’s determination. *Currie v.*
DILHR, 210 Wis. 2d 380, 387, 565 N.W.2d 253 (Ct. App. 1997). The substantial evidence test does not require a preponderance of the evidence, merely that “reasonable minds could arrive at the same conclusion as the [administrative body]” based on the record before it. Kitten v. DWD, 2002 WI 54, ¶5, 252 Wis. 2d 561, 644 N.W.2d 649. We may not substitute our judgment for that of the administrative body as to the weight or credibility of the evidence on a finding of fact. Advance Die Casting Co. v. LIRC, 154 Wis. 2d 239, 249, 453 N.W.2d 487 (Ct. App. 1989).

¶9 We will structure our discussion of the six issues Navis raises on appeal around the limited questions this court may address on certiorari review. We treat Navis’s arguments regarding the minimum criteria and the burden of proof for obtaining a conditional use permit as a claim that the Board proceeded on an incorrect theory of law. We treat her arguments that four specific criteria were not met as a claim that there was not substantial evidence in the record to support the Board’s decision to grant the permit.

1. Applicable Law for Obtaining a Conditional Use Permit

¶10 We understand Navis to assert that the Board proceeded on an incorrect theory of law by failing to require the Lauritzens to carry the burden of proof on all of the specific criteria in the Ordinance for obtaining a conditional use permit. In particular, Navis contends the Lauritzens were required to demonstrate that the proposed project: (1) would not adversely affect nearby property values; (2) was similar to other uses in the area; (3) was consistent with the Farmland Preservation Plan; and (4) was safe for pedestrians and bicyclists.

¶11 The Ordinance requires the Committee (and ultimately the reviewing Board) to review each permit application for compliance with applicable
procedural requirements and to “determine that the proposed use at the proposed location will not be contrary to the public interest and will not be detrimental or injurious to the public health, public safety and character of the surrounding area.”

DOOR COUNTY, WI, COMPREHENSIVE ZONING ORDINANCE § 11.04(5)(a). The Ordinance continues, in relevant part:

(b) To aid in the review of the proposed project against the above criteria, the Resource Planning Committee shall evaluate the following specific criteria as applicable, but shall not be limited thereto:

1. Whether the proposed project will adversely affect property values in the area.

2. Whether the proposed use is similar to other uses in the area.

3. Whether the proposed project is consistent with the Door County Comprehensive and Farmland Preservation Plan or any officially adopted town plan.

....

8. Provision of safe vehicular and pedestrian access.

Id., § 11.04(5)(b). The burden of proof to demonstrate the specific criteria listed in subsec. (b) lies with the applicant, and an applicant’s failure to satisfy the criteria “may be deemed grounds to deny” the permit. Id., § 11.04(5)(c). In addition, the Committee “may, in approving an application for a conditional use permit, impose such restrictions and conditions that it determines are required to prevent or minimize adverse effects from the proposed use ...” Id., § 11.04(6).

¶12 Navis interprets these provisions as imposing mandatory minimum standards for granting a conditional use permit, on which the applicants bear the burden of proof. That is to say, Navis contends the provisions collectively require
the Board either to deny a permit application if the applicants fail to satisfy the burden of proof on any of the criteria listed in § 11.04(5)(b) of the Ordinance, or to at least impose sufficient conditions on the permit to fully satisfy each criterion. We agree that the applicants bear the burden of proof on each criterion, but we disagree that all of the criteria in subsec. (b) must be fully satisfied before the Board may issue a permit.

¶13 We apply the same rules of interpretation to ordinances as we do to statutes. *Schwegel v. Milwaukee Cnty.*, 2015 WI 12, ¶22, 360 Wis. 2d 654, 859 N.W.2d 78. If the meaning of an ordinance is clear from its plain language, our inquiry ends. *Vilas Cnty. v. Bowler*, 2019 WI App 43, ¶17, 388 Wis. 2d 395, 933 N.W.2d 120. The language in an ordinance is to be “given its common, ordinary and accepted meaning, except that technical or specifically defined words or phrases are given those respective meanings.” *Id.* The language must also be interpreted in the context in which it is used, in relation to surrounding or closely related provisions, so as to avoid absurd or unreasonable results. *Id.*

¶14 In context, it is clear that the specific criteria set forth in § 11.04(5)(b) of the Ordinance are not mandatory minimum requirements that must all be satisfied before the Board may issue a conditional use permit. The Ordinance plainly sets forth two “determin[ations]” the Board must make before issuing a conditional use permit: (1) the proposed use at the proposed location will not be contrary to the public interest; and (2) the proposed use at the proposed location will not be detrimental or injurious to the public health, safety, and character of the surrounding area. The additional specific criteria set forth in § 11.04(5)(b) are to “aid” the Board in “evaluat[ing]” whether to make the two required determinations.
¶15 As a result, an applicant’s failure to carry the burden of proof on any particular criterion in § 11.04(5)(b) of the Ordinance is not dispositive of the required determinations the Board must make. Rather, such a failure “may” be deemed grounds to deny the permit. This language indicates the Board has discretion to determine the applicability and weight to give each of the specified criteria in making its overall assessments of the impact of the proposed use on the public interest and the public health, safety, and welfare of the surrounding area. We reject Navis’s contention that the word “may” should be interpreted as mandatory because the zoning ordinance explicitly defines it as permissive. DOOR COUNTY, WI, COMPREHENSIVE ZONING ORDINANCE § 13.01(5).

¶16 The fact that the Board is authorized to make conditions to “minimize” adverse effects from the proposed use further supports our conclusion that the Ordinance does not require an applicant to prove that there would be no adverse effects related to any of the criteria before the Board can issue a permit. It would be meaningless to give the Board power to minimize adverse effects if an applicant were required to prove that there would be no adverse effects relating to any of the criteria in the first instance. Moreover, unlike the ordinance at issue in Edward Kraemer & Sons, the Ordinance here did not limit the Board’s authority to attach conditions only to “approved applications” that had already satisfied applicable criteria. Cf. Edward Kraemer & Sons, 183 Wis. 2d at 16. Rather, the Board is authorized to impose restrictions or conditions “in approving an application,” meaning that the conditions may be considered as part of the determination as to whether to grant the permit.

¶17 We additionally reject Navis’s argument that any appeal of a conditional use permit would be meaningless if none of the criteria in § 11.04(5)(b) of the Ordinance actually need to be satisfied. The Board’s decision
on a conditional use permit is still subject to the requirements that it not be arbitrary and that it be supported by substantial evidence in the record.

¶18 In sum, Navis does not dispute that the Board discussed and evaluated all of the criteria outlined in § 11.04(5)(b) of the Ordinance—including the four specific criteria challenged by Navis on this appeal. The Board then imposed twenty-three conditions pursuant to § 11.04(6) all of which it deemed necessary to mitigate any adverse effects related to those criteria. Finally, the Board determined, as required by § 11.04(5)(a), that the proposed use at the proposed location would not be contrary to the public interest and would not be detrimental or injurious to the public health, safety, and character of the surrounding area. We conclude the Board relied on the relevant ordinances and applied them properly, thus proceeding on a correct theory of law.

2. Sufficiency of the Evidence

¶19 We next consider whether the evidence before the Board was such that reasonable minds could reach the conclusions that the proposed campground—subject to the twenty-three conditions imposed by the Board—would not be contrary to the public interest and would not be detrimental or injurious to the public health, safety, and character of the surrounding area. Navis does not directly address this question because her arguments are premised on the mistaken theory that there needed to be sufficient evidence presented by the Lauritzens to show that each and every criterion under § 11.04(5)(b) of the Ordinance had been individually and fully satisfied. We will reframe Navis’s arguments as a contention that the Board could not reasonably have reached its decision in light of evidence supporting her view that the proposed campground: (1) would adversely affect property values; (2) was dissimilar to and
incompatible with other uses in the area; (3) was inconsistent with the Farmland Preservation Plan; and (4) was unsafe for pedestrians and bicyclists.

A. Property Values

\[20\] The Board was presented with conflicting opinions regarding the effect that the proposed campground would have on property values.\(^2\) On one hand, Phyllis Zatlin testified that her daughter, a realtor, had told her the project would lower property values. Craig Nelson testified about a study he read that found a high concentration of rental properties in an area (which he analogized to recreational vehicles renting campground space) decreased residential property values by fourteen percent. J.R. Jarosh testified that it was impossible to believe the value of adjacent properties would go up, although he did not think property values in Jacksonport would drop in the long term. Guy Pustaver testified that he could not imagine anyone wanting to purchase a home close to a development that can hold upward of 400 people, barking dogs, and vehicles for up to eight months of the year. Navis’s lawyer, Matthew Fleming, testified to his belief, based on involvement in past cases, that the increased concentration of people, along with the smoke and noise, would decrease nearby property values.

\[21\] On the other hand, Elizabeth LeClair testified that her own business, a lodge, had also brought increased visitors and traffic to the area, but it had resulted in increased property values in the area. Lisa Bley-Bieri, who served on the planning commission, testified that she had recently sold several area

\(^2\) The parties do not raise any objections to the hearsay nature of much of the testimony, or the lack of foundation or explanation as to the occupations of some of the people testifying or testified about. We therefore need not discuss whether the rules of evidence apply to public hearings of this nature.
properties after disclosing plans for the campground. One of the properties was within 1,500 feet of the proposed campground, and a second property was within one mile. Bley-Bieri did not believe there had been an adverse effect from the proposed campground on her ability to sell the properties, and she noted that no one had a crystal ball to show how property values would be affected in the future. Randy Halstead testified that Troy Zachariason had told him that the proposed campground would absolutely not lower property values based upon the example of Monument Point Campground in Egg Harbor. After that campground was built, new home construction began all around it.

¶22 The testimony of LeClair, Bley-Bieri, and Halstead constituted substantial evidence upon which the Board was entitled to rely in making its decision. Reasonable minds could conclude, based on that testimony, that concerns about decreased property values were too speculative to preclude determinations that the proposed campground would not be contrary to the public interest and would not be detrimental or injurious to the public health, safety, and character of the surrounding area.

B. Other Uses in the Area

¶23 The Board was presented with evidence that there were eight other campgrounds between four and eight miles from the Lauritzens’ proposed campground. Navis argues that the Board should not have considered any of those campgrounds as other uses in the area because they were not located in the immediate surrounding area of the proposed site. Consistent with the Ordinance, however, it was well within the Board’s discretion to determine how wide a geographical area to consider in evaluating comparable uses. In addition, the Board could appropriately consider the impact other campgrounds had in their
own immediate areas as analogous to how compatible the Lauritzens’ proposed campground would be with nearby residential properties.

¶24 Moreover, even if the Board had limited itself to considering the properties closest to the proposed site as the appropriate comparison area, it does not follow that the lack of other nearby campgrounds would preclude the conditional use permit. The fact that a particular use may be dissimilar to other uses in the area does not compel the conclusion that it would be incompatible with other uses in the area or—more to the point—that it would detrimental to the public interest.

C. Farmland Preservation Plan

¶25 A staff report by Door County Land Use Services stated that the proposed site was located within the Town of Jacksonport “Core Area,” but it was also designated as “Rural/Agricultural” for future land use under the Farmland Preservation Plan. The Core Area designation in the Farmland Preservation Plan is defined as an area of existing built-up communities and planned expansion areas for potential future development. The Farmland Preservation Plan states that areas designated as Rural/Agricultural for future land use are not planned for nonagricultural use within the next fifteen years. The staff report suggested that agricultural and related operations in these areas should be protected by ensuring development is at low-density levels.

¶26 It appears that the Farmland Preservation Plan may be internally inconsistent, to the extent it designates the property both as part of the Core Area and also Rural/Agricultural. That is, the proposed use may be consistent with the Plan with respect to appropriate uses for the Core Area, but inconsistent with the Plan with respect to appropriate uses for Residential/Agricultural areas.
¶27 We further note that the proposed site is zoned as “Mixed Use Commercial” under the Ordinance. See DOOR COUNTY, WI, COMPREHENSIVE ZONING ORDINANCE § 2.03(17). Campgrounds are identified as permissible conditional uses in Mixed Use Commercial zones. Id., § 2.05(3)(a). The only agricultural uses permissible in Mixed Use Commercial zones are farm markets and greenhouses. Id. No other agricultural uses, including farming, are allowed in Mixed Use Commercial zones. Id.

¶28 We again emphasize that the issue is not whether there was sufficient evidence to prove that the proposed campground was consistent with the Farmland Preservation Plan. Rather, the issue is whether reasonable minds could conclude the proposed campground was not against the public interest, notwithstanding evidence that it may have conflicted to some degree with the Farmland Preservation Plan. We are satisfied that reasonable minds could reach the conclusion that any conflict with the Farmland Preservation Plan was insignificant to the public interest, given the internal inconsistency in the Plan and, in any event, the fact that the land was not zoned for farming.

D. Safe Pedestrian Access

¶29 The permit application stated that vehicular access to the campground would be through an existing driveway connecting to Bagnall Road, and that no sidewalks, paths, or other means of pedestrian access would be provided. Multiple concerns were expressed during the administrative proceedings about the lack of safe pedestrian access to the proposed campground. Navis asserts it was “almost universally agreed” due to a variety of factors—including the speed at which vehicles travel along Bagnall Road, a curve in the road reducing visibility near the entrance driveway, and narrow shoulders—that it
would not be safe for pedestrians to walk along Bagnall Road between the proposed campsite and downtown Jacksonport.

¶30 As a result, the Board imposed two conditions relating to vehicular and pedestrian safety. First:

The applicants shall submit a written petition to the Town of Jacksonport, within 45 days of the issuance of the conditional use permit, requesting the Town enact an ordinance to enforce the prohibition on making a left turn onto Bagnall Road when exiting the campground property. If the applicants fail to timely submit the written petition to the Town of Jacksonport, the conditional use permit will not remain in effect. If the applicants timely submit the written petition to the Town of Jacksonport, but the Town fails to take substantive action within 12 months of the issuance of the conditional use permit, the conditional use permit will remain in effect. The applicants must provide proof to the Door County Land Use Services Department that the written petition was timely submitted.

Second:

The applicants shall submit a written request to the Wisconsin Department of Transportation (WisDOT), within 45 days of the issuance of the conditional use permit, asking the WisDOT to review the proposed development and determine whether any improvements should be made to increase safety of the Bagnall-Road and State Highway 57 intersection. If the applicants fail to timely submit the written request to the WisDOT or the WisDOT fails to provide a substantive written response within 12 months of the issuance of the conditional use permit, the conditional use permit will not remain in effect. The applicants must provide proof to the Door County Land Use Services Department that the written request was timely submitted and that the WisDOT timely acted on the request. If any improvements are recommended or required by the WisDOT, the applicants are responsible for implementation/installation of any improvements recommended or required by the WisDOT and the improvements shall be implemented/installed before the campground is open to the public.
¶31 Reasonable minds could conclude that the access point to the campground would be reasonably safe for pedestrians, and not contrary to public interest, if it complied with those conditions, including following any directives the Wisconsin DOT eventually issued. We conclude that the Board’s decision to grant the conditional use permit was supported by substantial evidence in the record. Accordingly, we affirm.

By the Court.—Order affirmed.

This opinion will not be published. See Wis. Stat. Rule 809.23(1)(b)5. (2019-20).
ANNUAL REPORT
DOOR COUNTY
HUMAN RESOURCES DEPARTMENT

Employees: Name Classification
Kelly Hendee Human Resources Director FT
Michelle Paschke Human Resources Generalist FT
Kayla Jennerjohn Human Resources Assistant FT

MISSION STATEMENT – HUMAN RESOURCES
Door County Human Resources Team is committed to hiring the best qualified candidates, ensuring that everyone has the right tools to operate efficiently, establish sound policies for equitable treatment and provide competitive compensation to generate a positive team culture.

We do this by:

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

SUMMARY OF RESPONSIBILITIES
Human Resources Management/Recruitment and Selection - Attract, screen, select job applicants in coordination with the department head, interview, and conduct thorough backgrounds on candidates selected by department head(s) and support recommend hires. Work with department heads on screening processes to include suggested testing and qualifications.

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

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

Administer benefits. Manage Worker’s Compensation; Wellness and Civil Rights Compliance Plan.

Maintain and direct compensation and benefit programs for employees, including oversight and management of health, dental, vision insurance and other insurance.

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

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

Coach employees, including department heads through challenging employment situations, including conflicts.

Conduct workplace investigations.

GOALS/OBJECTIVES ACHIEVED IN 2020
✓ 2020 provided a unique and challenging situation for all employers with the onset of the Pandemic in March. Human Resources responded promptly to create policy in order to stay in compliance with newly developed federal and state laws, as well as locally driven policy to remain operational. Policy was then virtually implemented, disseminated, and communicated to employees. Valuable resources were provided to employees to assist in coping with the unforeseen situation through the County Employee Resource Program (EAP).
HR was instrumental in managing and identifying saving of over $300,000 in review of The County's prescription drug vendor. The recommended change in vendors was approved. HR successfully rolled out the change in our prescription drug vendor for 2021 by providing education and communications to employees.

HR rolled out the opportunity to electronically manage their benefits during Open Enrollment through our HRIS system.

In 2020 HR maintained the compensation structure; including updates of job descriptions and job analysis.

HR implemented a new training module through Neogov called LEARN, communications and training pursued.

Training for all employees on Anti-Harassment, Bullying, and Inclusion were addressed in 2020.

Assist with restructuring of specific departments to ensure a smooth transition and understanding of positions roles (Land Use Services/Treasurer).

Benefits:
The County continues to appreciate the customer service provided by Auxiant, our third-party administrator for health insurance. The County has requested Account Manager, Stephanie Steger, and Health Payment Systems, to be on site on a quarterly basis (with the exception of COVID we went virtual) to assist County employees with claims administration. To enhance the explanation of benefits provided, other vendors have also been included to provide quarterly presentations, and respond to employee questions. This personal touch has been not only appreciated but welcomed by employees.

To increase knowledge and provide better service from our vendors HR is implementing a new process in which vendors will be on-site or virtual for orientations.

**Recruitment and Selection:**

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<td>Number of Applicants Tested:</td>
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<td>Sheriff &amp; Emergency Svc. Dept.: Internal Postings:</td>
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**Note:** recruitments for seasonal/LTE may include more than one (1) hire; up to 20+ hires for Parks & Highway

**Loss Control & Safety:**

Door County has been pro-active in attempts at keeping our accidents to a minimum. To enhance our loss control and continue to decrease our rates we have committed to continuing our best practices for a safe environment. New in 2021 will be additional trainings offered to all employees through our new training module LEARN.

**KNOWLEDGE SHARING 2020:**

While quickly trying to adapt to a virtual environment, it was a struggle to provide information through training sessions for 2020. We were successful in providing many outlets through our EAP provider for support during the pandemic. Later in the year we tried to provide our bi-annual Anti-harassment training in person, only to be set back with COVID cases on the rise. This is where the County supported a virtual training module through Neogov to address training needs and requirements.

The Human Resources Department continues to sponsor wellness through providing chair massages and supporting the Go365 Program. The Risk Management Committee approved the adoption of Go365, which allows employees to take health into their own hands and work with a program that works with their personal health goals.

**DEPARTMENT BUDGET STATUS**

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ISSUES, CONCERNS AND RESTRAINTS:
Due to an unprecedented year, outside influences and the role they play have had a significant impact on the hiring and employment needs of The County. While unemployment may be very high this year, the economic and social disruption has not encouraged people to look for employment opportunities.

Along with the historical number of open positions, over the next several years The County will experience noteworthy numbers of employee’s retiring, and exiting the workplace, taking with them a great deal of institutional knowledge. With that, HR has noticed a decrease in applicants, especially qualified and/or degreeed. This results in vacant positions remaining open longer, work not getting done — at least as timely as it may once have. Also impacted are the overall efficiencies of departments, which require more time to train and longer periods to learn.

This trend will continue to add stressors and challenges for HR when filling vacant positions.

Trends are identifying what employees are looking for in the workplace today; what was once deemed important say 20 years ago, is not what is driving the workforce today. Take for instance longevity, where people used to be satisfied and stay with an organization for years, has given way to more opportunities and mobility, it’s much easier to move around today.

It is important and encouraged for this organization as a whole and department by department to take a long hard look at how we do business and how we can do things differently, our future success depends it. With employment laws forcing changes to the workplace, restraints on budgets, and the shortage of qualified candidates, one of the most valuable resources needed to conduct business we need to look at alternatives to getting the work done. These issues/concerns will continue to have an impact on not only Human Resources, including available funding of wages and benefits, but compromise the valuable services provided to the citizens of Door County.

The world is a much more competitive place and candidates use this to their advantage, more and more are willing to negotiate wages and benefits, specifically time off and select the employer of choice.

2021 GOALS OF HUMAN RESOURCES:
- Recruit qualified individuals; Retain valuable employees.
- Continued management of the compensation program and continue to provide education on the evaluation process.
- Continue to make quality a part of the way we work, while maintaining a high level of professional Human Resource Services for Door County.
- Enhance Human Resources ability to support the County of Door and its goals and improve the efficiency and effectiveness of Human Resources through the on-boarding process.
- Work with local health care providers to find the carrier that is able to support the County employment needs for pre-employment and post-employment testing.
- Updates to existing policy to include the Handbook and Administrative Manuals. Generate new policy driven by culture and employment law.
- Work with YAP to get the Youth Apprenticeship Program off the ground.
- Begin working with all departments to prepare for 2021 compensation review by reviewing all job descriptions and job analysis.
- Promote and maintain that The County of Door is a great place to work -- professionally and personally.
- Training, development, and education to promote individual success and increase overall value to the organization.

The above summarizes the accomplishments and functions of the Human Resources Department for 2020 and outlines the goals for 2021. Should anyone have any questions about the Department’s function and responsibilities, please don’t hesitate to stop by our office or give us a call at 920/746-2305. It is our pleasure to provide a valuable service to the employees of this organization and the citizens of Door County. Thank you.
Request to Refill Position

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<td>Date Vacant: April 26, 2021</td>
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<tr>
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<td>Date Revised: 01/23/2019</td>
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<td>Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.</td>
</tr>
<tr>
<td>Full Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New position</td>
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<td></td>
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<tr>
<td>Reason for Vacancy:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termination</td>
<td></td>
<td></td>
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<tr>
<td>Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why is the new position more attractive to employee than current one?</td>
<td>The new position is full time.</td>
<td></td>
</tr>
<tr>
<td>Name of Current / Most Recent Incumbent:</td>
<td>Pamela Parks</td>
<td></td>
</tr>
</tbody>
</table>

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

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Jennifer A. Moeller Date March 29, 2021

Financial Information:

Salary Range: $16,165 - $19,03 Is the Position Budgeted: ☒ Yes ☐ No

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

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

☒ Human Resources has performed a position review? (HR initial) 4/2/21 Date

☒ The Job Description has been updated and signed? (HR initial) 4/2/21 Date

Approvals:

County Administrator Date 4/2/21

Administrative Committee Chair Date
To: Kelly Hendee, Director of Human resources

From: Jennifer A. Moeller

Date: March 29, 2021

Re: Request to Refill Administrative Assistant 1 Register in Probate

I was appointed Family Court Commissioner/Register in Probate in February 2011. Prior to my appointment, the county employed a full-time Register in Probate and contracted with an attorney for Family Court Commissioner services. At that time, the Register had part-time assistance that varied based on the work in the office. When the Family Court Commissioner and Register in Probate were combined, the part-time assistance became 20 hours per week.

Although the title includes Register in Probate, this position also supports the Family Court Commissioner. The position is particularly valuable in that regard because the Family Court Commissioner is a court official hearing cases of individuals that contact the office for information. In both family and probate matters, the administrative assistant answers general questions about procedures and process on a daily basis via telephone and in person. The person in this position oversees the office when I am in court or in meetings for family or probate matters. If I am conducting a family hearing, my assistant usually clerks for probate matters on the judges' calendars.

We have always taken pride in the high level of service our office provides. It seems inevitable that the level of service to the public would decline if this position is not refilled. Delays in responding to the public coming to the Justice Center and responding to all other requests seem likely. This position is a fantastic value to the court and the county for the amount we spend in our budget.

Feel free to contact me if there are any questions about this memo. I am willing to appear before the Administrative Committee if that would be helpful.
**County of Door**  
**Administrative Assistant 1 Register in Probate**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Administrative Assistant 1 Register in Probate</th>
<th>Last Revision</th>
<th>09/15/2015</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Circuit Court</td>
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<td>01/01/2017</td>
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<tr>
<td>Division</td>
<td>Register in Probate</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
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<tr>
<td>Report To</td>
<td>Register in Probate/Family Court Commissioner</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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<tr>
<td>Pay Range</td>
<td>D</td>
<td>EEO Code</td>
<td>06 – Office/Clerical</td>
</tr>
</tbody>
</table>

**General Summary**

Under the direction of the Family Court Commissioner/Register in Probate and pursuant to Wisconsin State Statute Section 851.72 (7) provides clerical support and assistance to the Family Court Commissioner/Register in Probate, including all aspects of file management and service to the public as it is related to probate and family court matters. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

**Duties and Responsibilities**

**Essential Job Functions**

1. Sets up files for probate matters and enters data into Wisconsin Circuit Court Automation Program, ("CCAP").
2. Responsible for follow-up on progress of probate and family files, issuing notices, scheduling hearings, and assisting in preparation for hearings.
4. Prepares monthly billings for Probate fees, receipts payments, and reconciles daily receipt reports.
5. Files probate documents, enters data, scans documents, answers telephone, photocopying and faxing.
6. Reviews in detail documents submitted to court in preparation for judge or commissioner review.
7. Provide truthful and accurate written and verbal communications.

**General Job Functions**

1. Assists with annual guardianship accounting mailing, review, and verification of accounts.
2. Process department mail.
3. Assists public with inquiries, filing, and basic probate and divorce procedures.
4. Assists law offices, public agencies and the public regarding probate files and family court matters.
5. Maintains calendar and follows up on events and activities for Register in Probate/Family Court Commissioner, attorneys, social workers, and the public regarding filings and deadlines for estates and annual reviews of placement in guardianship.
6. Orders supplies for department.

**Requirements**

**Training and Experience**

1. High School diploma or equivalent.
County of Door
Administrative Assistant 1 Register in Probate

2. One or more years of work experience in a law office; or in the court system (Probate) preferred; or legal setting preferred.
3. Ability to type a minimum of 50 words per minute determined by a standard keyboard test.

Knowledge, Skills, and Abilities Required

1. Ability to competently operate a computer using Microsoft Office or comparable software, typewriter, mail machine, FAX, scanner.
2. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
3. Ability to prepare and maintain clear, concise records and reports.
4. Ability to maintain confidentiality of information and proceedings.
5. Strong organizational skills to complete work efficiently.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Knowledge of general office procedures, policies, regulations, and terminology.
8. Ability to work with distractions from work due to walk-in or phone-in clients.
9. Ability to work independently and problem solve.
10. Resourcefully providing information in working with the public.

Physical & Working Conditions

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

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

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

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

Approvals:

Jennifer A. Moeller, Register in Probate

Kelly A. Hendee, Human Resources Director

5/12/17

5/10/17
REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

<table>
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<td>Job Class</td>
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<td>Step</td>
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<tr>
<td>Rate</td>
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CHANGE FTE/Hours

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<th>TO</th>
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CHANGE JOB CLASS/STEP

<table>
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<th>TO</th>
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Position Title

Admin 1 Register in Probate

<table>
<thead>
<tr>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Circuit Court</td>
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<tr>
<td>Sub Dept</td>
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Effective Date

6 Mo

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<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
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<td>$18.08</td>
<td>18,854</td>
<td>1,478</td>
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</table>

Dept Head Signature

Finance Director

Date

Disclaimer: This Fiscal Impact does not include Step 2 $17.13, Step 3 $17.60, Step 4 $18.08, or Step 5 $18.55.

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

**Title:** Request to Refill Position

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

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

| Department     | Emergency Services | Position Title: Captain |

<table>
<thead>
<tr>
<th>Position Status:</th>
<th>Currently vacant</th>
<th>Will be vacant</th>
<th>Date Vacant: 03/24/2021</th>
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<td>Full Time</td>
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<tr>
<td>Part Time</td>
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<td></td>
</tr>
<tr>
<td>New position</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hours per week: 40

Reason for Vacancy: Termination

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

- Name of Current / Most Recent Incumbent: Bob Schultz

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

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Aaron LeClair

Date 04/05/2021

### Financial Information:

<table>
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<th>Salary Range:</th>
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Funding Source: Levy % above Grant Funded % Other %

- Fiscal impact, from Finance Department, completed and attached

### HR TO COMPLETE:

<table>
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<th>FLSA Status Exempt</th>
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<tr>
<td>Human Resources has performed a position review?</td>
<td>KH (HR initial) 04/05/2021 Date</td>
</tr>
<tr>
<td>The Job Description has been updated and signed?</td>
<td>KH (HR initial) 04/05/2021 Date</td>
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### Approvals:

- County Administrator: Date 4.5.21

- Administrative Committee Chair: Date
County of Door
Emergency Services Captain

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Emergency Services Captain</th>
<th>Last Revision</th>
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<td>Emergency Services</td>
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<td>Emergency Services Director</td>
<td>FLSA Status</td>
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<td>EEO Code</td>
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<td></td>
<td></td>
<td>02 – Professional</td>
</tr>
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</table>

General Summary

The Emergency Services Captain assists the Director with planning, organizing, implementing, administering and managing operations and programs in the Door County Emergency Services Department. The Emergency Services Captain shall assign and direct subordinates, ensuring all state and federal laws, policies, rules, regulations, orders, procedures and directives are enforced and implemented. Residency within the County is required for this position and in accordance with Resolution 2014-97.

This position requires the ability to exercise independent judgment in meeting numerous and varied emergency situations along with knowledge of existing laws, regulations, and policies in Emergency Medical Services. This is one of two Captain positions responsible for carrying a pager and being ‘on-call’.

Duties and Responsibilities

**Essential Job Functions**

1. **Exercise discretion and independent judgment in oversight of the day-to-day operations of County ES:**
   a. To assign, direct, plan, schedule, and supervise the work of other ES employees (other than a supervisor or confidential, executive, professional or managerial employee);
   b. To participate in, and make recommendations as to, employee performance reviews;
   c. To initiate and participate in investigations and make recommendations regarding discipline (e.g., oral reprimand, written reprimand, suspensions, and discharge) of other ES employees;
   d. To participate in, and make recommendations as to, development and training of other ES employees;
   e. To participate in, and make recommendations as to, hiring of other ES employees;
   f. To participate in, and make recommendations as to, promotions of other ES employees;
   g. To participate in, and make recommendations regarding, the adjustment of employee complaints and grievances;
   h. To participate in, and make recommendations regarding, layoffs and recalls of other ES employees.
   i. To participate in, and make recommendations regarding, the annual budget process; and
   j. If assigned, to fill-in for the Director in her/his absence.

2. Facilitates duties in a safe manner and responds to unsafe activity and conditions as well as reports them to ES Director and addresses any needed discipline actions or investigations. Follows County and department safety procedures, policies, handbooks and requirements and enforces such safety requirements with any assigned personnel.
County of Door
Emergency Services Captain

3. Assists in the planning, acquisition, and evaluation of Department facilities, apparatus and equipment which may include assigned grant or other funding source applications and requests.
4. Complete grant applications. Closely monitor grants to ensure all requirements are adhered to. Maintains records to satisfy audit requirements.
5. Serves in the capacity of ES Command in the Incident Command system during normal or catastrophic incidents.
6. Works with other County and municipal departments during emergency incidents and in preparedness planning as well as other intergovernmental partners and agencies.
7. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Attends and participates in training, conferences and meetings as directed.
2. Assists in assuring department compliance with applicable State, Federal and local laws including regulations for safety.
3. Provides written and/or verbal reports as necessary on projects assigned and areas of responsibility.

Requirements

Training and Experience

1. Associate degree in Business Management, Public Administration or a closely related field from an accredited university or college strongly preferred or commensurate years of experience. Commensurate years of directly related work experience along with training and education may be considered.
2. Extensive knowledge of the principles, standards, and practices of supervision including extensive knowledge of Emergency Services and Rescue service delivery systems.
3. Current valid Wisconsin driver's license required and ability to maintain.
4. Current State of Wisconsin Paramedic certification and ability to maintain; certification is preferred.
5. Three (3) to five (5) years' experience in active 9-1-1 service, required.

Knowledge, Skills, and Abilities Required

1. Ability to complete project assignments and performs assigned areas of responsibility as directed and within a timely manner to meet or exceed required deadlines.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Ability to take command of an incident and make quick and valid decisions.
4. Good knowledge of emergency medical operations including vehicle operating procedures and all related tools and equipment necessary to perform the required duties.
5. Ability to competently operate a computer using Microsoft Office® or comparable software, scanner, copier, and fax.
6. Must have excellent people skills and ability to use tact and courtesy in maintaining an effective working relationships within the team environment, department employees, county supervisors, county officials, and general public.
County of Door
Emergency Services Captain

Physical & Working Conditions

It is the duty of Paramedics to provide emergency medical treatment in all circumstances. Subject to all weather conditions. Must be able to lift a minimum of 100 lbs. with assistance. Paramedics must be able to; effectively perform in all types of weather and environments; confront people who vary from hostile and violent to those that need immediate medical treatment and have a communicable illness or disease which may have potential to harm self. Occasionally operate an ambulance in heavy traffic or on wet and slippery roads; be present at fires, toxic spills, car accidents involving bodily harm are all duties which may present a hazardous situation. The nature of this position places Paramedics in many dangerous and hazardous situations. Extreme caution and use of proven precautionary methods must be used to avoid injury or harm to self. Working "on-call" may be disruptive to domestic relationships and planning.

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

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

Approvals:

[Signature]
Aaron LeClair, Interim Emergency Services Director
Date: 02/20/2015

[Signature]
Kelly A. Hendee, Human Resources Director
Date: 8/20/18
REQUEST FOR FISCAL IMPACT INFORMATION

<table>
<thead>
<tr>
<th>RECLASSIFICATION</th>
<th>CHANGE FTE/Hours</th>
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<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td>CHANGE JOB CLASS/STEP</td>
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<td></td>
<td>From</td>
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Position Title: ES Captain

Effective Date: 6 Mo

Department: Emergency Services
Sub Dept: 

<table>
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<tr>
<th>FTE/Hrs</th>
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<th>2021 TOTAL SALARY</th>
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<th>TOTAL SALARY and Benefits</th>
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<td>44,472</td>
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</table>

Dept Head Signature: [Signature]
Finance Director: [Signature]
Date: 4/6/2023

Disclaimer: This Fiscal Impact does not include Step 2 $32.59, Step 3 $33.49, Step 4 $34.40, or Step 5 $35.30.

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

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

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<tr>
<td>11/19/2014</td>
<td>01/23/2019</td>
<td></td>
</tr>
</tbody>
</table>

## DEPT. HEAD TO COMPLETE:

- **Department:** Technology Services
- **Position Title:** Network Technician II
- **Position Status:**
  - [x] Full Time
  - [ ] Part Time
  - [ ] New position
- **Date Vacant:**
- **Hours per week:** 40

### Reason for Vacancy:
- [ ] Termination
- [ ] Transfer
- [ ] Retirement
- [ ] Resignation

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

**Name of Current / Most Recent Incumbent:** Robert Jorin

---

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

**Completed by:** Jason Rouer
**Date:** 3/24/2021

## Financial Information:

- **Salary Range:** Grade H $23.93 – $27.35
- **Is the Position Budgeted:** [x] Yes
- **Fiscal Impact, from Finance Department, completed and attached**

### Funding Source:
- [x] Levy 100%
- [ ] Grant Funded
- [ ] Other

## HR TO COMPLETE:

- **EEO Technicians (03)**
- **FLSA Status** Non-exempt
- **Human Resources has performed a position review?**
  - [x] KH (HR initial) 3-25-2021 Date
- **The Job Description has been updated and signed?**
  - [x] KH (HR initial) 3-25-2021 Date

## Approvals:

- **County Administrator**
  - [Signature]
  - **Date:** 3-25-21

- **Administrative Committee Chair**
  - [Signature]
  - **Date**
County of Door
Technology Services Department

Division:  
Title:  
Network Technician (Level II)  
Date Created:  
07/06/2017

Report To:  
Technology Svcs. Director
Prepared By:  
Jason Rouer  
Date Revised:  
04/01/2021

Pay Grade:  
H
Reviewed By:  
Kelly Hendee  
Date Approved:  
04/01/2021

FLSA Status:  
Non-Exempt
Employee Group:  
General Municipal Employee
EEO Code:  
03 – Technicians

General Summary
Installs, configures, and troubleshoots networking and microcomputer hardware and software systems, including telephone systems and provides technical assistance and training to users by performing the following essential duties. This position is responsible for on-call rotation. Works independently and in a team setting with the ability to manage and see assigned projects through to completion. This position operates with an intense level of confidentiality and the ability to communicate effectively. Responsible for providing truthful and accurate written and verbal communications.

Duties and Responsibilities

**Essential Job Functions**

1. Performs software/hardware troubleshooting to isolate, diagnose, and correct problems.
2. Installs and maintains a multitude of hardware as required. This includes but is not limited to personal computers (PCs), servers, printers, wired and wireless phones, tablets, and various network components and storage systems.
3. Installs, develops, and maintains various storage including RAID/mirroring/redundancy/replication and NAS/SAN technology.
4. Installs and maintains a multitude of software as required. This includes organization wide such as Microsoft Office and department specific such as Spillman/LandNav/NWS.
5. Installs and maintains various Microsoft related technologies including but not limited to SQL, Exchange, Active Directory, operating systems both desktop and server, terminal server, WSUS, NTFS, and file sharing.
6. Installs, develops, and maintains security including firewall rules, VPNs, remote access, web/e-mail filtration, anti-virus, patching, door control, wireless, ACLs, and proper directory structure with share/file permissions.
7. Installs, maintains, and develops virtual solutions including hypervisors VMWare/Citrix Xen and desktops/applications including XenApp and XenDesktop.
8. Maintains a 24/7 enterprise operation including backup/recovery and participation in our helpdesk. This includes after-hours work taking call rotation and reacting to events/alerts to keep a near 100% uptime environment.
9. Programs switches, firewalls, and routers as needed primarily Cisco.
10. Trains county staff on the proper use of software and hardware.
11. Provides end user setup/onboarding and technical support.
12. Documents various procedures, help requests, and maintains inventory control.
13. Evaluates current hardware and software capabilities and makes recommendations for improvements.
14. Program phone switch and its associated voice mail system (internal or external) for any type of special call features (i.e. call rerouting, call forwarding, hunt groups, voice mail, direct inward dial, and integrated voice mail faxing).
15. Assist as needed in maintenance of all structured wiring used to connect or interconnect clients to the network.
County of Door
Technology Services Department

General Job Functions

1. Performs PC and Network administrative duties as necessary.
2. Coordinates/Communicates with vendors for services, purchases, or service/warranty of their equipment.
3. Inventories and orders computer related supplies.

Requirements

Training and Experience

1. High school diploma along with a minimum of one (1) year of training in data processing, computer software and hardware, and networking. As well as, one (1) year of progressive work experience with personal computers, networking, and Microsoft products or Microsoft Certification.
2. Minimum of one (1) year of experience with PC Client / PC Server computing technologies.
3. Minimum of (1) year of experience working with network hardware and switching methodologies.
4. Must understand standardized or structured network wiring and how to interconnect multiple locations together.
5. Minimum of a two (2) year Associates degree in computer related field strongly preferred or a combination equivalent to experience and training to provide and meet the required knowledge, skills, and abilities may be qualifying.
6. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Knowledge of standard networking concepts such as VLANs, layer 2 and layer 3, routing, VPNs, subnetting, DHCP, DNS, trunks, and packet tagging.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Knowledge, skill and ability to install, maintain, patch or upgrade hardware and software within the global technology environment.
4. Knowledge of corporate/enterprise compute environments including client/server relationship, various topologies, MDF/IDF distributions, security, and high availability.
5. Knowledge of storage SAN/NAS concepts and systems.
7. Knowledge of Microsoft operating systems and enterprise applications.
8. Knowledge of VOIP phone systems especially Cisco.
9. Ability to add, move and change physical clients (PC's, Servers, Printers, Telephones) and add them to the wired or wireless network.
10. Ability to understand the concept of structured wiring and maintain all wiring used to interconnect physical clients to their source servers.
11. Ability to secure clients, servers, and infrastructure utilizing best practice methodologies.
12. Knowledge of how the Internet is used to conduct day to day operations and as a research tool.
13. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
14. Ability to communicate effectively with people having varying degrees of computer knowledge and associated terminology.
15. Ability to document and organize procedures and other information related to technology, and make it available as appropriate.
16. Ability to work independently but also in a team setting to creatively solve problems.
17. Ability to work with private information in a professional and confidential manner.
County of Door  
Technology Services Department

Physical & Working Conditions

Most of the work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walk-in or on the telephone will be encountered.

Much of the work is performed at a desk, working on a computer keyboard/mouse and/or telephone. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 35 lbs. (i.e. paper and equipment). Some of the work is performed in communication closets, MDFs/IDFs, in squad cars, under desks and at various offsite locations, all of which may require working in confined spaces that are not regularly cleaned.

This position will be part of our after-hours helpdesk requiring on-call status on a rotation and also may be required to work outside of normal business hours for projects on an “as needed” basis.

Ability to provide a licensed, insured vehicle for use during working hours to move from facility to facility and transport equipment as needed to meet the needs of the county and city. (County vehicles may also be available, but there are times when no county vehicle is available and the work must still be completed.)

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:

Jason J. Rouer, Technology Services Director  
4/5/2021

Kelly A. Hendee, Human Resources Director  
4/5/2021
### REQUEST FOR FISCAL IMPACT INFORMATION

#### RECLASSIFICATION

<table>
<thead>
<tr>
<th>FTE/Hours</th>
<th>Job Class</th>
<th>Step</th>
<th>Rate</th>
<th>CHANGE FTE/Hours</th>
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<td>From ____________ TO ____________</td>
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<td>CHANGE JOB CLASS/STEP</td>
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#### Position Title
- **Network Technician**

#### Effective Date
- **6 Mo**

#### Department
- **Tech Services**
- **Sub Dept**

#### Salary Information

<table>
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<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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Total Salary and Benefit Decrease: (4,899)

Total Salary and Benefit Increase: 3,274

---

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

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

**DEPT. HEAD TO COMPLETE:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Sheriff’s Office</th>
<th>Position Title: Security Sergeant</th>
</tr>
</thead>
</table>

**Position Status:**
- [x] Currently vacant
- [ ] Will be vacant

**Date Vacant:** 4/1/2021

**Full Time**

**Part Time**

**New position**

**Hours per week:** 1947 hours annually

**Reason for Vacancy:**
- [ ] Termination
- [ ] Transfer
- [x] Retirement
- [ ] Resignation

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

Name of Current / Most Recent Incumbent: Cary Jeanquart

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

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

**Completed by:** Sheriff Tammy A. Stermard  Date 3-26-2021

**Financial Information:**

<table>
<thead>
<tr>
<th>Salary Range:</th>
<th>$30.45 - $36.19</th>
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</table>

**Is the Position Budgeted:**
- [x] Yes
- [ ] No

**Funding Source:**
- [x] Levy % 100
- [ ] Grant Funded %
- [ ] Other %

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

**HR TO COMPLETE:**

- [x] Human Resources has performed a position review? KH (HR initial) 4/7/2021 Date

- [x] The Job Description has been updated and signed? KH (HR initial) 4/7/2021 Date

**Approvals:**

County Administrator

Administrative Committee Chair

Date 4/7/2021
County of Door
Sheriff's Office

<table>
<thead>
<tr>
<th>Division:</th>
<th>Title: Security Sergeant</th>
<th>Date Created: 09/11/2015</th>
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</thead>
<tbody>
<tr>
<td>Report To: Sheriff and / or his / her designee</td>
<td>Prepared By: Sheriff Sternard</td>
<td>Date Revised: 04/07/2021</td>
</tr>
<tr>
<td>Pay Grade: Deputies Assn Grade D</td>
<td>Reviewed By: Kelly Hendee</td>
<td>Date Approved: 04/07/2021</td>
</tr>
<tr>
<td>FLSA Status: Non-Exempt</td>
<td>Employee Group: Represented</td>
<td>EEO Code: 04 – Protective Services</td>
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</table>

General Summary

The Security Sergeant assists the Jail Lieutenant in organizing, implementing, and the daily operations and programs in the Door County Jail. The Security Sergeant shall assign and direct subordinates, ensuring all policies, rules, regulations, orders, procedures and directives are enforced and implemented. Sergeants serve as the first line supervisor under the direct supervision of the Jail Lieutenant, Professional Standards Captain, Chief Deputy, or Sheriff. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected. Responsible for providing truthful and accurate written and verbal communications.

Duties and Responsibilities

**Essential Job Functions**

1. Perform all regular jail related floor duties on assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations as outlined in duty assignment.
2. Provides supervision and interpretation of procedures to subordinate jail staff. Assist in the development, implementation and monitor policies and procedures for jail operations and insure that these are readily available to employees in the jail.
3. Manage and counsel jail staff as required. Assist in developing job descriptions, employee objectives, and perform supervisory employee performance evaluations.
4. Meet with the Jail Lieutenant to discuss policies, procedures, and programs affecting jail operations. Participate as needed to assist with department-wide planning and program development. Attend meetings as required to represent the jail, as requested by the Jail Lieutenant.
5. Assist in researching, planning, organizing and conducting division training as required. Attend training programs as required to keep current on issues affecting jail operations.
6. Assist in developing, monitoring and evaluating the Correctional Training Officer Program for all probationary security deputies.
7. Assist in the management of required programs related to the housing, booking and releasing of inmates. This management ensures that: inmates are informed of jail rules; proper inmate release dates are accomplished; inmates are properly qualified, prior to release on the Huber law program; the correctional facility maintains fire and safety codes as required; and jail responsibilities related to the transportation of inmates are accomplished.
8. Communicate with a variety of agencies and administrators regarding the jail division operations. These communications include: District Attorney’s Office, Public Defender’s Office, State Department of Corrections, United States Bureau of Prisons, members of the clergy, and medical professionals.
County of Door
Sheriff’s Office

9. Assist in monitoring all aspects of contracted services in the division. These contracts include: inmate housing (state and county); inmate food service; inmate laundry inmate; commissary service; inmate health service; and alcohol and drug abuse screening service.

Requirements

Training and Experience

1. High School diploma or equivalent
2. Sixty (60) college credits from an accredited college or university in criminal justice or related field, preferred.
3. Wisconsin law enforcement certified, certifiable or within six (6) months of graduation from an accredited criminal justice related program, preferred.
4. Successful completion of Correction Training Officer (CTO) training and evaluation program within the first twelve (12) months of hire.
5. Current Jail Officer Certification with the State of Wisconsin.
6. Three (3) years full-time jail officer experience.

Knowledge, Skills, and Abilities Required

1. Must be knowledgeable of computer hardware, software and accessories as well as Wisconsin State Statutes and rules and regulations regarding housing of prisoners.
2. Must be knowledgeable about safety issues and proper safety procedures and be flexible and adaptable to change.
3. Must be able to keep accurate records and make detailed reports.
4. Ability to operate all office equipment; computer keyboard, terminal and printer; calculator; copy machine; fax machine; SCBA equipment.
5. Must possess excellent oral and written communication skills.
6. Good basic mathematical skills.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical and Working Conditions

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

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

Approximately 25% of time worked requires talking to other employees and the general public. Approximately 20% of time worked requires the following: Standing, walking, climbing stairs, using far vision, performing low lifting and carrying (10 lbs. or less), and low fingering, turning equipment on and off, light switches, etc.; low to medium handling. The following are required in unusual situations: Stooping; kneeling; crouching; lifting 50-80 lbs.; carrying up to 40 lbs.; pushing up to 10 lbs.; low fingering in handling money.

Hazards include being in the near proximity to the jail, which creates a limited potential of engaging
hostile and aggressive inmates. In addition, in unusual situations, may be exposed to mechanical and electrical hazards. Interruptions to daily work schedule are caused by telephone calls and inquiries of department personnel.

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:

Tammy A. Sternard, Sheriff

Date 4/7/2021

Kelly A. Hendee, Human Resources Director

Date 4/7/2021
# REQUEST FOR FISCAL IMPACT INFORMATION

**RECLASSIFICATION**

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<th>FTE/Hours</th>
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<th>Job Class</th>
<th>To</th>
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**Position Title**

Security Sergeant

**Effective Date**

6 Mo

**Department**

Sheriff

Sub Dept

<table>
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<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>
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<td>2021 TOTAL SALARY</td>
<td>2021 TOTAL BENEFITS</td>
<td>TOTAL SALARY and Benefits</td>
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**Security Sergeant-Level D-Starting**

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**Security Sergeant-Level D-Budget**

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**Security Sergeant-Level D-Step 7**

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**Date**

4/7/2021

**Disclaimer:** This Fiscal Impact does not include Step 1 $31.21, Step 2 $31.99, Step 3 $32.79, Step 4 $33.61, Step 5 $34.45 and Step 6 $35.31.

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.
TO: Administrative Committee  
FROM: Human Resources  
SUBJECT: Monthly Personnel Transactions  
March 2021 Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Department</th>
<th>Name</th>
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<td>Tracy</td>
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<td>03/24/2021</td>
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<td>Emergency Services</td>
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<td>Schultz</td>
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<tr>
<td>03/25/2021</td>
<td>Resignation</td>
<td>Transportation</td>
<td>James</td>
<td>Christenson</td>
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<tr>
<td>03/26/2021</td>
<td>Resignation</td>
<td>Highway</td>
<td>Derek</td>
<td>Denil</td>
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<tr>
<td>04/01/2021</td>
<td>Resignation</td>
<td>Sheriff's Office</td>
<td>Cary</td>
<td>Jeanquart</td>
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<tr>
<td>05/07/2021</td>
<td>Retirement</td>
<td>Technology Services</td>
<td>Robert</td>
<td>Jorin</td>
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**New Hires**

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<th>Position</th>
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<tr>
<td>03/15/2021</td>
<td>Hired</td>
<td>Highway Department</td>
<td>Dillon</td>
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<td>03/29/2021</td>
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<td>Emergency Services</td>
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<td>LaLuzerne</td>
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<td>Re-hired</td>
<td>Facilities &amp; Parks</td>
<td>Landon</td>
<td>Corbisier</td>
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<td>04/05/2021</td>
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<td>Facilities &amp; Parks</td>
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<td>Bauman</td>
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<td>Land Use Services</td>
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<td>Schwartz</td>
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<td>04/05/2021</td>
<td>Internal Hire</td>
<td>Highway Department</td>
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<td>04/06/2021</td>
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<td>Ellingson</td>
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<td>H&amp;HS (Public Health)</td>
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<td>Hilgers</td>
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**Introductory Period Completion**

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<tr>
<td>03/07/2021</td>
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<td>Library</td>
<td>Jeanine</td>
<td>Brennan</td>
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<td>04/12/2021</td>
<td>Health &amp; Human Services (ADRC)</td>
<td>Amber</td>
<td>Plautz</td>
<td>Information &amp; Assistance Specialist</td>
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<td>Inactive</td>
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<td>Internal Hire</td>
<td>Candidate selected from another department within the organization.</td>
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<tr>
<td>Status</td>
<td>Description</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Re-hired</td>
<td>Former Employees returning to employment in same category as originally</td>
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<td>hired. (Seasonal)</td>
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<td>Resignation</td>
<td>Employees submitted correspondence indicating they are leaving</td>
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<td>employment and not retirement eligible.</td>
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<td>Retirement</td>
<td>Employees qualified to retire because of “eligible years of service” or</td>
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<td>“eligible retirement age”.</td>
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<td>Termination</td>
<td>Employer terminates employment with employee (includes layoff)</td>
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<td>Completion of introduction period</td>
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<td>Vendor</td>
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<td>52302</td>
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<td>53106</td>
<td>STAPLES</td>
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<td>53109</td>
<td>STATE BAR OF WISCONSIN</td>
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<td>52302</td>
<td>VANDERPERRREN &amp; ASSOC.</td>
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<td>52302</td>
<td>WISCONSIN DOCUMENT</td>
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**PRE-PAID**

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**PRE-PAID**

**TOTAL:** $963.09

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

Date: ____________________________

______________________________
Chairman
Administrative Services Committee
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice No.</th>
<th>Invoice Description</th>
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<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
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Account 52101 - Professional Services Totals: Invoice Transactions 2, $3,490.00

Account 52130 - PS-Guardian Ad Litem Totals: Invoice Transactions 3, $2,118.23

Account 52425 - Interpreter Services Totals: Invoice Transactions 2, $200.00

Account 69901 - Capital Outlay Totals: Invoice Transactions 1, $6,498.93

* = Prior Fiscal Year Activity
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<th>Invoice Number</th>
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<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
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<th>G/L Date</th>
<th>Received Date</th>
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Grand Totals | Invoices | 6 |                |
### COUNTY BOARD or OTHER VOUCHERS:

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<tr>
<th>Acct No.</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
<th>Prepaid</th>
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<tbody>
<tr>
<td>100.39.1351.52401</td>
<td>Brown County Treasurer</td>
<td>Interagency Fee - March 2021</td>
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<td>100.11.1101.53101</td>
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<td>100.11.1101.54102</td>
<td>Cardmember Service</td>
<td>Fatzo's Lunch during WCA Leg Exchange 3/2</td>
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<td>100.44.1132.54103</td>
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<td>Fatzo's (working lunch/Compensation study)</td>
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<tr>
<td>100.39.1351.52401</td>
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<td>Special Ferry (Medical Examiner) 3/3/21</td>
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### County Administrator Vouchers:

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<td>71-Transportation</td>
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<td>71-Transportation</td>
<td>WDOR AM &amp; FM</td>
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<td>71-Transportation</td>
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<td>Door County Connect Marketing</td>
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**TOTAL:** $55,185.64
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**Grand Totals**
- Invoices: 5
- Total Invoice Net Amount: $7,906.84
# Accounts Payable Invoice Report

**G/L Date Range**: 03/19/21 - 03/19/21  
**Report By Department - Batch - Vendor - Invoice Summary Listing**

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<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
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**Department**: 25 - Court Systems  
**Batch Number**: 2021-00000178  
**Vendor**: 6197 - HOLLY M JEWELL  
**Sub-Department**: 25 Court Systems

<table>
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<tr>
<th>Department</th>
<th>Batch Date</th>
<th>Entered by User</th>
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<tbody>
<tr>
<td>25 Court Systems</td>
<td>03/17/2021</td>
<td>Jennifer Moeller</td>
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</table>

**Vendor**: 6197 - HOLLY M JEWELL  
**Vendor**: 5660 - JEFFREY MARCUS  
**Vendor**: 15303 - NINA MARTEL SC  
**Vendor**: 15069 - STAPLES ADVANTAGE  
**Vendor**: 17463 - STATE BAR OF WISCONSIN  
**Vendor**: 36721 - WEST GROUP PAYMENT CENTER  
**Vendor**: 15069 - STAPLES ADVANTAGE  
**Vendor**: 17463 - STATE BAR OF WISCONSIN  
**Vendor**: 36721 - WEST GROUP PAYMENT CENTER

**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems

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**G/L Date Range**: 03/19/21 - 03/19/21  
**Report By Department - Batch - Vendor - Invoice Summary Listing**

<table>
<thead>
<tr>
<th>Department</th>
<th>Batch Date</th>
<th>Entered by User</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Court Systems</td>
<td>03/17/2021</td>
<td>Jennifer Moeller</td>
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**Vendor**: 6197 - HOLLY M JEWELL  
**Vendor**: 5660 - JEFFREY MARCUS  
**Vendor**: 15303 - NINA MARTEL SC  
**Vendor**: 15069 - STAPLES ADVANTAGE  
**Vendor**: 17463 - STATE BAR OF WISCONSIN  
**Vendor**: 36721 - WEST GROUP PAYMENT CENTER  
**Vendor**: 15069 - STAPLES ADVANTAGE  
**Vendor**: 17463 - STATE BAR OF WISCONSIN  
**Vendor**: 36721 - WEST GROUP PAYMENT CENTER

**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems  
**Sub-Department**: 25 Court Systems

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**Grand Totals**: 6 invoices for $2,323.77
# DOOR COUNTY DISTRICT ATTORNEY’S OFFICE

## VOUCHER LISTING:

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<th>Acct No.</th>
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<th>Amount</th>
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<td>Staples Advantage</td>
<td>Office Supplies</td>
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<td>53109</td>
<td>State Bar of Wisconsin</td>
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<td>52408</td>
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I hereby approve payment of the monthly bills for the DISTRICT ATTORNEY’S OFFICE as listed on this document.

Dated: ____________________

_______________________________________
Chairman
Administrative Services Committee
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
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**Grand Totals:**

| Sub-Department | 44 Human Resources | Invoices | 10 | $16,749.02 |

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**TOTAL:** $191.58

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

Date: ______________________

________________________________________
David Lienau, Chairman
Administrative Committee