

Notice of Public Meeting
Tuesday, June 16, 2020
9:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

Door County Government Center
Count Board Room/Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, Transportation, and Veteran's Service.

AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Election of Vice Chairperson
4. Adopt Agenda / Properly Noticed
5. Approve Minutes of May 19, 2020 Regular Administrative Committee Meeting and the May 22, 2020 Special Administrative Committee Meeting
6. Correspondence
7. Public Comment
8. Old Business
9. New Business (Review / Action)

◆ **County Board**

- ◆ Recording of County Board & Committee Meetings/Upgrade Technology in Meeting Rooms
- ◆ Social Justice and Racial Equity

◆ **County Administrator**

- ◆ COVID-19: Planning for Re-Open
- ◆ COVID-19: Direction on Day to Day Operations and Staff Options

◆ **Transportation**

- ◆ Transportation Program Update

◆ **Corporation Counsel**

- ◆ Impartial Hearing Officer Decision – Step Three Grievance (Cole)
- ◆ EPA's Redesignation of Door County as being in Attainment with 2015 Ozone National Ambient Air Quality Standards

◆ **Veterans Service Office**

- ◆ Completion of Introductory Period – Nathan LeClair - FYI

◆ **Human Resources**

- ◆ Evaluation Process Review for County Administrator
- ◆ Request to Refill – Page – Library
- ◆ Request to Refill – Page - Library
- ◆ FYI: Letter of Retirement – Mary Bosman
- ◆ FYI: Letter of Resignation– Linda Sanduski
- ◆ FYI: Completion of Introductory Period – Daniel Klansky – Facilities & Parks
- ◆ FYI: Completion of Introductory Period – Cassaundra Bratz – Health & Human Services
- ◆ FYI: Completion of Introductory Period – Anna Calhoun – Health & Human Services
- ◆ FYI: Completion of Introductory Period – Samantha Koyen – Soil & Water Conservation
- ◆ FYI: Completion of Introductory Period – Nathan LeClair – Veterans Service Office
- ◆ Personnel Transactions

10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

11. Vouchers, Claims and Bills

12. Next Meeting Date(s)

13. Regular Meeting – July 21, 2020 – 9:00 a.m.

14. Meeting Per Diem Code

15. 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 in the Peninsula Room (C121) 1st Floor Government Center (*please note public in-person has limited capacity and is on a first come, first served basis*).

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=ed73f1f98fdf49733268ec0ff9e76d63e>

Event Password: June16admin2020

To Connect via phone:

Call: 1-408-418-9388

Access Code: 146 040 0019

MINUTES
Tuesday, May 19, 2020

**ADMINISTRATIVE
COMMITTEE**

*Door County Government Center
Count Board Room/Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, Transportation, and Veteran's Service.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Call Meeting to Order

The Tuesday, May 19, 2020 Administrative Committee Meeting was called to order at 2:00 p.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, Ken Fisher, Susan Kohout, Joel Gunnlaugsson, David Lienau, Nancy Robillard, and Richard Virlee.

Others present: Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, and County Clerk Jill Lau.

Others in attendance virtually: Finance Director Steve Wipperfurth, Transportation Director Pam Busch, H&HS Director Joe Krebsbach, and public.

Election of Vice Chairperson

Motion by Fisher, seconded by Robillard to nominate Susan Kohout as Vice Chairperson.

Motion by Austad, seconded by Fisher to close nominations and cast a unanimous ballot for Susan Kohout for Vice Chairperson. Motion carried by unanimous voice vote.

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Fisher to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of March 17, 2020 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Gunnlaugsson to approve the minutes of the March 17, 2020 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

- It was noted Supervisors are receiving emails and phone calls related to the Public Health Officer Order
- Email from Clem Hedeem re: closing

Old Business

No old business was presented.

New Business (Review / Action)

County Board

Rules of Order

No other changes have been suggested since the last County Board meeting.

County Administrator

COVID-19: Planning for Re-Open

Administrator Pabich announced a Press Release has been issued. Guidelines and recommendations were issued by the Public Health Officer. The Public Health Officer will monitor to determine if the guidelines and recommendations are being followed. Extra guidance on gatherings was also issued. If there are persistence

non-compliance issues with the guidelines and it leads to an outbreak of COVID-19 the County would follow a civil action process rather than criminal. CC Thomas introduced a draft ordinance related to enforcement which would require a special meeting of the Administrative Committee to move the ordinance forward to County Board. The goal is to put an internal civil enforcement process and procedure in place that is going to fit our situation and meet our needs. CC Thomas noted he is not at all interested in prosecuting someone criminally. Chairman Lienau explained the ordinance would allow the elected body to provide the oversight for potential civil penalties for the Health Department which is an unelected position. By enacting the ordinance, the County Board is authorizing specific civil penalties in this circumstance. In a given circumstance, such as a significant order, the County Board would have the ability to take a look at an order and acknowledge it was covered by this particular ordinance. It is a local enforcement mechanism for the local Public Health Officer.

COVID-19: Direction on Day to Day Operations and Staff Options

Plan for re-opening County of Door workplace: Phase I Reopening of the Workplace draft was distributed. Phase I is dated May 26 – June 30. Office staff will begin to come back in to the building(s) in a phased, targeted manner. The public will continue to meet with offices and staff virtually and will only be allowed in to the building by appointment and only if necessary. Any employees who were furloughed are moving back to regular work status. The Justice Center will run parallel to other buildings and are on a different opening schedule which will be determined through the judicial courts. Information will be posted on the county website related to the phases of opening county buildings.

Transportation

Transportation Program Update

Pam Busch appeared virtually and reviewed the report included in the meeting packet. Pam noted that rides are down but explainable given the times we are in. The ADRC Bus will resume running tomorrow with safety precautions put in place. Pam explained that the CARES Act does have transportation funding available and it is anticipated the County will receive funding.

Corporation Counsel

“Navis, et. al. -vs- Door County Board of Adjustment & Lauritzen” [Case #2019-AP-2282, State of Wisconsin, Court of Appeals, District III]

CC Thomas reported the case lingers in litigation before the Wisconsin Court of Appeals. Anticipating a decision by the end of summer.

Foreclosure of Tax Liens by Action In Rem - § 75.521, Wis. Stats. [Door County Circuit Court Case # 2020-CV-1]

CC Thomas reported a hearing has been set for June 12th. 19 parcels are in the process; 2 will be removed as they were redeemed. 12 are owned by TJ Norton LLC which are being looked at for affordable housing; the 5 remaining parcels will be sold through the usual process.

Notice of Proposed Submerged Land Lease (City of Sturgeon Bay, Parcels 92 & 100) Per Sec. 30.11(5), Wis. Stats.

Notice has been received regarding a proposed submerged land lease with the City of Sturgeon Bay. The County has 30 days to weigh in on the decision. No action was taken.

Human Resources

Request to Refill – Case Manager – Behavioral Health – Health & Human Services

HR Director Hendee noted the request is due to a resignation.

Motion by Fisher, seconded by Kohout to approve the request to refill the Case Manager – Behavioral Health position. Motion carried by unanimous voice vote.

FYI – Elimination of WHEAP Resource Specialist Position – Effective May 1, 2020

HR Director Hendee reported the position has been reviewed and analyzed by H&HS Director Krebsbach who has suggested contracting the position out rather than refilling.

FYI: Letter of Resignation – Abby Brown

FYI: Letter of Resignation– Valeria Nieto

Reviewed.

Personnel Transactions

Reviewed.

HR Director Hendee reported Burke Pinney has been hired for the Parks Superintendent position. Craig Ross has been hired as the Airport Manager. All seasonal positions have been hired and are on board. A couple of LTE's will be brought in for Soil and Water soon. A new Zoning Administrator will begin employment on Tuesday. In the process of hiring 2 Telecommunicators.

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)

Special Meeting – May 22, 2020 – 8:00 a.m.

Regular Meeting – June 16, 2020 – 9:00 a.m.

Meeting Per Diem Code

519.

Adjourn

Motion by Robillard, seconded by Virlee to adjourn. Time: 3:02 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES
Friday, May 22, 2020

**ADMINISTRATIVE
COMMITTEE**

*Door County Government Center
Count Board Room/Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, Transportation, and Veteran's Service.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Call Meeting to Order

The Friday, May 19, 2020 Administrative Committee Meeting was called to order at 8:00 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, Ken Fisher, Susan Kohout, David Lienau, Nancy Robillard, and Richard Virlee.

Others present: Administrator Ken Pabich, CC Grant Thomas, and County Clerk Jill Lau.

Others present virtually: Joel Gunnlaugsson, HR Director Hendee and public.

Adopt Agenda / Properly Noticed

Motion by Fisher, seconded by Austad to approve the agenda. Motion carried by unanimous voice vote.

New Business (Review / Action)

Ordinance No 2020-__ Creation of Chapter 38 Door County Code "Emergency Declaration by County Board and Authority & Duties of Local Health Officer"

Motion by Austad, seconded by Kohout to approve the draft resolution and send it on to County Board.

CC Thomas explained this is his effort to overcome the effects of the WI Supreme Court decision in Wisconsin Legislature vs. Palm. Thomas presented an overview of the Attorney General's May 15, 2020 decision document included in the meeting packet. With the guidance and in consideration of the Local Health Officer authority the ordinance was drafted. Thomas reviewed the draft ordinance included in the meeting packet. The ordinance drafts the provisions of the Statutes into the County Code. Reasons to make it perfectly clear this is the process and procedure the County is going to follow in declaring a State of Emergency, and to provide the County Board if it would entertain the idea of entering an order by resolution or ordinance by allowance of the Statue purely civil penalties if it would enforce it. The concern

The ordinance puts a check and balance on the Local Health Officer's duties and authority –The County Board may review and acknowledge an order from the Local Health Officer and affirm application of this ordinance to that order. The ordinance provides for civil penalties rather than criminal.

CC Thomas reviewed each section of the draft ordinance. It is the County's hope that the vast majority of people comply with an order issued by the Public Health Officer. The Public Health Officer would have to tie an order to the State Statutes. The first step would be a complaint, followed by an investigation, a discussion to attempt to get a person to comply, if person does not comply the Public Health Officer can issue an order and if still not in compliance a citation could be issued.

Motion carried by unanimous voice vote.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing new as of this meeting.

Next Meeting Date(s)

- Regular Meeting – June 16, 2020 – 9:00 a.m.

Meeting Per Diem Code

522.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 8:54 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

TO: Administrative Committee
Finance Committee

FROM: Ken Pabich, County Administrator

DATE: June 16, 2020

RE: Conference Room Upgrades / Video Taping Meetings

Background

In the 2020 Capital Improvement Budget (CIP), we budgeted funds for both the Justice Center and the Chambers conference rooms for technology upgrades. We had a total of \$235,129 budgeted for both rooms (note some of these funds are also for the Justice Center Assembly Room and Investigation Room). It has also been requested that the County consider videotaping meetings and providing them live or online.

Discussions have also occurred at multiple levels that the Chambers room is not properly designed for conducting our committee meetings. For example, we have discussed purchasing new furniture that would provide a better format and the microphones are rarely used. While it could be done, the Chambers room is a bit small to accommodate larger committees and meetings long term.

Analysis:

There are multiple issues that should be considered before we move forward with any of the expenditures. For just conducting meetings, we should consider:

1. Design of the committee arrangements
2. Design / space for public attendance
3. Sound / Hearing Loop
4. Cost benefit

If we want to video the meetings live or online, then we also need to consider:

1. Cameras and their placement
2. Sound and ADA compliance
3. Meeting flow / time stamping video
4. Cost for implementation and annual costs
5. Storage of video
6. Staffing Logistics

Since our last discussion and our modified operations with Committee meetings, we have learned what we believe would be the best design for our operations.

Design / Fiscal Impact:

The design would be as follows:

1. The County Board room should be the 'official meeting room' for County Board and primary committee meetings. We defined primary as our departmental committees.
2. The County Board room would be designed to have cameras in the ceiling to be able to record meetings.
3. The Chambers room would be converted as part of the room to allow for physical distancing. Once that standards are relaxed the room could be used to provide for smaller committee meetings. In essence, we would consider the County Board and Chambers room as one room.
4. The Peninsula Room would still be considered as our backup meeting room and our public attendance room under social distancing.
5. With this recommendation, we would then focus our technology upgrades on the 'single room' to make it compatible for our meeting needs (ie camera, sound, displays, seating, etc.).
6. The Justice Center Conference Room would get basic upgrades to provide for better use by the departments in the building; however, it would not be designed for conducting committee meetings.

Based on these assumptions above, the projected costs are:

County Board Room:

Technology Upgrades	\$168,863
Software Changes	\$ 22,436
Furniture Changes	\$ 8,000

Peninsula Room:

Technology Upgrades	\$ 44,830
Furniture Changes	\$ 8,000

Justice Center:

Technology Upgrades	\$ 83,000
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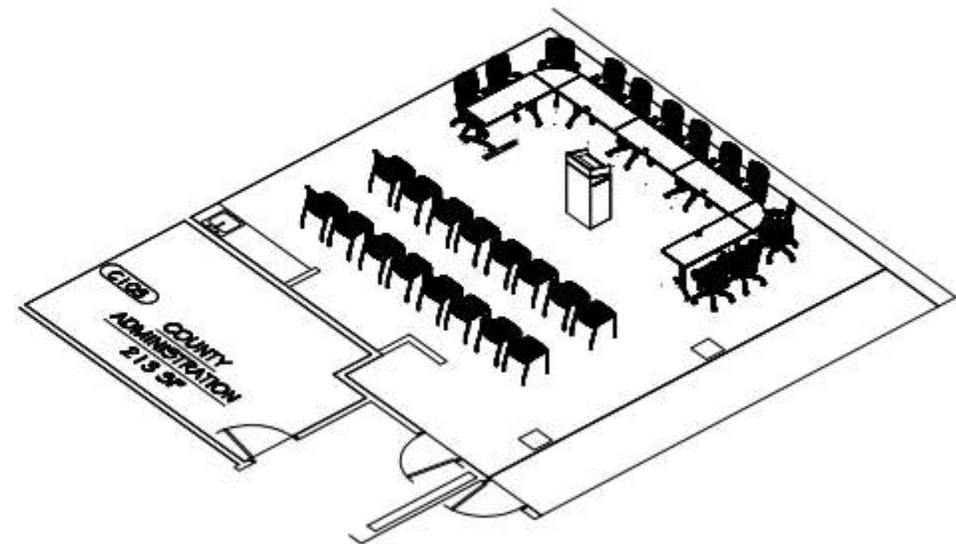
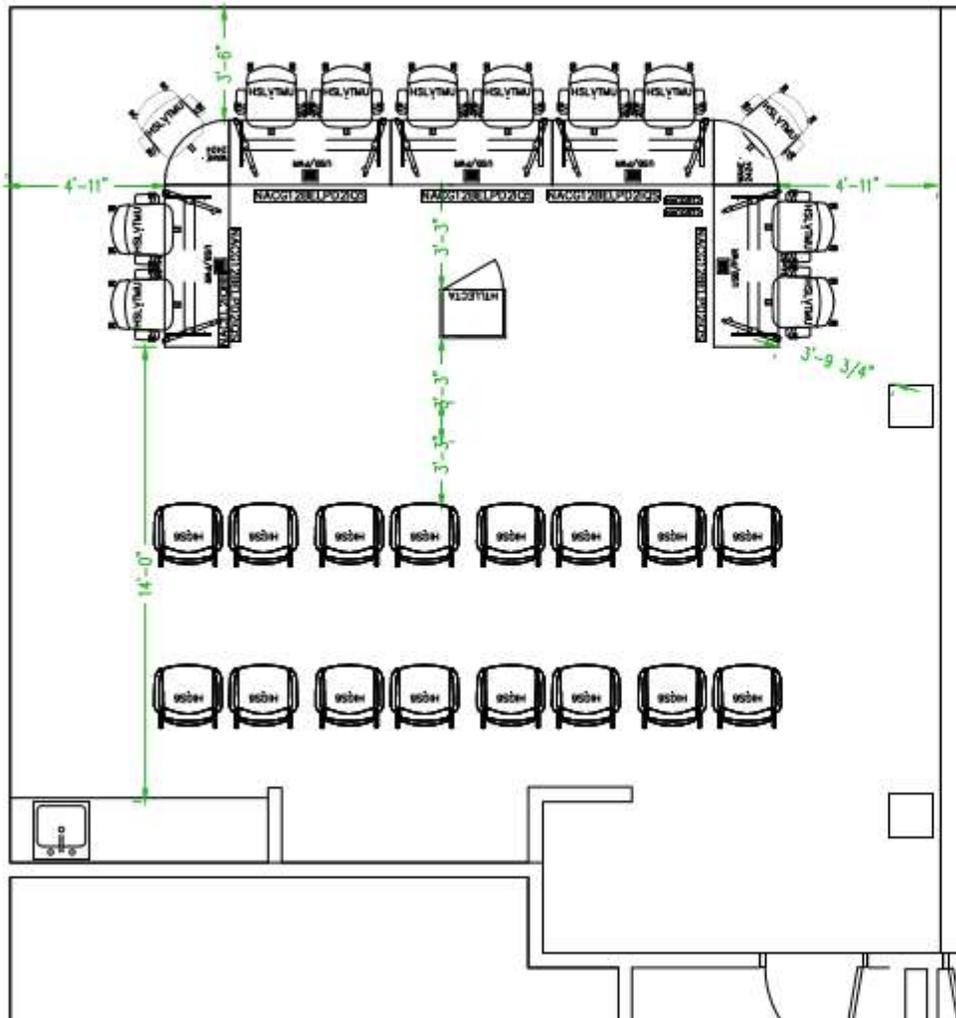
Total Cost: \$327,129 (budgeted in 2020 \$235,129 for a difference of \$92,000)

Recommendations:

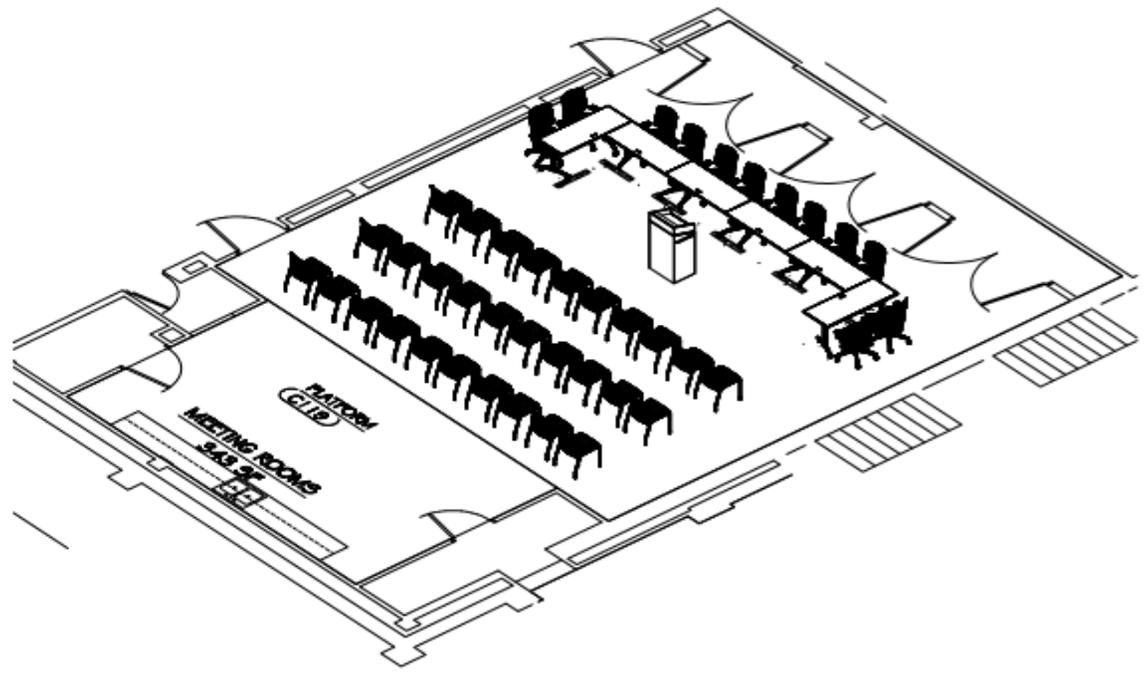
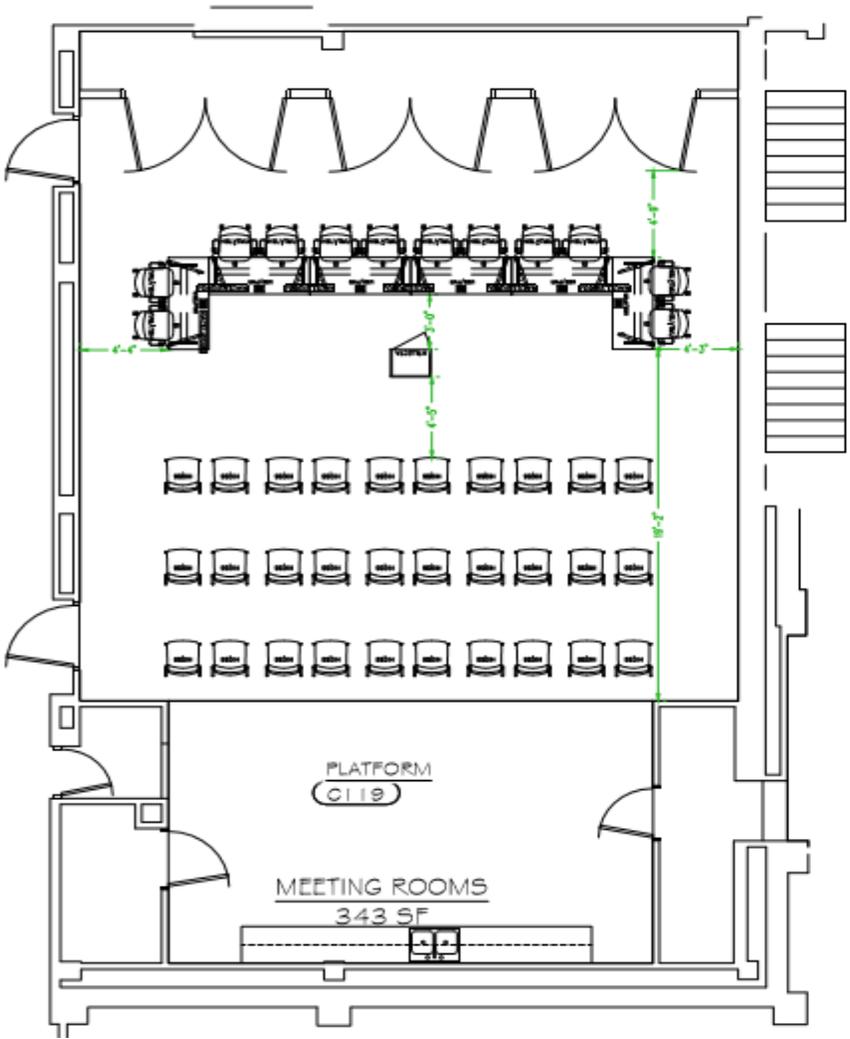
Staff is recommending the following:

1. Complete the remaining technology upgrades for the Justice Center since that portion is within budget and meets our needs.
2. For the Government Center, we would hold off on the technology until we can budget the remaining funds and implement the project in the first quarter of 2021. We would recommend that we would pursue the new software yet in 2020 so it will be ready beginning for 2021.

CO.BD. MEETING ROOM



GENERAL MEETING ROOM





Council Chambers Full Design Door County Information Systems

County Board Room



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.

529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --5360
Modified: 4/10/2020
Revision: 1



Quantity Manufacturer Description

County Board Room

County Board Room: Council Dais

	1	Cables To Go 1m USB 3.0 A Male to B Male Cable (3.3ft)
	1	Cables To Go 3m USB 3.0 A Male to B Male Cable (9.8ft)
	45	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire. Two Pair per cable
	625	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	30	CCCP 2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	1	COOLM 48V 96W DC power adapter
	2	Danley Sound Labs Ultra Compact 3" Surface Mount Speaker. Mounting bracket included, 8 Ohm version
	2	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 12' (3.6 m)
	2	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	1	Generic [OFE] - Existing computer
	1	Generic [OFE]
	3	Neutrik Neutrik XLR 6 pin cable mount female connector
	3	Neutrik Neutrik XLR 6 pin cable mount male black/gold Connector



Quantity	Manufacturer	Description
	Panduit	NK 2-Port Surface Mount Box, White
	Panduit	Category 6A Netkey Punchdown Module, Violet
	Powersoft Audio	Half Rack two channel power amplifier with Dante/AES67 input and full Armonia DSP.
	QSC	Q-SYS PoE bridging endpoint for AV-to-USB Bridging. Delivers driverless usb 2.0 connection. Includes dual LAN connections.
	QSC	[OFE] - Q-SYS Channel Expander- 8 software definable flex channels (mic/line input w/ phantom power, or line level output). Single channel granularity allows the user to configure any combination of inputs / outputs from 8 x 0 through to 0 x 8.
	QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	QSC	Table top mounting accessory for TSC-116W-G2-BK.
	QSC	Q-SYS 11.6" PoE Touch Screen Controller for In-Wall Mounting. Includes 1 LAN Port and Aux Power input, available in black only
	QSC	Table top mounting accessory for TSC-80t-G2-BK.
	QSC	In-Wall or Table Top Touch Screen Controller
	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	Shure	Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones
	Shure	10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off)



	Quantity	Manufacturer	Description
	2	Tripp Lite	CAT6 Patch Cable, 10', Black
	3	Tripp Lite	Cat6a 10G-Certified Snagless Shielded STP Ethernet Cable (RJ45 M/M), PoE, Blue, 10 ft.



Quantity Manufacturer Description

County Board Room: Lectern 1

	100	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire. Two Pair per cable
	115	CCCP 2 Cond 14 Unshielded Raw Cable, Plenum, Per Foot
	1	COOLM 48V 96W DC power adapter
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 12' (3.6 m)
	1	Generic [OFE]
	1	Liberty Wire and Cable Single gang black plate with 6 pin female XLR
	2	Martin Audio [OFE] - 6" Ceiling Speaker, TwoWay, Vented - White (priced individually sold in pairs)
	1	Neutrik Neutrik XLR 6 pin cable mount female connector
	1	Neutrik Neutrik XLR 6 pin cable mount male black/gold Connector
	1	QSC QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	1	Shure Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones
	1	Shure 10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off)
	2	Tripp Lite Cat6a 10G-Certified Snagless Shielded STP Ethernet Cable (RJ45 M/M), PoE, Blue, 10 ft.



Quantity	Manufacturer	Description
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County Board Room: Lectern 2



- | | | |
|---|-------------------------------|---|
| 1 | Liberty Wire and Cable | Single gang black plate with 6 pin female XLR |
|---|-------------------------------|---|



- | | | |
|---|----------------|---|
| 1 | Neutrik | Neutrik XLR 6 pin cable mount male black/gold Connector |
|---|----------------|---|



- | | | |
|---|--------------|---|
| 1 | Shure | Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones |
|---|--------------|---|

- | | | |
|---|--------------|---|
| 1 | Shure | 10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off) |
|---|--------------|---|



Quantity Manufacturer Description

County Board Room: Row 1

	105	CCCP	Mic/Line audio cable. 22AWG shielded twisted pair with ground wire. Two Pair per cable
	100	CCCP	23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	60	CCCP	2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	4	Danley Sound Labs	Ultra Compact 3" Surface Mount Speaker. Mounting bracket included, 8 Ohm version
	7	Neutrik	Neutrik XLR 6 pin cable mount female connector
	7	Neutrik	Neutrik XLR 6 pin cable mount male black/gold Connector
	1	Powersoft Audio	Half Rack four channel power amplifier with Dante/AES67 input and full Armonia DSP.
	1	QSC	[OFE] - Q-SYS Channel Expander- 8 software definable flex channels (mic/line input w/ phantom power, or line level output). Single channel granularity allows the user to configure any combination of inputs / outputs from 8 x 0 through to 0 x 8.
	2	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	7	Shure	Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones
	7	Shure	10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off)



Quantity Manufacturer Description

County Board Room: Row 2

	105	CCCP	Mic/Line audio cable. 22AWG shielded twisted pair with ground wire. Two Pair per cable
	175	CCCP	23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	60	CCCP	2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	4	Danley Sound Labs	Ultra Compact 3" Surface Mount Speaker. Mounting bracket included, 8 Ohm version
	7	Liberty Wire and Cable	Single gang black plate with 6 pin female XLR
	7	Neutrik	Neutrik XLR 6 pin cable mount female connector
	7	Neutrik	Neutrik XLR 6 pin cable mount male black/gold Connector
	1	Powersoft Audio	Half Rack four channel power amplifier with Dante/AES67 input and full Armonia DSP.
	1	QSC	[OFE] - Q-SYS Channel Expander- 8 software definable flex channels (mic/line input w/ phantom power, or line level output). Single channel granularity allows the user to configure any combination of inputs / outputs from 8 x 0 through to 0 x 8.
	4	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	7	Shure	Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones
	7	Shure	10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off)



Quantity Manufacturer Description

County Board Room: Row 3

	205	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire. Two Pair per cable
	250	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	60	CCCP 2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	4	Danley Sound Labs Ultra Compact 3" Surface Mount Speaker. Mounting bracket included, 8 Ohm version
	7	Liberty Wire and Cable Single gang black plate with 6 pin female XLR
	8	Neutrik Neutrik XLR 6 pin cable mount female connector
	7	Neutrik Neutrik XLR 6 pin cable mount male black/gold Connector
	1	Powersoft Audio Half Rack four channel power amplifier with Dante/AES67 input and full Armonia DSP.
	1	QSC [OFE] - Q-SYS Channel Expander- 8 software definable flex channels (mic/line input w/ phantom power, or line level output). Single channel granularity allows the user to configure any combination of inputs / outputs from 8 x 0 through to 0 x 8.
	6	Sentinel Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	7	Shure Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones
	7	Shure 10" Cardioid Dualflex gooseneck microphone with red LED light ring at the top of the microphone (red/off)



Quantity Manufacturer Description

County Board Room: Ceiling

	50	CCCP Control cable. 22AWG shielded twisted pair with ground wire. Plenum Rated
	300	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	230	CCCP 2 Cond 14 Unshielded Raw Cable, Plenum, Per Foot
	50	CCCP 2 Cond 16 Unshielded Raw Cable, Plenum, Per Foot
	1	Chief FIXED PIPE 3" WHITE
	1	Chief RPA Elite Universal Projector Mount with Keyed Locking (A version)
	1	COOLM 48V 96W DC power adapter
	2	Extron HDMI Twisted Pair Transmitter - 230 feet (70 m)
	2	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 1.5' (45 cm)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	2	Extron 1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure
	1	FSR Ceiling box
	1	FSR CB Series Ceiling Box Cable Kit For Mount To Structure
	4	Martin Audio [OFE] - 6" Ceiling Speaker, TwoWay, Vented - White (priced individually sold in pairs)



Quantity	Manufacturer	Description
	1 Maxell	WUXGA 7000 3LCD Laser Projector
	1 Maxell	Standard Throw Motorized Lens, 1.2-1.7
	1 QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	2 QSC	Q-SYS POE CAMERA FOR AV-TO-USB BRIDGING. 12X OPTICAL ZOOM 72° HORIZONTAL FIELD OF VIEW. INCLUDES LAN, 3G-SDI AND HDMI
	1 Screen Innovations (SI)	Motorized electric tensions screen with Slate 0.8 gain fabric. Viewing area is 49" x 87.1875 (100" diagonal)
	1 Screen Innovations (SI)	[OFE] - 24V shade controller with RS485 for Screen Innovations products
	8 Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	2 Sound Control Technologies	T-bar ceiling mount for generic PTZ cameras. It includes a tile bridge, four square junction box and a 1" grommet for cable pass through to the camera. It also includes a 1/4-20 mounting stud for a camera



Quantity Manufacturer Description

County Board Room: Rack

	1	BTX D-Sub 15-Pin Connector with Metal Hood
	1	CCCP Ground Shipping Estimate
	30	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.
	10	CCCP Control Cable. 22AWG shielded twisted pair with ground wire.
	100	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	3	COOLM 48V 96W DC power adapter
	2	ENET TAA COMPLIANT 10GBASE-LR SFP+ 1310NM SMF LC EXTREME COMPATIBLE
	1	Extreme Networks Extreme X440-G2 series switch, 48p
	2	Extron HDMI Twisted Pair Receiver - 230 feet (70 m)
	6	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	2	Extron [OFE] - 12V, 1.5A, Power Supply on Captive Screw
	2	Extron Basic Rack False Faceplate Kits: Quarter-Rack Width, 1
	1	Extron 1U 6" Deep Universal Rack Shelf Kit
	2	Extron H.264 Streaming Media Processor - Standard Version – 80 GB SSD



Quantity	Manufacturer	Description
1	Generic	[OFE]
	10 Liberty Wire and Cable	Single gang black plate with 6 pin female XLR
	1 Middle Atlantic	25SP/27D STAND ALONE BGR
	1 Middle Atlantic	1SP PANEL W/BRUSH GROMMET
	1 Middle Atlantic	BGR CASTER KIT W/HDWARE
	8 Middle Atlantic	1SP FLANGED ECONO BLANK
	1 Middle Atlantic	1SP FLANGED ECONO VENT
	1 Middle Atlantic	(2) 4" DC FANS W/CONTROL
	1 Middle Atlantic	Premium+ PDU with RackLink™
	1 Middle Atlantic	2200VA/1650W UPS W/NIC
	1 Middle Atlantic	Vented Front Door, 25 RU Racks, Curved
	2 Neutrik	Neutrik XLR 3 pin cable mt (f) black/gold Connector
	1 Point Source Audio	Omnidirectional Earworn Microphone (Shure, Beige)
	1 Powersoft Audio	Half Rack four channel power amplifier with Dante/AES67 input and full Armonia DSP.
	1 QSC	Q-SYS Dante Bridge Card, 64x64



	Quantity	Manufacturer	Description
	2	QSC	Four channels of microphone / line-level analog audio input with 48V phantom power
	1	QSC	Four channels of balanced, line-level analog output
	1	QSC	Integrated Core with eight I/O card slots, 256 x 256 networked audio channels, dual redundant media LAN ports, one Auxiliary LAN port, 16 configurable GPIO, 64 AEC processors, 2RU.
	3	QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	1	QSC	Q-SYS Core 510 Scripting Engine Software License, Perpetual
	1	QSC	Q-SYS Core 510 UCI Deployment Software License, Perpetual
	2	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	1	Shure	[OFE] - (1) QLXD1 Wireless Bodypack Transmitter (1) QLXD4 Wireless Receiver (2) 1/2 Wave Antenna (1) Instrument Cable (1) Rackmount Kit (1) PS23US Power supply (2) AA Alkaline Batteries (1) Zipper Bag
	1	Shure	Handheld Wireless Microphone System
	2	Shure	Shure Lithium-Ion Rechargeable Battery
	1	Shure	Dual Docking Charger with PS45US Power Supply
	1	Shure	Passive Antenna Splitter/Combiner Kit. Includes Two Splitter/Combiners, Four Coaxial Cables, and Attaching Hardware
	4	Shure	[OFE] - 2' UHF Coaxial Antenna Cable, BNC-BNC, RG58C/U Type



Quantity	Manufacturer	Description
2	Shure	6' BNC to BNC Cable for Remote Antenna Mounting, RG58C/U Type
 5	Tripp Lite	CAT6 Patch Cable, 10', Blue
 35	Tripp Lite	Cat6a 10G-Certified Snagless Shielded STP Ethernet Cable (RJ45 M/M), PoE, Blue, 1 ft.
 2	Williams Sound	12-Receiver System/R37 Receiver
 2	Windy City Wire	24-Port Field-Configurable Patch Panel, 1 RMU
 50	Windy City Wire	CAT6A Shielded MT Series Screened

Equipment Subtotal:	\$104,137.37
Labor Subtotal:	\$25,318.60
Project Subtotal:	\$129,455.97



Pricing Summary

Equipment:	\$99,271.70
Shipping and Handling:	\$2,929.11
Misc. Parts Adjustment:	\$1,936.56
Labor:	\$25,318.60

Grand Total: \$129,455.97

Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	\$64,727.99	
Equipment Delivery	\$38,836.79	
Final Acceptance	\$25,891.19	

Project Acceptance

Client: Jason Rouer

Date

Contractor: Camera Corner, Inc.

Date

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.



Council Chambers Full Design Door County Information Systems

Committee Meeting Rooms



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

Camera Corner, Inc.

529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --5360
Modified: 4/10/2020
Revision: 1



Quantity Manufacturer Description

Committee Meeting Room

	1	Cables To Go 3m USB 3.0 A Male to B Male Cable (9.8ft)
	2	CCCP Ground Shipping Estimate
	375	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	100	CCCP 2 Cond 14 Unshielded Raw Cable, Plenum, Per Foot
	2	Chief LARGE DUAL ARM W/ UNIVERSAL
	2	COOLM 48V 96W DC power adapter
	1	Extron DTP Transmitter for HDMI - Decorator-Style Wallplate, White - 230 feet (70 m)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 1.5' (45 cm)
	2	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	1	Generic [OFE]
	2	Liberty Cable 3.5 M-M Stereo Audio Cable, 10'
	1	Liberty Cable Low Volt Mt/brkt Dg Retro
	2	Martin Audio [OFE] - 6" Ceiling Speaker, TwoWay, Vented - White (priced individually sold in pairs)
	1	QSC Q-SYS PoE bridging endpoint for AV-to-USB Bridging. Delivers driverless usb 2.0 connection. Includes dual LAN connections.



Quantity	Manufacturer	Description
 2	QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
 1	QSC	Q-SYS POE CAMERA FOR AV-TO-USB BRIDGING. 12X OPTICAL ZOOM 72° HORIZONTAL FIELD OF VIEW. INCLUDES LAN, 3G-SDI AND HDMI
 1	QSC	Table top mounting accessory for TSC-80t-G2-BK.
 1	QSC	In-Wall or Table Top Touch Screen Controller
 1	Samsung	75" Commercial-Grade 4K UHD Display
 1	Samsung	85" Commercial-Grade 4K UHD Display
 12	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
 1	Shure	Ceiling Array Microphone - White



Quantity Manufacturer Description

Committee Meeting Room: Rack

	2	Cables To Go 1m USB 3.0 A Male to B Male Cable (3.3ft)
	150	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	1	COOLM 48V 96W DC power adapter
	1	Extron HDMI Twisted Pair Receiver - 230 feet (70 m)
	4	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 9' (2.7 m)
	1	Extron [OFE] - 12V, 1.5A, Power Supply on Captive Screw
	1	Extron 1U 6" Deep Universal Rack Shelf Kit
	1	Generic [OFE] - Existing computer
	1	Liberty Wire and Cable Single gang black plate with HDMI on 6" pigtail and hole for Neutrik D size USB 3.0 A-B connector
	1	Middle Atlantic C3C, 1X10X24, M, ST, ZP, CN
	1	Middle Atlantic C3, RACKKIT, 4RU, SLIDE OUT RAILS
	1	Middle Atlantic 2SP OPEN CLAMPING RACKMNT
	1	Neutrik USB 3.0 A-B pass through connector. The adapter insert is reversible allowing the A or B side to be visible on the face of the connector.



Quantity	Manufacturer	Description
1	QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
6	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
1	Tripp Lite	Cat6a 10G-Certified Snagless Shielded STP Ethernet Cable (RJ45 M/M), PoE, Blue, 10 ft.

Equipment Subtotal:	\$33,264.02
Labor Subtotal:	\$6,142.55
Project Subtotal:	\$39,406.57



Pricing Summary

Equipment:	\$31,710.00
Shipping and Handling:	\$935.56
Misc. Parts Adjustment:	\$618.46
Labor:	\$6,142.55

Grand Total:	\$39,406.57
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Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	\$19,703.29	
Equipment Delivery	\$11,821.97	
Final Acceptance	\$7,881.31	

Project Acceptance

Client: Jason Rouer

Date

Contractor: Camera Corner, Inc.

Date

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.



Council Chambers Full Design Door County Information Systems

Peninsula Room



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Camera Corner, Inc.

529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: CCCP --5360
Modified: 5/13/2020
Revision: 1



Quantity Manufacturer Description

Peninsula Room

	1	Cables To Go 2m USB 2.0 A/B Cable - Black (6.5ft)
	1	Cables To Go 3m USB 3.0 A Male to B Male Cable (9.8ft)
	500	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	115	CCCP 2 Cond 14 Unshielded Raw Cable, Plenum, Per Foot
	2	Chief Component Storage Panel, Interface
	1	Chief LARGE DUAL ARM W/ UNIVERSAL
	1	COOLM 48V 96W DC power adapter
	1	Extron HDMI Twisted Pair Transmitter - 230 feet (70 m)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 1.5' (45 cm)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	1	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 9' (2.7 m)
	1	Extron 1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure
	1	Extron Twisted Pair Extender for USB Peripherals
	1	Extron Shielded RJ-45 Coupler for Extron XTP DTP 24 Shielded Twisted Pair Cable



	Quantity	Manufacturer	Description
	1	Generic	[OFE]
	1	Liberty Cable	Bare Wire - DB9F/DB9M Plenum 10' Cable Assembly
	2	Martin Audio	[OFE] - 6" Ceiling Speaker, TwoWay, Vented - White (priced individually sold in pairs)
	1	QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	1	QSC	Q-SYS POE CAMERA FOR AV-TO-USB BRIDGING. 12X OPTICAL ZOOM 72° HORIZONTAL FIELD OF VIEW. INCLUDES LAN, 3G-SDI AND HDMI
	1	QSC	Table top mounting accessory for TSC-80t-G2-BK.
	1	QSC	In-Wall or Table Top Touch Screen Controller
	14	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"- .048")
	1	Shure	Ceiling Array Microphone - White
	1	Sound Control Technologies	T-bar ceiling mount for generic PTZ cameras. It includes a tile bridge, four square junction box and a 1" grommet for cable pass through to the camera. It also includes a 1/4-20 mounting stud for a camera
	1	Tripp Lite	CAT6 M-M Cable, 15', Black
	1	Viewsonic	86" 4K Ultra HD Interactive Display



Quantity Manufacturer Description

Peninsula Room: Rack

	1	Cables To Go 2m USB 2.0 A/B Cable - Black (6.5ft)
	2	Cables To Go 1m USB 3.0 A Male to B Male Cable (3.3ft)
	10	CCCP Control Cable. 22AWG shielded twisted pair with ground wire.
	350	CCCP 23 gauge 4 pair Cat 6A cable Shielded overall foil, Black, Plenum
	2	COOLM 48V 96W DC power adapter
	1	Extron HDMI Twisted Pair Receiver - 230 feet (70 m)
	6	Extron 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)
	1	Extron 1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure
	2	Extron [OFE] - 12V, 1.5A, Power Supply on Captive Screw
	1	Extron 1U 6" Deep Universal Rack Shelf Kit
	1	Extron H.264 Streaming Media Processor - Standard Version – 80 GB SSD
	1	Extron Twisted Pair Extender for USB Peripherals
	1	Generic [OFE] - Existing computer
	1	Generic [OFE]



Quantity	Manufacturer	Description
1	Liberty Wire and Cable	Single space black rack plate with HDMI on 6" pigtail and hole for Neutrik D size USB 3.0 A-B connector
	1 Middle Atlantic	19SP27DP,STAND ALONE
	1 Middle Atlantic	BGR CASTER KIT W/HDWARE
	7 Middle Atlantic	1SP FLANGED ECONO BLANK
	2 Middle Atlantic	2SP FLANGED ECONO BLANK
	1 Middle Atlantic	(2) 4" DC FANS W/CONTROL
	1 Middle Atlantic	Premium+ PDU with RackLink™
	1 Middle Atlantic	2SP RACKSHELF 14.75DP
	1 Neutrik	USB 3.0 A-B pass through connector. The adapter insert is reversable allowing the A or B side to be visible on the face of the connector.
	1 Powersoft Audio	Half Rack two channel power amplifier with Dante/AES67 input and full Armonia DSP.
	2 QSC	QSYS based network video appliance. Features three 1080p inputs, or two 1080 outputs. Also can stream or receive a single 4K60 video feed.
	8 Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	1 Tripp Lite	CAT6 Patch Cable, 10', Blue
	1 Williams Sound	12-Receiver System/R37 Receiver

Equipment Subtotal: \$37,405.42



Quantity Manufacturer Description

Labor Subtotal: **\$7,424.05**

Project Subtotal: **\$44,829.47**



Pricing Summary

Equipment:	\$35,657.90
Shipping and Handling:	\$1,052.05
Misc. Parts Adjustment:	\$695.47
Labor:	\$7,424.05

Grand Total:	\$44,829.47
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Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	\$22,414.74	
Equipment Delivery	\$13,448.84	
Final Acceptance	\$8,965.89	

Project Acceptance

Client: Jason Rouer

Date

Contractor: Camera Corner, Inc.

Date

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.


CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-07341-1

Date:

2/14/2020 1:12 PM

Expires On:

5/14/2020

Product:

CivicClerk

Ship To

Jill Lau
Door County WI - CivicClerk

Bill To

Door County WI - CivicClerk

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Mario Morales	x	morales@civicplus.com		Net 30

Exhibit A.1 - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	CivicClerk Ultimate Package	Ultimate Package - Max Number of Boards: 15	USD 0.00
1.00	CivicClerk- Ultimate Annual Fee	CivicClerk- Ultimate Annual Fee	USD 10,107.62
1.00	CivicClerk Design	CivicClerk Design	USD 472.50
8.00	CivicClerk Consulting (1h, virtual)	CivicClerk Virtual Consulting	USD 1,353.60
4.00	CivicClerk Configuration	CivicClerk Configuration	USD 1,890.00
2.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	USD 1,350.00
1.00	CP Media Implementation	CP Media Implementation	USD 945.00
1.00	CP Media Annual - Premium	CP Media Annual - Premium (Unlimited Storage)	USD 6,317.26
TOTAL:			USD 22,435.9800

Total Days of Quote:365

One Time Costs	USD 6,011.10
Recurring Costs	USD 16,424.88

* Recurring Costs stated herein are based upon the number of days stated above.
Upon renewal of this SOW, the Recurring Costs will reflect a 365 day calendar year.

- Performance and payment under this Statement of Work ("SOW") shall be subject to the terms & conditions of the Agreement by and between Client and CivicPlus, to which this SOW is hereby attached as Exhibit A.1.

2. This SOW shall remain in effect for an initial term of one year (12 months) from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this Agreement will automatically renew for an additional 1-year Renewal Term.
3. The Total Fees Year 1 (the sum of the One Time Costs and Recurring Costs) will be invoiced at signing of this SOW.
4. Renewal Term Annual Services (Recurring Costs) shall be invoiced on the date of signature of relevant calendar years. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 3 of service.
5. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards including, maintaining Services availability 24 hours a day, 7 days a week and responding to Client's requests for support during the hours of 7:00 AM to 7:00PM CT, Monday through Friday and any critical support requests 24 hours per day, 7 days a week.
6. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted to CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
7. The service(s) are provided on an "as is" basis, and Client's use of the service(s) is at its own risk. CivicPlus does not warrant that the service(s) will be uninterrupted or error-free or unaffected by force majeure events.
8. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization		URL
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact		E-Mail
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #		Sales Tax Exempt #
Billing Terms		Account Rep
Info Required on Invoice (PO or Job #)		
Contract Contact		Email
Phone	Ext.	Fax
Project Contact		Email
Phone	Ext.	Fax

Addendum 1 to Exhibit A.1 - Project Development Division of Work**Phase 1 – Introduction and Initial Configuration**

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
<ul style="list-style-type: none"> • Complete the implementation questionnaire • Provide Word versions of your agendas and item reports 	<ul style="list-style-type: none"> • Create a production site request and assign a PL request in JIRA • Reach out to Client to explain the Implementation plan • Schedule and conduct a kick-off call with Client, if requested • Once supplied Word versions of the agendas and item reports, configure the templates in the system • Input questionnaire data

Phase 2 – Initial Review

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
<ul style="list-style-type: none"> • Be prepared to schedule a call for system review • Provide feedback on any needed changes 	<ul style="list-style-type: none"> • Schedule and conduct a first look call with Client. • Provide any template changes needed to CivicPlus.

Phase 3 – Final Configuration and Review

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
<ul style="list-style-type: none"> • Provide a list of users • Provide any additional feedback and changes 	<ul style="list-style-type: none"> • Enter user list with appropriate security settings • Make necessary changes to templates and configuration

Phase 4 – Training

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
<ul style="list-style-type: none"> • Schedule a presentation for administrator training • Schedule a presentation for end user training 	<ul style="list-style-type: none"> • Schedule and conduct administrator and end user trainings

Phase 5 (As Needed) – Additional Services

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
<ul style="list-style-type: none"> • Provide Word versions of your most recent minutes • Provide a list of your Board/Council members • Schedule a 30 minute call for minutes training • Schedule a 30 minute call for BoardView training 	<ul style="list-style-type: none"> • Once supplied Word versions of the minutes, configure the templates in the system • Schedule and conduct minutes training • Schedule and conduct BoardView training

Door County Transportation Department Administrative Committee Update – June 16, 2020 Meeting

Testimonial via email 5/12/20

"Thank you for the valuable service that you provide our community. My 86 year old mom moved from the Illinois area to be closer to us in Sturgeon Bay, WI, eventually moving in with us earlier this year. Her health deteriorated quickly and she became very weak, it was impossible for us to get her in and out of the car. As her illness progressed she needed multiple doctor appointments at the DCMC in Sturgeon Bay. It is not far from our house but the obstacles seemed like a mountain as to how we could get her there without having her suffer greatly moving her into and out of our vehicle. When we heard of Door 2 Door it was like a weight lifted as we learned she could stay in her wheel chair and be transported easily to her important appointments. Sadly mom mother passed away last week, but I wanted to let you know how you made her life and ours so much better while she was here. Thank you."

Ridership

As mentioned last month, ridership was down for D2D and the ADRC services in the first quarter. The ADRC service resumed on May 26 and is slowly seeing an increase in rides.

Drivers in both systems are required to wear masks when transporting or are within six feet of a rider. Riders are still asked to ride in the back seat in vans and are spaced out in the bus. Additional sanitizing is being done between riders, whenever possible, and thoroughly at the end of the day.

D2D Fleet

You may have noticed a fresher look to the fleet of D2D vehicles in the past couple of months. This is because Abby Van's, contractor for D2D, replaced four of the eight vans in the fleet. Per our contract, primary D2D service vehicles are 2017 or newer and have less than 100,000 miles. The total fleet includes two ambulatory - seven passenger vans and six-wheelchair accessible - three passenger vans.

Last year, D2D provided over 41,000 trips, traveling almost 288,500 miles. It was time for an upgrade and the new fleet vehicles look great!

Door County Coordinated Transportation Plan

This document is required to be updated every four years. Due to COVID-19 the public input meeting was cancelled in early April. Public input has been received through a survey. Results are being reviewed at this time.

Please Note: Due the reduced ridership, revenue is also down. The good news is that Door County is eligible for additional funding through the CARES Act. This funding will cover 100% of net costs (expense-revenue) beginning 1/20/20. Based on this funding and estimates for the first quarter, it appears that Door County's match may have been almost \$70,000. However, with the CARES Act funding, match for the first quarter may be less than \$8,000 which is our required match for 85.21.



for Comment: ITAR Suspension, Modification, or Exception—SARS—COV2.”

- *Internet:* At www.regulations.gov, search for this notice using its docket number, DOS–2020–0024.

Comments submitted through www.regulations.gov will be visible to other members of the public; the Department will publish responsive comments on the DDTC website (www.pmdtdc.state.gov). Commenters are therefore cautioned not to include proprietary or other sensitive information in their comments.

FOR FURTHER INFORMATION CONTACT: Robert Hart, Office of Defense Trade Controls Policy, U.S. Department of State, telephone (202) 632–2788, or email DDTCResponseTeam@state.gov. ATTN: Request for Comment: Suspension, Modification, or Exception—SARS—COV2.

SUPPLEMENTARY INFORMATION: In order to ensure continuity of operations within the Directorate of Defense Trade Controls (DDTC) and among entities registered with DDTC pursuant to part 122 of the International Traffic in Arms Regulations (ITAR), on May 1, 2020, DDTC issued a document (85 FR 25287) informing the public of the temporary suspension, modification, and exception to several ITAR provisions. These actions were taken in the interest of the security and foreign policy of the United States as warranted due to the exceptional and undue hardships and risks to safety caused by the public health emergency related to the SARS—COV2 pandemic. DDTC is limiting its consideration of comments to the following three areas and requests commenters confine their submissions to the requested topics.

1. The efficacy of each of the temporary suspensions, modifications, and exceptions to the ITAR on the operating environments of the regulated community members during the COVID–19 emergency.

2. Expiration dates of suspensions, modifications, and exceptions to the ITAR—for each expiration date, is the period of efficacy sufficient, or should DDTC consider an extension of the expiration date, and why?

3. Are there additional temporary suspensions, modifications, or exceptions to the ITAR that DDTC should consider in response to specific difficulties in operating conditions under the regulations that have arisen

for the regulated community as a direct result of the crisis, and why?

Michael F. Miller,
Deputy Assistant Secretary for Defense Trade Controls, U.S. Department of State.

[FR Doc. 2020–12580 Filed 6–5–20; 4:15 pm]

BILLING CODE 4710–25–P

ENVIRONMENTAL PROTECTION AGENCY

40 CFR Parts 52 and 81

[EPA–R05–OAR–2020–0042; FRL–10009–61–Region 5]

Air Plan Approval; Wisconsin; Redesignation of the Newport State Park Area in Door County to Attainment of the 2015 Ozone NAAQS

AGENCY: Environmental Protection Agency (EPA).

ACTION: Final rule.

SUMMARY: The Environmental Protection Agency (EPA) finds that the Newport State Park area in Door County Wisconsin is attaining the 2015 ozone National Ambient Air Quality Standard (NAAQS or standard). EPA is acting in accordance with a request from the Wisconsin Department of Natural Resources (WDNR) to redesignate the area to attainment for the 2015 ozone NAAQS because the request meets the statutory requirements for redesignation under the Clean Air Act (CAA), which WDNR submitted on January 27, 2020. EPA is also approving, as a revision to the Wisconsin State Implementation Plan (SIP), the State’s plan for maintaining the 2015 ozone NAAQS through 2030 in the area. Finally, EPA finds adequate and is approving Wisconsin’s 2023 and 2030 volatile organic compound (VOC) and oxides of nitrogen (NO_x) Motor Vehicle Emission Budgets (MVEBs) for the area.

DATES: This final rule is effective June 10, 2020.

ADDRESSES: EPA has established a docket for this action under Docket ID No. EPA–R05–OAR–2020–0042. All documents in the docket are listed in the <http://www.regulations.gov> website. Although listed in the index, some information is not publicly available, e.g., Confidential Business Information or other information whose disclosure is restricted by statute. Certain other material, such as copyrighted material, is not placed on the internet and will be publicly available only in hard copy form. Publicly available docket materials are available either through <http://www.regulations.gov>, or please contact the person identified in the FOR

FURTHER INFORMATION CONTACT section for additional availability information.

FOR FURTHER INFORMATION CONTACT: Jenny Liljegren, Physical Scientist, Attainment Planning and Maintenance Section, Air Programs Branch (AR–18J), Environmental Protection Agency, Region 5, 77 West Jackson Boulevard, Chicago, Illinois 60604, (312) 886–6832, Liljegren.Jennifer@epa.gov. The EPA Region 5 office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding Federal holidays and facility closures due to COVID 19.

SUPPLEMENTARY INFORMATION:

Throughout this document whenever “we,” “us,” or “our” is used, we mean EPA.

I. What is being addressed in this document?

This rule takes action on the January 27, 2020, submission from WDNR requesting redesignation of the Newport State Park area in Door County, Wisconsin to attainment for the 2015 ozone standard. The background for this action is discussed in detail in EPA’s proposal, dated March 13, 2020 (85 FR 14608). In that rulemaking, we noted that, under EPA regulations at 40 CFR part 50, the 2015 ozone NAAQS is attained in an area when the 3-year average of the annual fourth highest daily maximum 8-hour average ozone concentration is equal to or less than 0.070 parts per million, when truncated after the third decimal place, at all of the ozone monitoring sites in the area. (See 40 CFR 50.19 and appendix U of part 50.) Under the CAA, EPA may redesignate nonattainment areas to attainment if sufficient, complete, quality-assured data are available to determine that the area has attained the standard and meets the other CAA redesignation requirements in section 107(d)(3)(E). The proposed rule provides a detailed discussion of how Wisconsin has met these CAA requirements.

As discussed in the proposed rule, quality-assured and certified monitoring data for 2017–2019 show that the area has attained the 2015 ozone standard. In the maintenance plan submitted for the area, Wisconsin has demonstrated that the ozone standard will be maintained in the area through 2030. Finally, Wisconsin has adopted 2023 and 2030 VOC and NO_x MVEBs for the area that are supported by Wisconsin’s maintenance demonstration.

II. What comments did we receive on the proposed rule?

EPA provided a 30-day review and comment period for the March 13, 2020,

proposed rule. The comment period ended on April 13, 2020. We received an anonymous request for an extension to the comment period; however, inadequate grounds for the extension were asserted, and we did not grant that request. Finalizing this action will not pose a risk to public health and the environment, since the area has clean monitoring data for the air pollutant in question and the area has met all the applicable CAA requirements for redesignation.

III. What action is EPA taking?

EPA is determining that the Newport State Park nonattainment area in Door County Wisconsin is attaining the 2015 ozone standard, based on quality-assured and certified monitoring data for 2017–2019 and that the area has met the requirements for redesignation under section 107(d)(3)(E) of the CAA. EPA is thus changing the legal designation of the area from nonattainment to attainment for the 2015 ozone standard. EPA is also approving, as a revision to the Wisconsin SIP, the State's maintenance plan for the area. The maintenance plan is designed to keep the area in attainment of the 2015 ozone NAAQS through 2030. Finally, EPA finds adequate and is approving the newly-established 2023 and 2030 MVEBs for the area.

In accordance with 5 U.S.C. 553(d), EPA finds there is good cause for these actions to become effective immediately upon publication. This is because a delayed effective date is unnecessary due to the nature of a redesignation to attainment, which relieves the area from certain CAA requirements that would otherwise apply to it. The immediate effective date for this action is authorized under both 5 U.S.C. 553(d)(1), which provides that rulemaking actions may become effective less than 30 days after publication if the rule "grants or recognizes an exemption or relieves a restriction," and section 553(d)(3), which allows an effective date less than 30 days after publication "as otherwise provided by the agency for good cause found and published with the rule." The purpose of the 30-day waiting period prescribed in section 553(d) is to give affected parties a reasonable time to adjust their behavior and prepare before the final rule takes effect. This rule, however, does not create any new regulatory requirements such that affected parties would need time to prepare before the rule takes effect. Rather, this rule relieves the State of planning requirements for this ozone nonattainment area. For these reasons,

EPA finds good cause under 5 U.S.C. 553(d)(3) for these actions to become effective on the date of publication of these actions.

IV. Statutory and Executive Order Reviews

Under the CAA, redesignation of an area to attainment and the accompanying approval of a maintenance plan under section 107(d)(3)(E) are actions that affect the status of a geographical area and do not impose any additional regulatory requirements on sources beyond those imposed by state law. A redesignation to attainment does not in and of itself create any new requirements, but rather results in the applicability of requirements contained in the CAA for areas that have been redesignated to attainment. Moreover, the Administrator is required to approve a SIP submission that complies with the provisions of the CAA and applicable Federal regulations. 42 U.S.C. 7410(k); 40 CFR 52.02(a). Thus, in reviewing SIP submissions, EPA's role is to approve state choices, provided that they meet the criteria of the CAA. Accordingly, this action merely approves state law as meeting Federal requirements and does not impose additional requirements beyond those imposed by state law. For that reason, this action:

- Is not a significant regulatory action subject to review by the Office of Management and Budget under Executive Orders 12866 (58 FR 51735, October 4, 1993) and 13563 (76 FR 3821, January 21, 2011);
- Is not an Executive Order 13771 (82 FR 9339, February 2, 2017) regulatory action because SIP approvals are exempted under Executive Order 12866;
- Does not impose an information collection burden under the provisions of the Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*);
- Is certified as not having a significant economic impact on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*);
- Does not contain any unfunded mandate or significantly or uniquely affect small governments, as described in the Unfunded Mandates Reform Act of 1995 (Pub. L. 104–4);
- Does not have federalism implications as specified in Executive Order 13132 (64 FR 43255, August 10, 1999);
- Is not an economically significant regulatory action based on health or safety risks subject to Executive Order 13045 (62 FR 19885, April 23, 1997);

- Is not a significant regulatory action subject to Executive Order 13211 (66 FR 28355, May 22, 2001);
- Is not subject to requirements of Section 12(d) of the National Technology Transfer and Advancement Act of 1995 (15 U.S.C. 272 note) because application of those requirements would be inconsistent with the CAA; and
- Does not provide EPA with the discretionary authority to address, as appropriate, disproportionate human health or environmental effects, using practicable and legally permissible methods, under Executive Order 12898 (59 FR 7629, February 16, 1994).

In addition, the SIP is not approved to apply on any Indian reservation land or in any other area where EPA or an Indian tribe has demonstrated that a tribe has jurisdiction. In those areas of Indian country, this rule does not have tribal implications as specified by Executive Order 13175 (65 FR 67249, November 9, 2000), because redesignation is an action that affects the status of a geographical area and does not impose any new regulatory requirements on tribes, impact any existing sources of air pollution on tribal lands, nor impair the maintenance of ozone national ambient air quality standards in tribal lands.

The Congressional Review Act, 5 U.S.C. 801 *et seq.*, as added by the Small Business Regulatory Enforcement Fairness Act of 1996, generally provides that before a rule may take effect, the agency promulgating the rule must submit a rule report, which includes a copy of the rule, to each House of the Congress and to the Comptroller General of the United States. EPA will submit a report containing this action and other required information to the U.S. Senate, the U.S. House of Representatives, and the Comptroller General of the United States prior to publication of the rule in the **Federal Register**. A major rule cannot take effect until 60 days after it is published in the **Federal Register**. This action is not a "major rule" as defined by 5 U.S.C. 804(2).

Under section 307(b)(1) of the CAA, petitions for judicial review of this action must be filed in the United States Court of Appeals for the appropriate circuit by August 10, 2020. Filing a petition for reconsideration by the Administrator of this final rule does not affect the finality of this action for the purposes of judicial review nor does it extend the time within which a petition for judicial review may be filed, and shall not postpone the effectiveness of such rule or action. This action may not be challenged later in proceedings to enforce its requirements. (*See* section 307(b)(2).)

List of Subjects

40 CFR Part 52

Environmental protection, Air pollution control, Incorporation by reference, Intergovernmental relations, Oxides of nitrogen, Ozone, Volatile organic compounds.

40 CFR Part 81

Environmental protection, Air pollution control, National parks, Wilderness areas.

Dated: May 12, 2020.

Cheryl Newton,

Deputy Regional Administrator, Region 5.

Title 40 CFR parts 52 and 81 are amended as follows:

PART 52—APPROVAL AND PROMULGATION OF IMPLEMENTATION PLANS

■ 1. The authority citation for part 52 continues to read as follows:

Authority: 42 U.S.C. 7401 *et seq.*

■ 2. Section 52.2585 is amended by adding paragraph (jj) to read as follows:

§ 52.2585 Control strategy: Ozone.

* * * * *

(jj) *Redesignation*. Approval—On January 27, 2020, Wisconsin submitted a request to redesignate the Newport State Park area in Door County to attainment of the 2015 8-hour ozone standard. As part of the redesignation request, the State submitted a maintenance plan as required by section 175A of the Clean Air Act. Elements of the section 175 maintenance plan include a contingency plan and an obligation to submit a subsequent maintenance plan revision in eight years as required by the CAA. The ozone maintenance plan also establishes 2023 and 2030 Motor Vehicle Emission Budgets (MVEBs) for the area. The 2023 MVEBs for the area are 0.00027 tpd for

VOC and 0.00032 tpd for NO_x. The 2030 MVEBs for the area are 0.00019 tpd for VOC and 0.00016 tpd for NO_x.

PART 81—DESIGNATION OF AREAS FOR AIR QUALITY PLANNING PURPOSES

■ 3. The authority citation for part 81 continues to read as follows:

Authority: 42 U.S.C. 7401, *et seq.*

■ 4. Section 81.350 is amended by revising the entry for “Door County, WI” in the table entitled “Wisconsin-2015 8-Hour Ozone NAAQS [Primary and Secondary]” to read as follows:

§ 81.350 Wisconsin.

* * * * *

WISCONSIN—2015 8-HOUR OZONE NAAQS
[Primary and secondary]

Designated area ¹	Designation		Classification	
	Date ²	Type	Date ²	Type
* * * * *	* * * * *	* * * * *	* * * * *	* * * * *
Door County, WI	6/10/2020	Attainment	Marginal (Rural Transport).
Door County (part): Newport State Park Boundary.				
* * * * *	* * * * *	* * * * *	* * * * *	* * * * *

¹ Includes any Indian country in each county or area, unless otherwise specified. EPA is not determining the boundaries of any area of Indian country in this table, including any area of Indian country located in the larger designation area. The inclusion of any Indian country in the designation area is not a determination that the state has regulatory authority under the Clean Air Act for such Indian country.
² This date is August 3, 2018, unless otherwise noted.

* * * * *
[FR Doc. 2020–10569 Filed 6–9–20; 8:45 am]
BILLING CODE 6560–50–P

DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration

50 CFR Parts 216 and 300

[Docket No. 200507–0131]

RIN 0648–BH48

International Fisheries; Pacific Tuna Fisheries; Procedures for the Active and Inactive Vessel Register

AGENCY: National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Commerce.

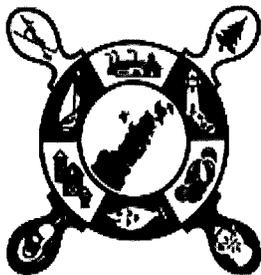
ACTION: Final rule; date of effectiveness for collection-of-information requirements; correcting amendment.

SUMMARY: NMFS announces approval by the Office of Management and Budget (OMB) of collection-of-information requirements contained in regulations published in a final rule on December 20, 2019. The final rule implements International Maritime Organization (IMO) requirements in Inter-American Tropical Tuna Commission (IATTC) Resolution C–18–06 (*Resolution (Amended) on a Regional Vessel Register*) and amendments to existing regulations governing inclusion on the IATTC Regional Vessel Register (Vessel Register) by purse seine vessels fishing in the eastern Pacific Ocean (EPO). The intent of this final rule is to inform the public of the effectiveness of the collection-of-information requirements associated with the final rule. This final

rule also corrects the regulatory text to implement two collection-of-information requirements that were included in the December 20, 2019, final rule and inadvertently set to become effective on January 21, 2020, before being approved by OMB under the Paperwork Reduction Act (PRA). Those two collection-of-information requirements were corrected in a correcting amendment in a final rule published on February 13, 2020 and are made effective in this final rule.

DATES: Effective June 10, 2020.

ADDRESSES: Copies of supporting documents are available via the Federal eRulemaking Portal: <http://www.regulations.gov>, docket NOAA–NMFS–2018–0030, or by contacting Daniel Studt, NMFS West Coast Region, 501 W Ocean Blvd., Suite 4200, Long Beach, CA 90802, or emailing WCR.HMS@noaa.gov.



**County of Door
VETERANS SERVICE OFFICE**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Beth Wartella

County Veterans Service Officer
(920) 746-2226
bwartella@co.door.wi.us

28 May 20

ATTN: Administrative Committee

RE: Approval of Completion of Introductory Period for Nathan LeClair

Nathan LeClair has successfully completed his introductory period on 28 April 2020. Nathan has demonstrated the necessary skills and knowledge to be an administrative assistant in the veterans office. I would like to recommend the approval of the completion of his introductory period making him a regular employee.

Thank you,

A handwritten signature in black ink that reads "Beth Wartella". The signature is written in a cursive style.

Beth Wartella
County Veterans Service Officer



County of Door HUMAN RESOURCES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Fax: 920/746-2538
PH: 920/746-2305

To: David Lienau, Board Chairman
Administrative Committee

From: Kelly A. Hendee, Human Resources Director

Date: February 12, 2020

Re: County Administrator Evaluation Process

Kelly 2/15/2020

Background:

In 2015, the County adopted the International Cities/County Management Association (ICMA) evaluation format for the County Administrator. This is the same format that other Northeast Counties have adopted and tailored to suit their needs.

The process of distributing and collecting evaluations is conducted through the Human Resources Department, then turned over to the County Board Chairman for review. The Administrative Committee would review and discuss the evaluations and take a summary to County Board.

As part of the evaluation process, they are currently sent to Outside Constituents, Department Heads, and County Board Supervisors. Evaluations are distributed in August of each year, based on the hiring date of the current Administrator. Increases are not tied to the outcome of the evaluations but follow the compensation outlined in the County Administrator's contract.

Attached for your review are the three sets of evaluation questions. The 2019 review had the following response rate:

- 15 - Department heads completed one, including 1 Elected Official. (8 Elected Officials; 2 DH did not complete one)
- 3 – Outside Constituencies (out of 3)
- 16 – County Board Supervisors completed one (5 CB Supervisors did not complete one)

Recommendations:

Based on the comments provided by the County Board, I would recommend the following for your consideration:

1. The review participants/raters are valid and do not need to be changed. It is a widely accepted process developed by ICMA and the feedback has been successfully used in our process.
2. If the questions are modified, deleted or added, AND goals identified for the upcoming review period, it can be done by the Administrative Committee in June or July of each year.

PLEASE SEND ORIGINAL SIGNED PERFORMANCE EVALUATION TO HUMAN RESOURCES

The Administrative Committee has established the procedures for evaluating the County Administrator. The survey that follows is meant to inform and guide the Committee in their discussions as it pertains to the County Administrator's performance.

This evaluation is meant to be developmental in nature. As such, please provide as much explanation or insight into each of your ratings so that the Committee and Board are able to discuss recommendations that lead to future goals and improvements.

You are asked to complete this evaluation no later than **4:30 p.m. on August 2, 2019**. There may be several follow-up e-mails or calls to those who have not responded as we approach the deadline for submission.

Following the close of the survey, the County Board Chair and Committee will review the summary information for discussion with the full County Board.

If there are any questions about the survey itself, please contact County Board Chair David Lienau. If there are technical questions (e.g. connectivity, etc.) please contact Kelly Hendee [khendee@co.door.wi.us].

Thank you for your assistance in this matter

Rating System:

There are 29 questions to be rated for a total of 145 possible points. To determine your final rating, take the total points and divide by 29. This will provide the rating score to determine either a: meets requirements; above requirements; or substantially above requirements as listed below.

1. **Not Effective** – Performance is unacceptable, substantial improvement is necessary to meet job requirements
2. **Needs Improvement** – Work is fairly acceptable in most respects but does not fully execute all job functions to expectation
3. **Solid Performance** – Consistently effective and competent. Work requires minimal supervision, guidance, and checking
4. **Highly Effective** – Significantly and consistently performs at a level above that expected of a competent employee
5. **Exceptional** – Extraordinary performance, most work is characterized by significant accomplishments **beyond job requirements**

Door County Human Resources
Form #: 2016-100

Title: **County Administrator Evaluation – County Board**

Rater Information:

1. First Name

2. Last Name

Individual Ratings:

Please rate the following based upon YOUR direct observations over the last year. Separate evaluation documents have been sent to the leaders of the County's towns, cities, and villages; neighboring counties; state/local officials; vendors and professionals with whom the Administrator works; and the County's department heads.

If you have not observed a particular aspect of the Administrator's performance, please indicate by selecting "N/A".

3. Keeps Board informed of County activities, progress, projects and problems.

Observations, Examples and Comments:

4. Is receptive to Board members' ideas and suggestions

Observations, Examples and Comments:

5. Makes sound recommendations for Board action

Observations, Examples and Comments:

6. Identifies problems, secures necessary information, analyzes solutions and presents options to the County Board.

Observations, Examples and Comments:

7. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments that may affect or impact the County.

Observations, Examples and Comments:

8. Makes regular reports to the Board, keeping the Board advised as to the financial condition of the County and its future financial needs.

Observations, Examples and Comments:

9. Recommends such matters to the Board for its consideration as deemed necessary or advisable for administration and coordination of County functions.

Observations, Examples and Comments:

10. Provides adequate information and time to review background materials prior to making decisions.

Observations, Examples and Comments:

11. Maintains a respectful relationship with the County Board and responds appropriately at Board and committee meetings.

Observations, Examples and Comments:

12. Provides appropriate policies and procedures necessary to implement the Budget.

Observations, Examples and Comments:

13. Regularly attends committee and Board meetings as required or necessary.

Observations, Examples and Comments:

14. Projects professional demeanor.

Observations, Examples and Comments:

15. Displays common sense and good judgment in business transactions.

Observations, Examples and Comments:

16. Recommended appropriate adjustments after a compensation program review of all County positions.

Observations, Examples and Comments:

17. Progressive in attitude and action, and maintains an open mind to receiving constructive criticism and advice.

Observations, Examples and Comments:

18. Works effectively to present the County as a good place to work in order to recruit and retain quality employees.

Observations, Examples and Comments:

19. Understands and enforces County policies, laws and ordinances.

Observations, Examples and Comments:

20. Represents the county effectively at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the County.

Observations, Examples and Comments:

21. Maintains a good rapport with area municipal, business, and community leaders.

Observations, Examples and Comments:

22. Uses an effective process with the Board to implement the strategic plan.

Observations, Examples and Comments:

23. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards.

Observations, Examples and Comments:

24. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

Observations, Examples and Comments:

25. Executes the adopted budget, insuring that expenditures of County funds are in compliance with the Board's intent and/or direction.

Observations, Examples and Comments:

26. Coordinates' the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

Observations, Examples and Comments:

27. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, and to identify opportunities for cooperation.

Observations, Examples and Comments:

28. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

Observations, Examples and Comments:

29. Maintains effective community relations, ensuring timely investigation and response to citizen complaints and inquiries.

Observations, Examples and Comments:

30. Maintains awareness of community feelings on current issues and anticipates impact of management decisions.

Observations, Examples and Comments:

31. Resolves, or demonstrates the ability to resolve, conflicts inherent in municipal government.

Observations, Examples and Comments:

Overall Rating:

Rating System:

There were 29 questions to be rated for a total of 145 possible points. To determine your final rating, take the total points and divide by 29. This will provide the rating score to determine either a meets requirements; above requirements; or substantially above requirements as listed on page 1.

Additional Feedback

32. What impressed you the most about the Administrator's performance (positively or negatively) this past year?

33. What should be the priorities for the Administrator over the next year?

34. Do you have any additional comments regarding the Administrator that pertain to this evaluation, or suggestions for improvement for the operation of the County or add to the Administrator's effectiveness?

PLEASE SEND ORIGINAL SIGNED PERFORMANCE EVALUATION TO HUMAN RESOURCES
DEPARTMENT, C/O KELLY HENDEE, 421 NEBRASKA STREET, STURGEON BAY, WI 54235
OR EMAIL TO khendee@co.door.wi.us

The Administrative Committee has established the procedures for evaluating the County Administrator. The survey that follows is meant to inform and guide the Committee in their discussions as it pertains to the County Administrator's performance.

This evaluation is meant to be developmental in nature. As such, please provide as much explanation or insight into each of your ratings so that the Committee and Board are able to discuss recommendations that lead to future goals and improvements.

You are asked to complete this evaluation no later than **4:30 p.m. on August 2, 2019**. There may be several follow-up e-mails to those who have not responded as we approach the deadline for submission.

Following the close of the survey, the County Board Chair and Committee will review the summary information for discussion with the full County Board.

If there are any questions about the survey itself, please contact County Board Chair David Lienau (district20@co.door.wi.us). If there are technical questions (e.g. connectivity, etc.) please contact Kelly Hendee [khendee@co.door.wi.us].

Thank you for your assistance in this matter

Rating System:

There are 17 questions to be rated for a total of 85 possible points. To determine your final rating, take the total points and divide by 17. This will provide the rating score to determine either a meets requirements; above requirements; or substantially above requirements as listed below.

1. **Not Effective** – Performance is unacceptable, substantial improvement is necessary to meet job requirements
2. **Needs Improvement** – Work is fairly acceptable in most respects but does not fully execute all job functions to expectation
3. **Solid Performance** – Consistently effective and competent. Work requires minimal supervision, guidance, and checking
4. **Highly Effective** – Significantly and consistently performs at a level above that expected of a competent employee
5. **Exceptional** – Extraordinary performance, most work is characterized by significant accomplishments **beyond job requirements**

Name: _____

Date _____

Rater Information:

1. First Name 2. Last Name

Individual Ratings:

Please rate the following based upon **YOUR** direct observations over the last year. Separate evaluation documents have been sent to the leaders of the County's towns, cities, and villages; neighboring counties; state/local officials; vendors and professionals with whom the Administrator works; and the County Board of Supervisors.

If you have not observed a particular aspect of the Administrator's performance, please indicate by selecting "N/A".

3. Keeps me informed of County activities, progress, projects and problems as they pertain to your department.

Observations, Examples and Comments:

4. Is receptive to my ideas and suggestions.

Observations, Examples and Comments:

5. Makes sound recommendations for action.

Observations, Examples and Comments:

6. Encourages staff development and provides guidance and direction as necessary.

Observations, Examples and Comments:

7. Keeps me informed on external developments that may affect or impact operations.

Observations, Examples and Comments:

8. Involves my department in appropriate decision-making.

Observations, Examples and Comments:

9. Gives me responsibility and delegates effectively.

Observations, Examples and Comments:

10. Is readily accessible to me for consultation, and I value his advice.

Observations, Examples and Comments:

11. Utilizes my department's input and/or solicits information required for reports, studies, research, etc.

Observations, Examples and Comments:

12. Provides effective team leadership.

Observations, Examples and Comments:

13. Helps my department to implement changes effectively.

Observations, Examples and Comments:

14. Provides timely feedback to me on the performance or concerns regarding my department.

Observations, Examples and Comments:

15. Provided appropriate policies and procedures necessary to implement the Budget.

Observations, Examples and Comments:

16. Discusses my department's role in implementing the County's strategic plan and works with me to develop related goals and objectives for my department

Observations, Examples and Comments:

17. Conducted an effective and meaningful formal review of my performance.

Observations, Examples and Comments:

18. Has worked with me to establish standards for evaluating the service provided by my department.

Observations, Examples and Comments:

19. Maintains and provides information on availability of funds and procedures to apply for federal and state grant programs and assists in the application and procurement.

Observations, Examples and Comments:

Overall Rating:

Rating System:

There were 17 questions to be rated for a total of 85 possible points. To determine your final rating, take the total points and divide by 17. This will provide the rating score to determine either a meets requirements; above requirements; or substantially above requirements as listed on page 1.

Additional Feedback

20. How has the Administrator helped you in the past year to be a better Department Head?

21. What specific actions could the Administrator take in the coming year to help you be an even better Department Head?

PLEASE SEND PERFORMANCE EVALUATION TO:
HUMAN RESOURCES DEPARTMENT, C/O KELLY HENDEE, 421 NEBRASKA STREET, STURGEON BAY, WI 54235
OR EMAIL TO khendee@co.door.wi.us

The Door County Administrative Committee is conducting its annual evaluation of the County Administrator, Ken Pabich. This is for the timeframe of August 1, 2018 through July 31, 2019. You have been asked to participate because the Administrative Committee is interested in receiving feedback from a diverse group of his professional contacts. The Door County Board of Supervisors and Department Heads will also be conducting separate surveys.

This survey that follows is meant to inform and guide the Administrative Committee in their discussions as it pertains to the County Administrator's performance.

This evaluation is meant to be developmental in nature. As such, we ask for your insight in each of the areas listed below so that the Committee and Board are able to discuss recommendations that lead to future goals and improvements.

You are asked to complete this evaluation no later than **4:30 p.m. on August 2, 2019**. There may be several follow-up e-mails to those who have not responded as we approach the deadline for submission.

Following the close of the survey, the County Board Chair and Committee will review the summary information for discussion with the full County Board.

If there are any questions about the survey itself, please contact County Board Chair David Lienau (district20@co.door.wi.us) If there are technical questions (e.g. connectivity, etc.) please contact Kelly Hendee [khendee@co.door.wi.us].

Thank you for your assistance in this matter

Rater Information:

1. First Name

2. Last Name

3. Company/Entity:

4. May our County Board Chair contact you for any follow-up questions?

Yes

No

5. If yes, what is your telephone number?

Evaluation Feedback:

6. Please summarize the nature of your business or community service relationship between your organization, you, and the Door County Administrator.

7. Do you feel our Administrator has developed good rapport with you, and functions as a good ambassador for Door County?

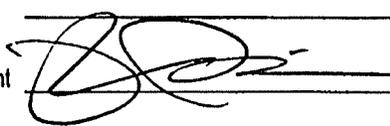
Yes

No

Please explain

8. Please explain the level of confidence that you have in the County Administrator's ability to represent the County's interests to you and deliver on commitments?

9. Please describe any specific action(s) our Administrator could take that would result in an improved relationship between your organization and Door County?

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department: <u>Library</u>		Position Title: <u>Page - Sturgeon Bay Branch</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>5/1/2020</u>	
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>11.25</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? <u>N/A</u>			
Name of Current / Most Recent Incumbent: <u>Mary Bosman</u>			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>Tina Kakuske</u>		Date <u>3/16/2020</u>	
Financial Information:			
Salary Range: <u>11.00 to 13.00</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO _____		FLSA Status _____	
<input type="checkbox"/> Human Resources has performed a position review?		_____ (HR Initial)	_____ Date
<input type="checkbox"/> The Job Description has been updated and signed?		_____ (HR Initial)	_____ Date
Approvals:			
County Administrator _____		Date _____	
Library Board President  _____		Date <u>3/17/2020</u>	
Administrative Committee Chair _____		Date _____	

County of Door

Page

Job Title	Page	Last Revision	05/18/2019
Department	Library	HR Reviewed	05/18/2019
Division		Employee Group	
Report To	Head of Circulation or Branch Manager	FLSA Status	Non-Exempt
Pay Grade	Not on pay plan	EEO Code	06 – Office/Clerical

General Summary

Under immediate supervision; performs routine clerical and physical tasks as required. Reports to Head of Circulation or Branch Manager.

Duties and Responsibilities

Essential Job Functions

1. Sorts and shelves books and other library materials.
2. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
3. Meters and delivers outgoing mail.
4. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
5. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
6. Checks out materials at the circulation desk and clears returned materials. Takes payment for overdue charges and records receipt on computer.
7. Issues library cards. Verifies and enters information in computer database.
8. Answers phone and directs calls to appropriate staff member.
9. Aids patrons in proper use of equipment and technology.

General Job Functions

1. Other duties as assigned

Requirements

Training and Experience

1. High School graduate or student in good standing who is over 16 years of age

Knowledge, Skills, and Abilities Required

1. Ability to learn and use the library computer software.
2. Ability to relate in a tactful, courteous and friendly manner with the public and other staff.
3. Schedule flexibility.
4. Ability to read, comprehend, listen and communicate, both verbally and in writing.

County of Door
Page

Physical & Working Conditions

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling 25-40 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

Equipment Operated

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.

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, photocopier, printer and scanner.

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:

Tina Kakuske

Tina Kakuske, Library Director

8/22/19

Date

Kelly A. Hendee

Kelly A. Hendee, Human Resources Director

8-21-19

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Library Page - Sturgeon Bay

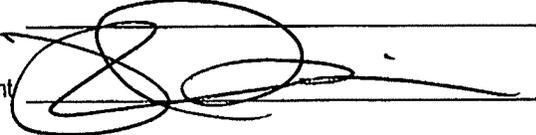
_____ 6 Mo _____
Library Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS		TOTAL SALARY and Benefits
Library Page Sturgeon Bay-\$11.00								
598 Hours	\$11.00	6,578				516		7,094
Library Page Sturgeon Bay-Budget								
598 hours	\$13.00	7,774				609		8,383
Total Salary and Benefit Decrease								(1,289)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS		TOTAL SALARY and Benefits
Library Page Sturgeon Bay-\$13.00								
598 Hours	\$13.00	7,774				609		8,383
Library Page Sturgeon Bay-Budget								
598 hours	\$13.00	7,774				609		8,383
Total Salary and Benefit Increase								-

Dept Head Signature Steve Wynnmark
 Date 3/19/2020

Finance Director

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.

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department: <u>Library</u>		Position Title: <u>Page - Sister Bay Branch</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>April 1, 2020</u>	
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>6.5</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? <u>N/A</u>			
Name of Current / Most Recent Incumbent: <u>Linda Sanduski</u>			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>Tina Kakuske</u>		Date <u>3/16/2020</u>	
Financial Information:			
Salary Range: <u>11.00 to 13.00</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO _____		FLSA Status _____	
<input type="checkbox"/> Human Resources has performed a position review?		_____ (HR Initial)	_____ Date
<input type="checkbox"/> The Job Description has been updated and signed?		_____ (HR Initial)	_____ Date
Approvals:			
County Administrator _____		Date _____	
Library Board President  _____		Date <u>3/17/2020</u>	
Administrative Committee Chair _____		Date _____	

County of Door Page

Job Title	Page	Last Revision	05/18/2019
Department	Library	HR Reviewed	05/18/2019
Division		Employee Group	
Report To	Head of Circulation or Branch Manager	FLSA Status	Non-Exempt
Pay Grade	Not on pay plan	EEO Code	06 – Office/Clerical

General Summary

Under immediate supervision; performs routine clerical and physical tasks as required. Reports to Head of Circulation or Branch Manager.

Duties and Responsibilities

Essential Job Functions

1. Sorts and shelves books and other library materials.
2. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
3. Meters and delivers outgoing mail.
4. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
5. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
6. Checks out materials at the circulation desk and clears returned materials. Takes payment for overdue charges and records receipt on computer.
7. Issues library cards. Verifies and enters information in computer database.
8. Answers phone and directs calls to appropriate staff member.
9. Aids patrons in proper use of equipment and technology.

General Job Functions

1. Other duties as assigned

Requirements

Training and Experience

1. High School graduate or student in good standing who is over 16 years of age

Knowledge, Skills, and Abilities Required

1. Ability to learn and use the library computer software.
2. Ability to relate in a tactful, courteous and friendly manner with the public and other staff.
3. Schedule flexibility.
4. Ability to read, comprehend, listen and communicate, both verbally and in writing.

County of Door
Page

Physical & Working Conditions

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling 25-40 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

Equipment Operated

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.

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, photocopier, printer and scanner.

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:

Tina Kakuske

Tina Kakuske, Library Director

8/22/19

Date

Kelly A. Hendee

Kelly A. Hendee, Human Resources Director

8-21-19

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Library Page - Sister Bay

_____ 6 Mo _____
Library Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Library Page Sister Bay-\$11.00									
299 Hours	\$11.00	3,289				258			3,547
Library Page Sister Bay-Budget									
299 Hours	\$11.00	3,289				258			3,547
Total Salary and Benefit Increase									-
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Library Page Sister Bay-\$13.00									
299 Hours	\$13.00	3,887				305			4,192
Library Page Sister Bay-Budget									
299 Hours	\$11.00	3,289				258			3,547
Total Salary and Benefit Increase									645

Dept Head Signature St. Wigginton
 Date 3/15/2020

Finance Director

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.

Mary Bosman

[REDACTED]

2-26-20

Tina Kakuske, Director
Door County Library, Sturgeon Bay
107 S. 4th Ave.
Sturgeon Bay WI 54235

RE: Intent to Retire

Dear Ms. Kakuske:

I would like to inform you that I am retiring from being a Library Page with the Sturgeon Bay Library effective May 1, 2020.

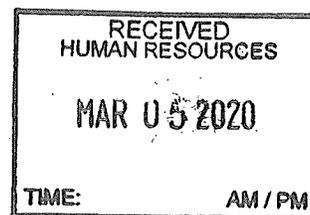
I have loved being a Page at the library for about 14 years, working with both the employees and with the public. I have decided I want to work as a volunteer not only for the Friends of the Library, but also volunteer for the wonderful Miller Art Center in the same building.

Sincerely,

Mary Bosman

Mary Bosman

Cc: Human Resources



From: Linda Sanduski <lindabsand@gmail.com>
Sent: Sunday, March 15, 2020 8:16 PM
To: KAKUSKE, TINA <tkakuske@co.door.wi.us>
Subject: Letter of Resignation from Linda Sanduski

March 15, 2020

Tina Kakuske
Director, Door County Libraries
Sturgeon Bay, WI

Dear Tina,

Please accept this letter as my formal resignation from the position of Page at the Sister Bay Branch of the Door County Library, effective March 31, 2020. I am resigning as a result of a job opportunity that will allow me a greater number of hours at a higher pay rate.

I would like to thank you for the opportunity to work at the Sister Bay Library, I have enjoyed my time with the staff there and will remain an enthusiastic supporter of the Door County Library System.

Respectfully,

Linda

Linda Sanduski





**County of Door
FACILITIES & PARKS DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Wayne Spritka
Facilities & Parks Director
(920) 746-2211
Mobil 920-495-2131
wspritka@co.door.wi.us

MEMORANDUM

TO: Human Resources Director
Facilities & Parks Committee
Administrative Committee

FR: *W.J. Spritka*
Wayne J. Spritka
Director, Facilities and Parks

SUBJECT: APPROVAL OF INTRODUCTORY PERIOD- DAN KLANSKY

DATE: May 1, 2020

On October 28, 2019, Door County hired Dan Klansky to fill the role of the Facilities Division Manager of the Facilities & Parks Department. I recommend to the Facilities and Parks Committee and the Administrative Committee that we continue to employ Dan as a regular full time employee.

Dan has demonstrated a strong dedication to his position and Door County. Dan demonstrates a sound understanding of County Policies and contributes effectively to the Department as strong manager. He contributes regularly to create ideas of improvement and Department efficiencies.

#





County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

May 7, 2020

Health and Human Services Board
421 Nebraska St.
Sturgeon Bay WI 54235

Re: Completion of Introductory Period
Name: Cassaundra Bratz
Start Date: 11/11/2019

Saundra has done an excellent job learning her new job as the co-occurring behavioral health therapist.

She will complete her introductory period successfully and will move to a regular status as of 05/09/2020.

Sincerely,

Donna Altepeter, LCSW
Department of Human Services

Cc: Administrative Committee
Human Resources Department.

RECEIVED
HUMAN RESOURCES
MAY 18 2020
TIME: *HP* AM / PM



Door County Health and Human Services

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach, Director
First Floor Fax 920-746-2355
Second Floor Fax 920-746-2349
dhs@co.door.wi.us

May 18, 2020

Kelly Hendee
Human Resources Director
421 Nebraska St.
Sturgeon Bay, WI 54235

Re: Completion of Introductory Period
Employee Name: Anna Calhoun
Position: Comprehensive Community Services (CCS) Case Manager
Start Date: November 18, 2019

As of May 18, 2020, Anna Calhoun has successfully completed her introductory period as Comprehensive Community Services (CCS) Case Manager with Door County Department of Health & Human Services.

Anna has completed all orientation and introductory training required for her position and continues to participate in additional learning opportunities. She is meeting all expectations of the position and performing assigned duties and responsibilities as required. She has demonstrated her ability to competently follow policies and procedures, and does not hesitate to seek supervision when necessary.

Anna is a wonderful addition to our agency and CCS Team. She has established positive connections with colleagues and community partners. She has a strong work ethic and positive attitude which serves her well in this role.

Without reservation, I recommend that Anna move to regular employment status effective May 18, 2020.

Sincerely,

Jamie Cole, CAPSW
CCS Program Manager

Cc: Joe Krebsbach, Human Services Director
Human Services Board
Administrative Committee

RECEIVED
HUMAN RESOURCES
MAY 18 2020
TIME: *AD* AM / PM

HUMAN RESOURCES
MAY 18 2020
AM / PM



County of Door
SOIL & WATER CONSERVATION DEPT

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Phone: (920) 746-2214
 Fax: (920) 746-2369
 swcd@co.door.wi.us

Memorandum

To: Kelly Hendee, Human Resources Director
From: Erin Hanson, County Conservationist *EH*
Date: 5/20/2020
Re: Completion of Introductory Period – Samantha Koyen

On December 9, 2019 Samantha Koyen started employment as a Conservationist in the Soil & Water Conservation Department. She has successfully completed the six-month introductory period and I recommend without reservation that she progress to regular employment status.

Sam has the necessary skills and knowledge to both manage the existing invasive species program and build upon them to promote conservation of Door County's natural resources. She functions independently as a Conservationist and ensures that projects meet department and county goals.

cc. Sam Koyen
 Land Conservation Committee





**County of Door
VETERANS SERVICE OFFICE**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Beth Wartella

County Veterans Service Officer
(920) 746-2226
bwartella@co.door.wi.us

28 May 20

ATTN: Administrative Committee

RE: Approval of Completion of Introductory Period for Nathan LeClair

Nathan LeClair has successfully completed his introductory period on 28 April 2020. Nathan has demonstrated the necessary skills and knowledge to be an administrative assistant in the veterans office. I would like to recommend the approval of the completion of his introductory period making him a regular employee.

Thank you,

A handwritten signature in black ink that reads "Beth Wartella".

Beth Wartella
County Veterans Service Officer

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 25 - Court Systems										
Sub-Department 1340 - Clerk of Courts										
Account 52130 - PS-Guardian Ad Litem										
3629 - ERICKSON PRIBYL S.C.	2020-00000159	Court Appointed Attorney Fees	Paid by Check # 673887		05/07/2020	05/07/2020	05/08/2020		05/08/2020	970.00
15303 - NINA MARTEL SC	2020-00000160	Court Appointed Attorney Fees	Paid by Check # 673888		05/07/2020	05/07/2020	05/08/2020		05/08/2020	627.98
9682 - PINKERT LAW FIRM LLP	2020-00000174	Court Appointed GAL Fees for a SC case	Paid by Check # 674300		05/21/2020	05/22/2020	05/22/2020		05/22/2020	470.00
							Account 52130 - PS-Guardian Ad Litem Totals		Invoice Transactions 3	<u>\$2,067.98</u>
Account 52301 - Repair & Maintenance										
11059 - SYSTEMS FURNITURE INC	2020-00000168	Chairs for the Court Room	Paid by Check # 674041		05/14/2020	05/15/2020	05/15/2020		05/19/2020	761.82
							Account 52301 - Repair & Maintenance Totals		Invoice Transactions 1	<u>\$761.82</u>
Account 52406 - Reporter & Transcriber Fe										
12046 - RACHELLE LUCERO	2020-00000167	Transcript Preparation	Paid by Check # 674040		05/14/2020	05/15/2020	05/15/2020		05/19/2020	82.00
							Account 52406 - Reporter & Transcriber Fe Totals		Invoice Transactions 1	<u>\$82.00</u>
Account 52425 - Interpreter Services										
21104 - JV TRANSLATOR, LLC	2020-00000151	Interpreter Fees	Paid by Check # 673747		04/30/2020	04/30/2020	05/01/2020		05/01/2020	222.42
18535 - REME BASHI	2020-00000149	Interpreter Fees	Paid by Check # 673748		04/30/2020	04/30/2020	05/01/2020		05/01/2020	37.50
13733 - SWITS, LTD	2020-00000153	Interpreter Services	Paid by Check # 673749		04/30/2020	04/30/2020	05/01/2020		05/01/2020	90.00
							Account 52425 - Interpreter Services Totals		Invoice Transactions 3	<u>\$349.92</u>
Account 53102 - Postage										
34120 - UNITED PARCEL SERVICE	577472150	UPS shipping Outbound	Paid by Check # 673889		05/07/2020	05/07/2020	05/08/2020		05/08/2020	3.97
							Account 53102 - Postage Totals		Invoice Transactions 1	<u>\$3.97</u>
Account 54111 - Conf/Workshop Expense										
691 - WCCCA	2020-00000173	Clerk of Court UWGB Class	Paid by Check # 674301		05/21/2020	05/22/2020	05/22/2020		05/22/2020	30.00
							Account 54111 - Conf/Workshop Expense Totals		Invoice Transactions 1	<u>\$30.00</u>
							Sub-Department 1340 - Clerk of Courts Totals		Invoice Transactions 10	<u>\$3,295.69</u>
							Department 25 - Court Systems Totals		Invoice Transactions 10	<u>\$3,295.69</u>
							Fund 100 - General Fund Totals		Invoice Transactions 10	<u>\$3,295.69</u>
							Grand Totals		Invoice Transactions 10	<u>\$3,295.69</u>

* = Prior Fiscal Year Activity

Accounts Payable Invoice Report

G/L Date Range 05/01/20 - 05/31/20

Report By Department - Batch - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Department 14 - Corporation Counsel Batch Number 2020-0000273 Batch Date 05/15/2020 Entered by User Amanda Sawdo Vendor 36721 - WEST GROUP PAYMENT CENTER Sub-Department 14 Corporation Counsel										
842242233	April 2020 Charges	Paid by Check #674053		05/15/2020	05/15/2020	05/15/2020		05/19/2020	1,597.68	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>		
	1 N/A - April 2020 Charges	1.0000	EA	319.5400	319.54					
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>		
	100.14.1107.53131 (General Fund.Corporation Counsel.Corporation Counsel.Legal Research)							319.54		
	1 N/A - April 2020 Charges	1.0000	EA	1,278.1400	1,278.14					
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>		
	100.14.1350.53109 (General Fund.Corporation Counsel.Law Library.Publication&Subscription)							1,278.14		
	Invoice Items			2						
	Sub-Department 14 Corporation Counsel Totals						Invoices	1	0	
	Vendor 36721 - WEST GROUP PAYMENT CENTER Totals						Invoices	1	\$1,597.68	
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 14 Corporation Counsel										
101928	April Copier Charges	Paid by Check #674054		05/15/2020	05/15/2020	05/15/2020		05/19/2020	231.29	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>		
	1 N/A - April 2020 Copier Charges	1.0000	EA	231.2900	231.29					
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>		
	100.14.1107.55107 (General Fund.Corporation Counsel.Corporation Counsel.Leased Copying)							231.29		
	Invoice Items			1						
	Sub-Department 14 Corporation Counsel Totals						Invoices	1	0	
	Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals						Invoices	1	\$231.29	
	Batch Number 2020-0000273 Totals						Invoices	2	\$1,828.97	
Batch Number 2020-0000293 Batch Date 05/22/2020 Entered by User Amanda Sawdo Vendor 8820 - DOOR COUNTY SHERIFFS DEPT Sub-Department 14 Corporation Counsel										
27872	Civil Service Fee 20GN12	Paid by Check #674253		05/22/2020	05/22/2020	05/22/2020		05/22/2020	65.00	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>		
	1 N/A - Civil Service Fee 20GN12	1.0000	EA	65.0000	65.00					
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>		
	100.14.1107.52105 (General Fund.Corporation Counsel.Corporation Counsel.Litigation)							65.00		
	Invoice Items			1						
	Sub-Department 14 Corporation Counsel Totals						Invoices	1	0	

Accounts Payable Invoice Report

G/L Date Range 05/01/20 - 05/31/20

Report By Department - Batch - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor	8820 - DOOR COUNTY SHERIFFS DEPT	Totals			Invoices	1	\$65.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 14 Corporation Counsel									
3446567247	Corp Counsel - May Supply Order	Paid by Check #674254		05/22/2020	05/22/2020	05/22/2020		05/22/2020	10.10
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
1	N/A - Corp Counsel- May Supply Order	1.0000	EA	10.1000	10.10				
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	100.14.1107.53106 (General Fund.Corporation Counsel.Corporation Counsel.Office Supplies)							10.10	
				Invoice Items	1				
		Sub-Department	14 Corporation Counsel	Totals			Invoices	1	0
		Vendor	15069 - STAPLES ADVANTAGE	Totals			Invoices	1	\$10.10
		Batch Number	2020-00000293	Totals			Invoices	2	\$75.10
		Department	14 - Corporation Counsel	Totals			Invoices	4	\$1,904.07
14 Corporation Counsel									
				Grand Totals			Invoices	4	\$1,904.07

**DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS
JUNE MEETING VOUCHERS**

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	May 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.54102	Cardmember Service	<i>none this month</i>		
100.11.1101.53101	Staples Business Advantage	<i>none this month</i>		
100.48.1102.52403	Wisconsin Media	RFP Publication: Audit of Treasurer's Department	\$16.34	X
100.11.1101.54115	Sister Cities International	Membership Dues 7/1/20 thru 6/30/21	\$610.00	X
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	<i>none this month</i>		
100.49.1115.54102	Cardmember Service	<i>none this month</i>		
Transportation Vouchers:				
71-Transportation	Abby Vans Inc.	APR 2020 D2D Taxi	\$52,450.85	X
71-Transportation	Cellcom Wisconsin RSA 10	May 2020 Cell Charges-Transportation	\$38.77	X
TOTAL:			\$62,018.21	

Accounts Payable Invoice Report

G/L Date Range 05/01/20 - 05/31/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 10 - County Clerk									
Batch Number 2020-00000259		Batch Date 05/06/2020			Entered by User Barb Pavlik				
Vendor 39170 - WOLTER ENGRAVING SERVICE									
Sub-Department 10 County Clerk									
9214	Cty Clerk - Cty Board Supv Name Plates	Paid by Check #673871		05/06/2020	05/06/2020	05/06/2020		05/08/2020	116.20
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 39170 - WOLTER ENGRAVING SERVICE Totals						Invoices	1		\$116.20
Batch Number 2020-00000259 Totals						Invoices	1		\$116.20
Batch Number 2020-00000296									
Vendor 14651 - WISCONSIN MEDIA		Batch Date 05/21/2020			Entered by User Barb Pavlik				
Sub-Department 10 County Clerk									
0003329790	CTY CLERK - ELECTION ADVERTISING	Paid by Check #674297		05/21/2020	05/21/2020	05/21/2020		05/22/2020	3,206.99
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 14651 - WISCONSIN MEDIA Totals						Invoices	1		\$3,206.99
Batch Number 2020-00000296 Totals						Invoices	1		\$3,206.99
Department 10 - County Clerk Totals						Invoices	2		\$3,323.19
10 County Clerk				Grand Totals		Invoices	2		\$3,323.19

Accounts Payable Invoice Report

G/L Date Range 06/05/20 - 06/05/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 25 - Court Systems Batch Number 2020-0000327 Batch Date 06/04/2020 Entered by User Jennifer Moeller Vendor 3629 - ERICKSON PRIBYL S.C. Sub-Department 25 Court Systems									
11448	Legal Fees	Edit		06/04/2020	06/05/2020	06/05/2020			740.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 3629 - ERICKSON PRIBYL S.C. Totals			Invoices	1	<u>\$740.00</u>
Vendor 5660 - JEFFREY MARCUS Sub-Department 25 Court Systems									
202014	court testimony	Edit		06/04/2020	06/05/2020	06/05/2020			100.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 5660 - JEFFREY MARCUS Totals			Invoices	1	<u>\$100.00</u>
Vendor 22013 - KELLY A MARTYKA Sub-Department 25 Court Systems									
20208	20GN8 Guardian ad Litem	Edit		06/04/2020	06/05/2020	06/05/2020			555.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 22013 - KELLY A MARTYKA Totals			Invoices	1	<u>\$555.00</u>
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 25 Court Systems									
3446842579	Office supplies	Edit		06/04/2020	06/05/2020	06/05/2020			245.51
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1	<u>\$245.51</u>
Vendor 7891 - STATE BAR OF WISCONSIN Sub-Department 25 Court Systems									
012514	Annual WI Bar Dues	Edit		06/04/2020	06/05/2020	06/05/2020			479.90
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 7891 - STATE BAR OF WISCONSIN Totals			Invoices	1	<u>\$479.90</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER Sub-Department 25 Court Systems									
842337539	library plan charges	Edit		06/04/2020	06/05/2020	06/05/2020			619.08
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 36721 - WEST GROUP PAYMENT CENTER Totals			Invoices	1	<u>\$619.08</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 25 Court Systems									
104319	May 2020 copier lease	Edit		06/04/2020	06/05/2020	06/05/2020			195.05
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1	<u>\$195.05</u>

Accounts Payable Invoice Report

G/L Date Range 06/05/20 - 06/05/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Batch Number	2020-00000327	Totals	Invoices	7		\$2,934.54
			Department	25 - Court Systems	Totals	Invoices	7		\$2,934.54
25 Court Systems									
				Grand Totals		Invoices	7		\$2,934.54

Accounts Payable Invoice Report

G/L Date Range 05/15/20 - 06/30/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 44 - Human Resources									
Batch Number 2020-0000278		Batch Date 05/15/2020			Entered by User Kayla Jennerjohn				
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES									
Sub-Department 44 Human Resources									
303431	Flex Spending Administrative Services	Paid by Check #674060		05/15/2020	05/15/2020	05/15/2020		05/19/2020	544.50
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES Totals							Invoices	1	\$544.50
Batch Number 2020-0000278 Totals							Invoices	1	\$544.50
Batch Number 2020-0000287									
Vendor 2717 - BELLIN HEALTH		Batch Date 05/22/2020			Entered by User Kayla Jennerjohn				
Sub-Department 44 Human Resources									
13325613	1 N/A	Paid by Check #674292		05/22/2020	05/22/2020	05/22/2020		05/22/2020	55.00
13325651	1 N/A	Paid by Check #674292		05/22/2020	05/22/2020	05/22/2020		05/22/2020	35.00
Sub-Department 44 Human Resources Totals							Invoices	2	0
Vendor 2717 - BELLIN HEALTH Totals							Invoices	2	\$90.00
Vendor 10321 - HRI, DBA: HUMANA WELLNESS									
Sub-Department 44 Human Resources									
30432	1 N/A	Paid by Check #674293		05/22/2020	05/22/2020	05/22/2020		05/22/2020	3,373.12
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 10321 - HRI, DBA: HUMANA WELLNESS Totals							Invoices	1	\$3,373.12
Vendor 20849 - WI CHIEFS OF POLICE ASSOC, INC									
Sub-Department 44 Human Resources									
05072020	Security Deputy Testing	Paid by Check #674294		05/22/2020	05/22/2020	05/22/2020		05/22/2020	176.00
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 20849 - WI CHIEFS OF POLICE ASSOC, INC Totals							Invoices	1	\$176.00
Batch Number 2020-0000287 Totals							Invoices	4	\$3,639.12
Batch Number 2020-0000329									
Vendor 12533 - PREVEA HEALTH OCCUPATIONAL HEALTH		Batch Date 06/05/2020			Entered by User Kayla Jennerjohn				
Sub-Department 44 Human Resources									
2537	Pre Work functional capacity test	Edit		06/05/2020	06/05/2020	06/05/2020			67.00
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 12533 - PREVEA HEALTH OCCUPATIONAL HEALTH Totals							Invoices	1	\$67.00
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO									
Sub-Department 44 Human Resources									
202005	Background Checks between 5/1/2020-5/31/2020	Edit		06/05/2020	06/05/2020	06/05/2020			10.00
Sub-Department 44 Human Resources Totals							Invoices	1	0

Accounts Payable Invoice Report

G/L Date Range 05/15/20 - 06/30/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
		Vendor	4331 - WI DEPT OF JUSTICE CRIME INFO	Totals		Invoices		1	\$10.00	
Vendor		5999 - WISCONSIN DOCUMENT IMAGING								
Sub-Department		44 Human Resources								
104312	HR Copies	Edit		06/05/2020	06/05/2020	06/05/2020			282.07	
		Sub-Department	44 Human Resources	Totals		Invoices		1	0	
		Vendor	5999 - WISCONSIN DOCUMENT IMAGING	Totals		Invoices		1	\$282.07	
		Batch Number	2020-00000329	Totals		Invoices		3	\$359.07	
		Department	44 - Human Resources	Totals		Invoices		8	\$4,542.69	
44 Human Resources										
				Grand Totals		Invoices		8	\$4,542.69	

