

Notice of Public Meeting
Tuesday, October 13, 2020
11:00 a.m.

PUBLIC SAFETY
COMMITTEE

Door County Government Center
Chambers Room
421 Nebraska Street., Sturgeon Bay, WI

Oversight for Emergency Services Department, Emergency Management & Communications Department, and Sheriff's Department

***AMENDED AGENDA**

1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of September 14, 2020 Regular Public Safety Committee Meeting
5. Correspondence
6. Public Comment
7. Supervisor Response
8. Continuing / Pending Business
9. Sheriff's Department
 - Commendations
 - Review Jail Reports:
 - Average Daily Population
 - Jail Mental Health
 - Operation Fresh Start Reports
 - Award of 2021 Sheriff's Vehicles Bids
 - Award of 2021 Sheriff's Fleet Maintenance
 - *Review/Approve: JBI SCAAP Contract Extension
 - *Review/Approve: Stellar - Extension of Purchase of Service Agreement
 - Letter of Retirement: Jan Schartner – Records Clerk
 - Request to Refill: Records Clerk- recommending approval of a few weeks overlap to transfer job knowledge
 - Review/Approve Resolution 20-_____ Approval of Gift, Grant and/or Donation to the Door County Sheriff's Office from Keller Inc.
 - Emergency Services
 - FYI - Monthly Report
 - FYI – Fall Prevention update – WBAY story link: <https://www.wbay.com/2020/09/28/maintaining-independence-new-program-helps-people-injured-in-falls-stay-at-home/>
 - Letting of 2021 Emergency Services Vehicle Bid
 - Emergency Management & Communications
 - Communications
 - FYI - Monthly Report
 - FYI - CATS Tower Study
 - Emergency Management
 - Emergency Management Update
10. Request for Agenda Items for Next Month's Meeting
11. Review of Vouchers, Claims and Bills
12. Next Meeting Date: November 9, 2020
13. Meeting Per Diem Code
14. Adjourn

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=eca639ac85327b3eaa17d251707cd9a21>

Event Password: Oct13ps2020

To Connect via phone:

Call: 1-408-418-9388

Access Code: 146 710 6977

Deviation from the order shown may occur

MINUTES
Monday, September 14, 2020

PUBLIC SAFETY
COMMITTEE

Door County Government Center
Chambers Room
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Emergency Services Department, Emergency Management & Communications Department, and Sheriff's Department

Call Meeting to Order

Chairman Joel Gunnlaugsson called the September 14, 2020 Public Safety Committee meeting to order at 1:00 p.m. at the Door County Government Center.

Establish a Quorum

Present: Joel Gunnlaugsson, Roy Englebert, Kara Counard, Megan Lundahl, Bob Bultman, and Alexis Heim-Peter. Laura Vlies-Wotachek appeared in person until 2:15pm then appeared via telephone.

Others present: Administrator Ken Pabich, ES Director Aaron LeClair, EM&C Director Dan Kane, Sheriff Tammy Sternard, Chief Deputy Patrick McCarty, Lieutenant Bob Lauder, Lieutenant Kyle Veaser, HHS Director Joe Kresbach, David Englebert, Susan Kohout, State Senator Andre Jacque, and Administrative Assistant Diane Franklin.

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

Adopt Agenda / Properly Noticed

Motion by Englebert, seconded by Vlies-Wotachek to adopt the agenda. Motion carried by unanimous voice vote.

Approve Minutes of August 10, 2020 Regular Public Safety Committee Meeting and August 18, 2020 Special Public Safety Committee Meeting. Motion by Bultman, seconded by Lundahl to approve the minutes of the August 14, 2020 Public Safety Committee Meeting. Discussion: Heim-Peter states in the August 10, 2020 meeting minutes, under EM&C – Communication – FYI Communications Study – change second line "due to conflicts" to read, "to explore other options". Committee members agree. Motion carried by unanimous voice vote.

Correspondence – Letter from Anya Kopischke included in agenda packet.

Public Comment – None.

Supervisor Response – None.

Continuing / Pending Business

Sheriff's Department

- **Commendations.** No action taken.
- **Review Jail Reports:** Reports reviewed by committee.
 - **Average Daily Population**
 - **Jail Mental Health**
 - **Operation Fresh Start**
 - **Jail Division Programming**
- **FYI: Completion of Correctional Training and Evaluation Program: Deputy Siera Becker.** Sheriff Sternard states Deputy Siera Becker has successfully completed her Correctional Training and Evaluation Program and has since been selected to fill the vacant Road Deputy opening.
- **FYI: Door County SmartReader Drug Testing Operating Agreement.** Sheriff Sternard states the agreement has been updated and the jail is changing the drug testing to the SmartReader Drug Testing provided by ADL Monitoring Solutions.

- **FYI: Door County Pre-Trail Release Program Operating Agreement.** Sheriff Sternard states the agreement has been updated.
- **Letter of Retirement: Robert Lauder – Field Services Lieutenant.**
- **Request to Refill: Field Services Lieutenant.** Sheriff Sternard states if the Professional Standards Captain position gets approved the Field Services Lieutenant job description will be modified to exclude some of the administrative portion of the job description. Motion by Heim-Peter, seconded by Bultman to approve the request to refill the Field Services Lieutenant and all subsequent, with the modification if necessary. Motion carried by unanimous voice vote.
- **Letter of Retirement: Mark Schwartz – Court Security Deputy.**
- **Request to Refill: Court Security Deputy.** Motion by Lundahl, second by Heim-Peter to approve request to refill Court Security Deputy and all subsequent. Motion carried by unanimous voice vote.
- **Consideration of New Position: Professional Standards Captain.** Sheriff Sternard states this position was talked about at great length at the August 18, 2020 Special Meeting of the Public Safety Committee. Sternard discusses the primary function of the position. This position will be the Liaison between the Sheriff's Office and Human Resources; do internal investigations along with other administrative duties. Motion by Englebert, seconded by Heim-Peter to approve the new position of Professional Standards Captain. Motion carries with 6 yes votes and 1 no vote from Counard.
- **Consideration of New Position: Mental Health & Community Engagement Deputy.** Sheriff Sternard states this position was talked about at great length at the August 18, 2020 Special Meeting of the Public Safety Committee. Sternard discusses the primary function of the position. Sternard states mental health continues to be a struggle; law enforcement is the first to arrive on scene on mental health calls. This position would receive more complex training than the standard CIT (Crisis Intervention Training) that the patrol deputies receive and would come back and train the staff. This position would serve as a Community Connector between Human Services/community groups/family members. Motion by Heim-Peter, seconded by Lundahl to approve the new position of Mental Health & Community Engagement Deputy. Motion carries with 6 yes votes and 1 no vote from Counard.
- **Letting of 2021 Sheriff's Vehicles Bids.** Englebert asks if the Sheriff's Office is considering putting a bid out for a hybrid patrol vehicle. Chief Deputy McCarty states he can put together a bid specification for a hybrid and put the bid out for a regular patrol vehicle and a hybrid patrol vehicle. On a motion from Bultman, seconded by Englebert to let bids for both a regular patrol vehicle and a hybrid patrol vehicle. Motion carries on a unanimous voice vote.
- **Letting of 2021 Sheriff's Fleet Maintenance.** Motion from Bultman, seconded by Englebert to let the RFP for the 2021 Sheriff's Fleet Maintenance. Motion carried on a unanimous voice vote.
- **Review & Approve Sheriff's Office 2021 Department Budget.** County Administrator Pabich gives an overview of the budget. The Sheriff's budget as presented has an increase .7%. The increase is mainly due to contracts that have increased. Motion by Vlies-Wotachek, seconded by Bultman to approve the Sheriff's Office 2021 Department Budget. Motion carried by unanimous voice vote.

Emergency Services

- **FYI – Monthly Report.** EMS Director LeClair reviews report with committee.
- **Review & Approve 2021 Emergency Services Budget.** County Administrator Pabich gives an overview of the budget. The Emergency Services budget as presented has an increase 2.8%. The increase is mainly due to contracts with staff and the revenues went down a little. Motion by Englebert, second by Counard to approve the 2021 Emergency Services budget. Motion carried by unanimous voice vote.

Emergency Management & Communications

Communications

- **FYI – Monthly Report.** EM&C Director Dan Kane reviews monthly reports with committee members.
- **Review & Approve 2021 EM&C Department Budget.** County Administrator Pabich gives an overview of the budget. The Emergency Services budget as presented has a decrease of 2.51%. The decrease is mainly due to pulling out committee expenses from the budget and shifting some accounts around. Motion by Heim-Peter, second by Lundahl to approve the 2021 EM&C Department Budget. Motion carried by unanimous voice vote.

Emergency Management

- **Emergency Management Update.** No action

Request for Agenda Items for Next Month's Meeting.

Review of Vouchers, Claims and Bills Reviewed.

Next Meeting Date

October 13, 2020 at 11:00 a.m.

Meeting Per Diem Code

911

Adjourn

Motion by Englebert, seconded by Vlies-Wotachek to adjourn. Motion carried by unanimous voice vote. Time 3:00 p.m.

Respectfully submitted by Diane Franklin, Administrative Assistant

Dear Cleaning Staff, Diner Staff, Laundry Staff,

Over the last 4 days I had the opportunity to sleep & dine with you.

Thankyou for your support & kindness.

The place was clean, clothes were clean & dinner was warm & tasty. Sorry for making you take care of me, but I am thankful.

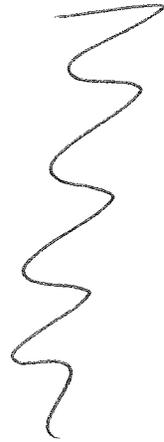
With God's Love & Grace



Thank You

Thank You

Thank You!!!



To All -

Don't know what
we'd do without you.
Hope you know how much
you're appreciated.

Thanks for the many ways
you assist our county to
stay safe. We truly
appreciate all you do.

Jack & Gail
Haag



To Everyone at the Door County
Sheriff's Department,

I am from Wisconsin Dells , and
I want send you all a HUGE thank
you for all you are doing to protect all
of the people of Door County. I have
great respect for how your sheriff's
deputies protect us from danger and
lawlessness, as well as they have to
think like psychologists and
lawyers. You are our soldiers, willing
to lose your lives, and you do all of
that while facing the dangers of
Covid-19. Believe me, I am only one
of MANY Americans who think this
way. THANK YOU SO MUCH for ALL
YOU DO!!!! I salute you all!

—Betsy Grant

A handwritten signature in black ink that reads "Betsy Grant". The signature is written in a cursive, flowing style.

DOOR COUNTY JAIL DAILY POPULATION INFORMATION SEPTEMBER 2020

Date	Daily Head Count	Gender		Huber Inmates	# of boarders			# on EMP or home monitor
		# of male	# of female		Kewaunee	Manitowoc	DOC Sanction	
1	59	47	12	16	1	1	1	0
2	58	47	11	16	1	1	2	0
3	58	47	11	16	1	1	2	0
4	58	47	11	15	1	1	2	0
5	59	47	12	14	1	1	2	0
6	60	48	12	14	1	1	2	0
7	61	49	12	14	1	1	2	0
8	63	51	12	14	1	1	2	0
9	59	47	12	14	1	1	2	0
10	57	46	11	14	1	1	2	0
11	57	46	11	14	1	1	2	0
12	56	45	11	14	1	1	2	0
13	58	47	11	14	1	1	2	0
14	59	48	11	14	1	1	2	0
15	56	45	11	14	1	1	2	0
16	56	45	11	14	1	1	2	0
17	57	46	11	14	1	1	2	0
18	59	48	11	14	1	1	2	0
19	58	47	11	14	1	1	2	0
20	57	46	11	13	1	1	2	0
21	57	46	11	13	1	1	2	0
22	57	47	10	13	1	1	2	0
23	57	47	10	14	1	1	2	0
24	58	47	11	15	1	1	2	0
25	60	49	11	15	1	1	2	0
26	64	52	12	15	1	1	2	1
27	70	55	15	15	1	1	2	1
28	69	55	14	14	1	1	2	1
29	65	54	11	14	1	1	2	1
30	60	49	11	15	1	1	2	1
Avg	59	48	11	14	1	1	2	0

Total Monthly Bookings:	<u>53</u>
Year to Date Bookings:	<u>471</u>
Previous Year to Date Bookings	<u>695</u>
Year to Date ADP:	<u>53</u>
Previous Year to Date ADP:	<u>83</u>
Year to Date DC Jail ADP:	<u>44</u>
Previous YTD DC Jail ADP:	<u>59</u>

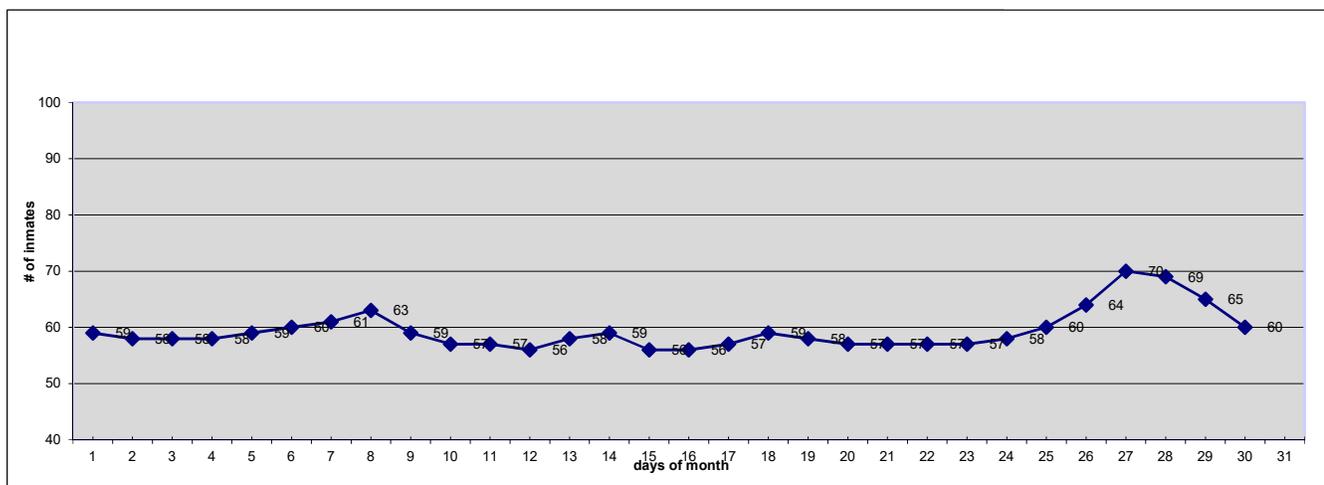
Definitions:

Daily Head Count - TOTAL number of inmates in the facility at a given time daily

Gender - Number of male and female inmates housed in the facility at time of daily head count, **does** include out of county inmates

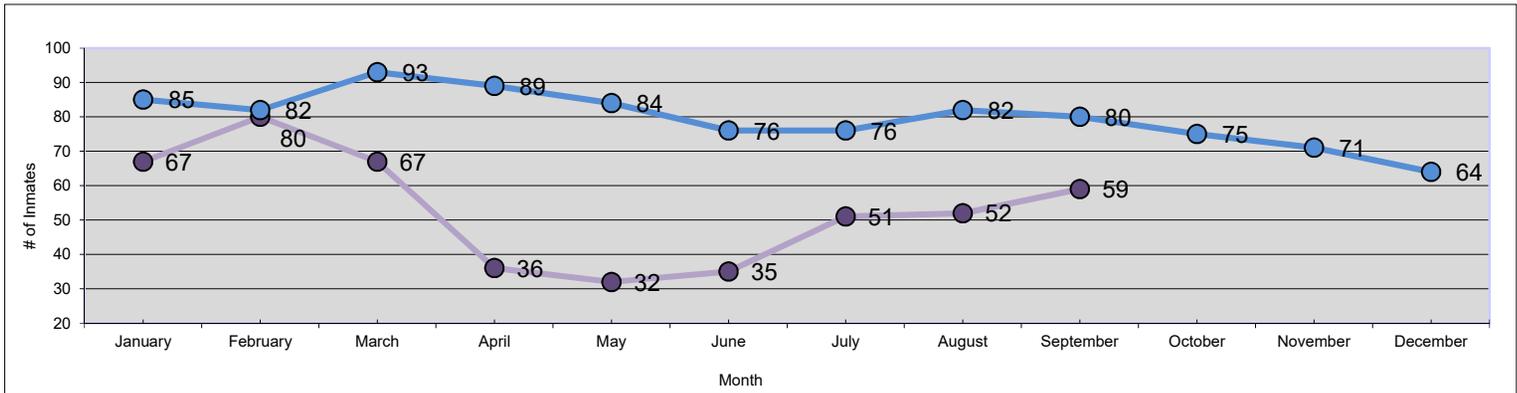
Boarders - Inmates housed in the facility from other jurisdictions (county, state, federal)

EMP or Monitor - Number of persons serving jail time under alternative methods, such as home detention or electronic monitoring.



**DOOR COUNTY JAIL DAILY POPULATION INFORMATION
2020**

Month	Daily Head Count 2020	Daily Head Count 2019	Gender		Huber Inmates	# of Boarders			# on EMP or home monitor	DC Jail Inmates
			# of male	# of female		Kewaunee	Manitowoc	DOC Sanctioned		
January	67	85	59	8	16	0	8	5	3	51
February	80	82	70	10	16	1	12	9	4	54
March	67	93	56	11	9	1	3	10	5	48
April	36	89	32	4	0	0	1	1	3	31
May	32	84	30	2	0	0	1	0	2	29
June	35	76	33	2	1	0	1	0	3	31
July	51	76	45	6	14	0	1	0	3	47
August	52	82	44	8	15	1	1	1	0	49
September	59	80	48	11	14	1	1	2	0	55
October		75								
November		71								
December		64								
AVERAGE	53	80	46	7	9	0	0	3	3	44



Mental Health YTD Statistics 2020

	TOTAL INMATES SERVED	AODA	MENTAL HEALTH	COMBINED MENTAL HEALTH/AODA	TOTAL CONTACTS	EMERGENCY DETENTIONS	SAFETY OBSERVATIONS	AODA GROUP	TELE-PSYCH	REFUSALS
JANUARY	60	26	3	31	154	0	3	24	2	2
FEBRUARY	62	26	0	36	200	0	3	23	3	3
MARCH	47	20	8	19	174	0	1	26	5	0
APRIL	21	5	2	14	124	1	0	0	4	0
MAY	25	7	2	16	127	0	1	0	8	1
JUNE	29	9	2	18	117	0	1	5	4	1
JULY	35	12	4	19	134	0	2	0	2	1
AUGUST	38	13	5	20	149	0	2	3	3	0
SEPTEMBER	35	6	5	24	158	0	1	14	4	1
OCTOBER										
NOVEMBER										
DECEMBER										
YTD TOTALS	352	124	31	197	1337	1	14	95	35	9

Terms Defined:

Total Inmates Served: Number of individual inmates seen by mental health provider.

AODA: Inmate seen for exclusively Alcohol and Other drug related issues.

Mental Health: Inmate seen for exclusively Mental Health related issues.

Combined: Inmate seen for a combination of Alcohol/Drug and Mental Health issues.

Total Contacts: Inmates may be seen more than once, each visit is recorded as one contact.

Emergency Detentions: Inmates who were transferred to an outside mental health agency for evaluation on an (EM-1) based on he/she presented an imminent risk to himself/herself or others.

Safety Observations: Inmate was assessed for suicide/self-harm and placed on a safety observation in-house.

AODA Group: Number of inmates participating in Alcohol and Other Drug Addiction Program.(Based on Smart Recovery Format- Inside Out)

Refusals: Inmates who either submitted a request to see mental health, staff referrals, nurse or physician referrals and inmates in segregation who refused services offered by mental health worker.

Operation Fresh Start YTD Statistics 2020

	ENTERED PROGRAM	INTERVIEWED INELIGIBLE	ACTIVE PARTICIPANTS	INTERACTIONS WITH PARTICIPANTS	DAYS CREDITED	HUMAN SERVICES INTERACTION	COMMUNITY RESOURCE INTERACTION	PROGRAM COMPLETION	WAITING LIST
JANUARY	4	0	10	140	18	28	18	0	0
FEBRUARY	4	0	13	182	35	0	32	2	0
MARCH	0	0	9	98	0	0	8	0	0
APRIL	0	0	9	25	0	0	0	0	0
MAY	0	0	9	10	0	0	0	0	0
JUNE	0	0	5	10	0	0	0	0	0
JULY	4	0	4	21	3	0	12	0	0
AUGUST	0	0	2	22	25	0	0	1	0
SEPTEMBER	8	2	6	40	0	0	0	0	0
OCTOBER									
NOVEMBER									
DECEMBER									
YTD TOTALS	20	2		548	81	28	70	3	0

7 of 9 participants furloughed due to pandemic in April.

7 of 9 participants furloughed due to pandemic in May.

1 participant released May 1. 1 participant remaining.

Terms Defined:

Entered Program: Program participants

Interviewed Ineligible: Individuals interviewed who did not meet the criteria for OFS

Active Participants: Current month active participants

Interactions with Participants: Total interactions with Program Administrator

Days Credited: Sentence reduction per participant

Human Services Interaction: Total interactions with Health & Human Services

Community Resource Interaction: Total interactions with Help of Door County; Job Service of Door County; Probation & Parole; etc

Program Completion: Participants who have completed the 7 program modules

CONTRACT EXTENSION FOR PROFESSIONAL SERVICES

between
Justice Benefits, Incorporated
and
Door County, Wisconsin

This Contract Extension is entered into by and between Door County, WI (hereinafter referred to as the "County") and Justice Benefits, Inc. as the general partner of JBI, LTD, a Texas limited partnership (hereinafter, collectively referred to as "JBI" or "Contractor"), located at 1711 E. Beltline Road, Coppell, Texas 75019.

WITNESSETH

WHEREAS, JBI is assisting the County to obtain reimbursements through Federal Financial Participation (hereinafter "FFP"); and

WHEREAS, the parties desire to renew and extend the Agreement for Professional Services dated December 31, 2013 (the "Agreement"), so JBI will continue to provide professional assistance to County exploring opportunities for FFP, reviewing prospects for expansion of existing FFP, and securing FFP for the County;

NOW, THEREFORE, the County and JBI agree as follows.

RENEWAL AND EXTENSION

1. The Agreement, including all its terms, conditions and provisions, is incorporated herein fully by reference as if copied verbatim into this paragraph.
2. The Agreement is hereby extended for an additional period of three (3) year period, commencing January 1, 2020 and expiring on December 31, 2023.

MISCELLANEOUS

To the extent that the terms of this Contract Extension are in conflict with the original terms of the Agreement, the terms of the original Agreement shall control except in case of dispute as to the length of the term of the Agreement in which instance these agreements shall be interpreted to renew, extend and continue the professional services contract between the undersigned parties for the longer period of time.

Version 010703

IN WITNESS WHEREOF, the undersigned parties have executed this Renewal and Extension Agreement as of the date written below.

EXECUTED THIS _____ DAY OF _____, 2020

AGREED:

Door County, Wisconsin

Name

Title

Address: _____

ACCEPTED BY:

**JBI, LTD., a Texas Limited Partnership
By: Justice Benefits, Inc., a Texas Corporation
Its: Corporate General Partner**

By: _____
Michael Moore

**Senior Vice President
1711 E. Beltline Road
Coppell, Texas 75019**

Attachment to Resolution 2009-76

PURCHASE OF SERVICES AGREEMENT
[Federal Revenue Maximization-Door County's Sheriff's Department]

This Agreement, entered into by and between *County* of Door ("*County*"), a Wisconsin public body corporate, and Justice Benefits, Incorporated ("*JBI*") as the general partner of UNIFICARE, LTD, a Texas limited partnership.

WHEREAS, *JBI* specializes in federal revenue maximization for state and local political entities; and

WHEREAS, *County* desires to secure and retain the services of *JBI* to help the Door *County* Sheriff's Department access new federal funding opportunities; and

WHEREAS, *JBI* is able, ready and willing to perform these services for the *County*.

NOW, THEREFORE, in consideration of the mutual covenants here contained, the parties agree as follows:

1. This Agreement shall become effective upon execution, and shall expire on December 31, 2013. This Agreement may be extended for additional periods by prior mutual written consent of the parties.
2. During the term hereof, *JBI* agrees to perform the following services:
 - a) *JBI* will review the policies and procedures used by the *County* to identify such additional Federal and other revenue sources, if any, as may be available to the *County* through participation in new programs or expansion of existing Federal Financial participation (FFP). These efforts may include any of the following activities:
 - advising the *County* of the reimbursement opportunity, and
 - preparing or enhancing the claim,
 - preparing or assisting with submittal packages,
 - preparing audit files,
 - assisting the *County* with submittals,
 - assisting the *County* should it be audited for claims on which the Company assisted, and/or
 - other related federal revenue enhancement activities.
 - b) *JBI* will continually monitor for new opportunities of funding. Whenever a new federal reimbursement opportunity arises, *JBI* may notify the *County* of that opportunity. *JBI* will strive to identify and optimize all federal reimbursement opportunities for the *County*; but is not obligated to make the *County* aware of all possible opportunities and shall have no liability for any omission to identify the same. Upon the *County* signing an Initiative with *JBI* for the claiming of federal dollars, then *JBI* will be entitled to compensation for that Initiative as set forth in Paragraph 4. of this Agreement.

Attachment to Resolution 2009-76

3. During the term hereof, *County* agrees to:
- a) Designate a properly authorized *County* representative to sign each *JB*I Initiative of which the *County* approves.
 - b) Designate a contract monitor who shall:
 - Be the person responsible for monitoring *JB*I's performance under the terms and conditions of this Agreement; and
 - Authorize payment for services rendered based upon properly submitted invoices to the *County* in accordance with Paragraph 4. of this agreement.
 - c) Provide *JB*I with copies of or access to documents and databases in *County*'s possession that are necessary for the successful completion of work required by this Agreement.
4. *JB*I is engaged on a purely contingent fee basis. This fee is twenty-two percent (22%) of the revenue received by the *County* as described in this paragraph and in each of the *County* signed Initiatives. *JB*I is entitled to receive the specified fee only when and to the extent the *County* actually receives payment.

*JB*I is entitled to be compensated only for new revenues received by the *County* that are a direct result of *JB*I's efforts. These efforts include:

- advising the *County* of the reimbursement opportunity, and
- preparing or enhancing the claim,
- preparing or assisting with submittal packages,
- preparing audit files,
- assisting the *County* with submittals,
- assisting the *County* should it be audited for claims on which the Company assisted, and/or
- other related federal revenue enhancement activities.

advising the *County* of the reimbursement opportunity and preparing or enhancing the claim, preparing of submittal packages, preparing audit files, assisting the *County* with submittals, assisting the *County* should it be audited for claims on which the Company assisted, and/or other related federal revenue enhancement activities.

It is recognized that delays in payment or reimbursement to the *County* by the Federal government may occur. Both parties will use reasonable efforts to mitigate the impact of these delays.

*JB*I will be reimbursed within thirty (30) days after payment is actually received by the *County* and an accurate invoice is delivered to the *County* by *JB*I. Unless otherwise agreed or directed by *JB*I in writing, the *County* shall make payment to the order of *JB*I, at 2010 Valley View Lane, Suite 300, Dallas, Texas 75234.

Attachment to Resolution 2009-76

In the event any funds recovered by the *County* as a result of this Agreement be subsequently disallowed, the related fees paid to *JBI* based on such disallowed reimbursements will be promptly repaid to the *County*.

JBI shall have the right to review the *County's* claims, grant awards, and such books, records, and other documents as may be required to ensure that the payment of *JBI's* fees is in accordance with this Agreement.

5. *JBI* holds itself out as an independent contractor. *JBI* is a separate and independent enterprise from the *County*; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and office necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work.
6. *JBI* shall act as an independent contractor in providing and performing the services contemplated by this agreement. Nothing in or done pursuant to, this agreement shall be construed to create the relationship of employer and employee, principal and agent, partners, or a joint venture between *County* and *JBI*.
7. *JBI* shall furnish the *County* with reports, at intervals and in such form as the *County* may require, of its activities pertaining to any matter covered by this Agreement.
8. *JBI* shall permit *County* or its designee(s) timely access to the *JBI's* records, including financial statements, as necessary to review *JBI's* performance under this Agreement.
9. *JBI* retains sole and absolute discretion in the judgment of the manner and means of carrying out its activities and responsibilities hereunder.
10. Any and all work product (tangible material or its intangible equivalent) shall be the sole and exclusive property of the *County*.
11. *JBI* shall provide, perform and complete all services contemplated by this Agreement in an expeditious and proper manner, consistent with the care and skill ordinarily exercised by reputable members of the profession.
12. *JBI* warrants and represents that it is sufficiently experienced and competent to provide, perform and complete all services in full compliance with and as required by or pursuant to this Agreement.
13. *JBI* represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete all services in full compliance with and as required by or pursuant to this Agreement.
14. *JBI* shall, at all times during the term of this Agreement, purchase and maintain any and all insurance required by law. *JBI* shall provide proof thereof when requested by *County*.

Attachment to Resolution 2009-76

15. *JB* agrees that it shall protect, indemnify, and hold harmless the *County* and its respective officers, officials, employees, and agents from and against all actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees resulting from the negligence or fault of the *JB* or the *JB*'s officers, officials, employees and agents arising out of, resulting from or in any manner connected with the performance or nonperformance of this Agreement. However, the provisions of this paragraph shall not apply to actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees caused by the *County*. The provisions of this paragraph shall survive and continue beyond the termination of this Agreement.
16. *County* agrees that it shall protect, indemnify, and hold harmless *JB* and its respective officers, officials, employees, and agents from and against all actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees resulting from the negligence or fault of the *County* or the *County*'s officers, officials, employees and agents arising out of, resulting from or in any manner connected with the performance or nonperformance of this Agreement. However, the provisions of this paragraph shall not apply to actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees caused by *JB*. The provisions of this paragraph shall survive and continue beyond the termination of this Agreement.
17. *JB* shall, in performing the services contemplated hereunder, comply with all applicable state and federal guidelines, laws, orders, regulations, and rules.
18. During the term of this Agreement the *JB* shall comply with all applicable state and/or federal labor standards.
19. During the term of this Agreement the *JB* shall not discriminate against any person based on race, color, national origin, gender, age, disability, sexual orientation, religion, or marital status.
20. During the term of this Agreement *JB* shall comply with all applicable affirmative action mandates and all applicable equal opportunity requirements. This includes the submission, if required, of the *JB*'s current approved civil rights compliance action plan.
21. *JB* recognizes that it may have access to confidential or proprietary information. *JB* agrees to keep such information confidential. This includes the *JB* not using or disclosing any such information for any purpose not inextricably connected with this Agreement absent appropriate written consent.
22. *JB* shall maintain records in connection with this Agreement in a manner sufficient to meet the requirements of state and federal laws, regulations and rules. This includes Wisconsin's Open Record Law ("WORL"), set forth in Section 19.31 - 19.39 Wis. Stats. *JB* shall assist *County* in complying with Public Record(s) Request(s) pursuant to Section 19.36(3) Wis. Stats.

Attachment to Resolution 2009-76

23. *JB*I shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 CFR Parts 160 – 164) ("HIPAA").
24. *JB*I shall meet state and federal service standards and applicable state and federal licensure and certification requirements as expressed by state and federal regulations and rules applicable to the services covered by this Agreement. *JB*I shall provide duplicates of any current license or certification required to the *County*.
25. *JB*I represents that it is not (and has not been) debarred, suspended or otherwise declared ineligible to provide the services covered by this Agreement. *JB*I shall immediately notify *County* if their status changes during this Agreement's term.
26. *JB*I shall avoid conflicts of interest. This includes the establishment of safeguards by *JB*I to prevent its employees, officers, principals or agents from using their position for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
27. Noncompliance with this Agreement may be considered cause for its immediate suspension or termination. Written notice, by the party suspending or terminating this Agreement, shall be provided as soon as is practicable to the other party.
28. Either party may terminate this Agreement, for any or no reason, upon ninety (90) days prior written notice to the other.
29. Upon termination, for any reason, *JB*I shall complete the Federal reimbursement claims for the fiscal year in which the notice is given. *JB*I shall be compensated for these final Federal claims in accordance with paragraph 4 of this Agreement.
30. Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party.
31. *JB*I shall not assign this Agreement in whole or in part. *JB*I shall not assign any of its rights or obligations under this Agreement. *JB*I shall not assign any payment due or to become due under this Agreement.
32. This Agreement and the rights and obligation of *County* and *JB*I under this Agreement shall be interpreted according to the laws of the State of Wisconsin.
33. Venue, as to any dispute that may arise under this Agreement, shall be in the Circuit Court, *County* of Door, State of Wisconsin. The parties shall, if practicable, endeavor to utilize alternative dispute resolution prior to commencement of a lawsuit.
34. The parties' primary contacts are as follows:

Attachment to Resolution 2009-76

County's primary contact is:

Lieutenant Tammy A. Sternard
 Door County Sheriff's Department
 Justice Center
 1201 South Duluth Avenue, Sturgeon Bay, WI 54235
 Phone: 920-746-5660
 FAX: 920-746-5674
 E-mail: tsternard@co.door.wi.us

JB's primary contact is:

Kimberly King
 Senior Vice President – Business Development
 Justice Benefits, Incorporated
 2010 Valley View Lane, Suite 300
 Dallas, Texas 75234
 Office: (972) 406-3772
 Fax: (972) 406-3762
kking@unificare.com

Any notices concerning this Agreement, and all notices required by this Agreement, shall be sent by registered or certified mail to the parties' primary contact.

35. *County* and *JB* represents and warrants that it has carefully reviewed, been given an opportunity to revise, and fully understands this Agreement, including any attachments and any matters incorporated by reference. The normal rule of construction, that any ambiguity will be resolved against the drafter, does not apply to this Agreement.
36. This Agreement shall be binding upon and shall inure to the benefit of *County* and *JB* and upon their respective and permitted successors and assigns.
37. The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Agreement shall be in any way affected thereby.
38. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless, and until such is reduced to writing and executed by *County* and *JB*.
39. It is understood and agreed that this Purchase of Service Agreement, any attachments, and any matters incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter thereof.

Attachment to Resolution 2009-76

Accepted and agreed this 3rd day of NOV. 2009.

Kimberly King

Kimberly King
Senior Vice President – Business Development
Justice Benefits, Incorporated

Federal Employer Identification Number 15-2795617

Accepted and agreed this 10 day of Nov., 2009.

Terry J. Vogel

Terry J. Vogel
Door County Sheriff

Accepted and agreed this 10th day of November, 2009.

Michael J. Serpe

Michael J. Serpe
County Administrator

Approved as to form this 9th day of Nov, 2009.

Grant P. Thomas

Grant P. Thomas
Corporation Counsel

The County of Door and Stellar Services, LLC are currently parties to a Purchase of Service Agreement (POSA-Attachment A-Five pages) regarding Commissary Services at the Door County Jail. Said POSA’s original term was from 12-01-2009 to 12-31-2011, and said POSA was extended three times by written agreement (attached B-one page, attached C-one page, attached D-one page) of the parties from 01-01-2014 to 12-31-2015, 01-01-2016 to 12-31-2017, 01-01-2018 to 12-31-2019 and 01-01-2020 to 12-31-2020. By signing below prior to the expiration of the current term of said POSA, the County of Door and Stellar Service, LLC hereby mutually agree to again extend and be bound by the terms and conditions of said POSA for an additional one year period, commencing on 01-01-2021 and expiring 12-31-2021.

This extension is made on this date of _____ between Stellar Services, LLC, henceforth known as the Operator, and Door County Jail, henceforth known as the Client, and refers to the original agreement, dated 12/01/2009, which is a Service Agreement for Commissary and Inmate Banking Services.

Both parties agree to extend the length of this agreement, to commence upon the expiration of the original agreement, for an additional one (1) year. This new extension shall therefore expire on 12-31-2021.

In addition Appendix A is attached with a copy of the new commissary product lists and updated pricing.

No other additional terms apply.

Jeff Quesnell
Regional Account Manager, Stellar Services, LLC _____

Tammy Sternard,
Sheriff Door County _____

Ken Pabich,
County Administrator _____

Grant P. Thomas
County Corporation Counsel
Approval as to form only _____

PURCHASE OF SERVICE AGREEMENT

This agreement, entered into this 14th day of September 2009, between the County of Door, a Body Corporate ("County"), and Stellar Services, LLC, 4123 Terminal Dr, Suite 240, McFarland, WI 53558 ("Contractor").

WHEREAS, County desires to secure and retain the services of Contractor to perform services enumerated below; and

WHEREAS, Contractor desires to perform the services enumerated below.

NOW, THEREFORE, in consideration of the mutual covenants here contained, the parties agree as follows:

- 1) This Agreement shall become effective on **December 1, 2009**, and shall terminate on December 31, 2011. This Agreement may be extended one time for an additional two year period upon prior written agreement of the parties.
- 2) During the term hereof, County hereby engages Contractor and Contractor hereby agrees to perform Inmate Accounting (Computer Hardware, Software and Support) and Commissary Services as set forth in Addendum A attached hereto and incorporated herein by reference.
- 3) Contractor holds itself out as an independent contractor. Contractor: is a separate and independent enterprise from the County; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and office necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work.
- 4) Contractor shall act as an independent contractor in providing and performing the services contemplated by this agreement. Nothing in, or done pursuant to, this agreement shall be construed to create the relationship of employer and employee, principal and agent, partners, or a joint venture between County and Contractor.
- 5) This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the state revenue and taxation law, the state workers' compensation law and the state unemployment insurance law. This agreement shall not be construed as creating any joint employment relationship between the Contractor and the County, and the County will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages, overtime premiums, unemployment insurance benefits, worker's compensation benefits, health insurance, health benefits, disability benefits, or retirement benefits. Contractor is not entitled to receive any benefits from County or to participate in any County benefit plan.
- 6) Contractor shall furnish the County with reports, at intervals and in such form as the County may require, of its activities pertaining to any matter covered by this Agreement.

- 7) Contractor retains sole and absolute discretion in the judgment of the manner and means of carrying out its activities and responsibilities hereunder.
- 8) Any and all work product (tangible material or its intangible equivalent) shall be the sole and exclusive property of the County.
- 9) Contractor shall provide, perform and complete all services contemplated by this Agreement in an expeditious and proper manner, consistent with the care and skill ordinarily exercised by reputable members of the profession or trade.
- 10) Contractor warrants and represents that it is sufficiently experienced and competent to provide, perform and complete all services in full compliance with and as required by or pursuant to this Agreement.
- 11) Contractor represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the duties and functions in full compliance with and as required by or pursuant to this Agreement.
- 12) Contractor shall provide comprehensive motor vehicle liability, professional liability, comprehensive general liability, and worker's compensation insurance coverage deemed appropriate and necessary by County. Contractor shall furnish certificates of insurance to the County evidencing the risks insured against and the limits of liability there under.
- 13) Contractor agrees that it shall protect, indemnify, and hold harmless the County and its respective officers, officials, employees, and agents from and against all actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees resulting from the negligence or fault of the Contractor or the Contractor's officers, officials, employees and agents arising out of, resulting from or in any manner connected with the performance or nonperformance of this Agreement.
- 14) County agrees that it shall protect, indemnify, and hold harmless the Contractor and its respective officers, officials, employees, and agents from and against all actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney's fees resulting from the negligence or fault of the County arising out of, resulting from or in any manner connected with the performance or nonperformance of this Agreement.
- 15) Contractor shall comply with all local, state and federal codes, laws, orders, regulations and rules applicable to the services hereunder. Contractor shall procure all licenses and to pay all fees and other charges, which may be required by such codes, laws, orders, regulations and rules.
- 16) During the term of this Agreement Contractor shall comply with all applicable state and/or federal labor standards.
- 17) During the term of this Agreement Contractor shall not discriminate against any person based on race, color, national origin, gender, age, disability, sexual orientation, religion, or marital status.

- 18) During the term of this Agreement Contractor shall comply with all applicable affirmative action mandates.
- 19) During the term of this Agreement Contractor shall comply with all applicable equal employment obligations.
- 20) Contractor shall maintain records in connection with this Agreement in a manner sufficient to meet the requirements of Wisconsin's Open Record Law ("WORL") set forth in Section 19.31 - 19.39 Wis. Stats. Contractor shall assist County in complying with Public Record(s) Request(s) pursuant to Section 19.36(3) Wis. Stats.
- 21) Either may terminate this Agreement in whole or in part without penalty at any time for any or no reason upon sixty (60) days prior written notice to the other. Contractor shall maintain full service to the County's facilities up to the actual date of termination by either party.
- 22) All notices required by the term of this Agreement to be sent to the other party shall be in writing and forwarded by certified mail addressed as follows:

County:

Door County Sheriff's Department
 Attn: Jail Lieutenant
 1203 S. Duluth Avenue
 Sturgeon Bay WI 54235

Contractor:

Stellar Services, LLC
 P.O. Box 320
 Madison, WI 53558

- 23) Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party.
- 24) Contractor shall not assign this Agreement in whole or in part. Contractor shall not assign any of its rights or obligations under this Agreement. Contractor shall not assign any payment due or to become due under this Agreement.
- 25) This Agreement and the rights and obligation of County and Contractor under this Agreement shall be interpreted according to the laws of the State of Wisconsin.
- 26) Venue, as to any dispute that may arise under this Agreement, shall be in the Circuit Court, County of Door, State of Wisconsin. The parties shall, if practicable, endeavor to utilize alternative dispute resolution prior to commencement of a lawsuit.

27) County and Contractor represents and warrants that it has carefully reviewed and fully understands this Agreement, including any attachment. This Agreement shall be binding upon and shall inure to the benefit of County and Contractor and upon their respective and permitted successors and assigns.

28) The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Agreement shall be in any way affected thereby.

29) No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless, and until such is reduced to writing and executed by County and Contractor.

30) This Purchase of Service Agreement constitutes the entire agreement between the parties with respect to the subject matter.

Accepted and Agreed this 9th day of SEPTEMBER, 2009.

Jay W. Martens
Jay W. Martens, Regional Account Manager

Stellar Services, LLC
Federal Employer Identification Number 39-2015576

Accepted and Agreed this 22 day of September, 2009.

Terry J. Vogel
Terry J. Vogel
Door County Sheriff

Accepted and Agreed this 24th day of September, 2009.

Michael J. Serpe
Michael J. Serpe
County Administrator

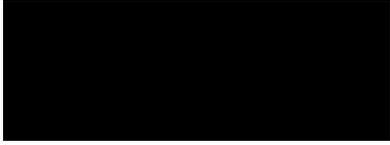
Approved as to form this 24th day of SEPTEMBER, 2009.

Grant P. Thomas
Grant P. Thomas
Corporation Counsel

ADDENDUM A

- A. The County of Door ["County"] does hereby grant to Stellar Services, LLC [Contractor] the exclusive right to sell candy, snacks, pastry, beverages, miscellaneous items, clothing, personal hygiene items and food products through Contractors Inmate Commissary Program at the Door County Jail.
- B. Contractor shall cause, at its sole expense, the installation of hardware and software that is furnished by Contractor. This will include 1 server/workstation, up to 3 printers, 1 Stellar Teller lobby kiosk and 1 Booking Money Manager (if County requests). County agrees to accept the equipment and furnish adequate space, utilities and utility outlets in such locations as mutually agreed upon by both parties.
- C. Contractor will license, repair and service all equipment on a timely basis at its sole cost and expense. Contractor will update software as needed or available. Contractor will provide up to 4 hours per month of additional training and software work. Excessive amounts of correcting County created accounting problems will be billed to County at an hourly rate of \$50.00 per hour.
- D. County will have the right to review and audit the records of Contractor's sales at any of their facilities at any reasonable time on a normal business day with a 5 day advanced notice to the Contractor.
- E. Contractor shall be responsible for the determination of wholesale selling prices, which are subject to review and approval by County. Approval of any increases will not be unreasonably withheld.
- F. County will determine the products to be available in County's facility.
- G. County will determine final retail prices (wholesale plus County's commission rate).
- H. County will pay all invoices received from Contractor within thirty (30) days of receipt of invoice.
- I. County is responsible for any loss or damage to equipment resulting from vandalism, theft or abuse.
- J. County shall be solely responsible for the management and operation of the inmate banking software program and inmate commissary program at County's facility.
- K. All equipment and products shall at all times remain the property of the Contractor until the point of sale. Contractor shall remove equipment and software promptly upon expiration or termination of the Agreement. The data from the software is the property of the County and will be returned to County once removed from hardware.
- L. County will assume full liability for payment of any applicable sales, use or other taxes on all sales from the Inmate commissary program.
- M. County shall allow no liens to be placed against the Contractors property resulting from County's failure to perform all of its obligations.

Jan Schartner



October 1, 2020

Tammy Sternard
Sheriff
Door County Sheriff's Office
1201 S. Duluth Ave
Sturgeon Bay WI 54235

RE: Intent to Retire

Dear Sheriff Sternard:

I would like to inform you that I am retiring from my Records Clerk position with the Door County Sheriff's Office, effective December 23, 2020.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for Door County and appreciate the support provided me during my tenure with the county.

While I look forward to enjoying my retirement, I will miss working for the county. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Jan Schartner".

Jan Schartner

Cc: Human Resources

Door County Human Resources Form #: 2015-04	Title: Request to Refill Position
Date Created 02/06/2020	Date Revised 10/02/2020
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:	
Department <u>Sheriff's Office</u>	Position Title: <u>Records Clerk</u>
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant	Date Vacant: <u>December 24th, 2020</u>
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position	Hours per week: <u>40</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? _____	
Name of Current / Most Recent Incumbent: <u>Jan Schartner</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>Tammy Sternard</u>	Date <u>10-02-20</u>
Financial Information:	
Salary Range: <u>\$16.65-\$21.88 Hourly</u>	Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source: <input checked="" type="checkbox"/> Levy % <u>100</u> <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____	
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached	
HR TO COMPLETE:	
EEO <u>06-Clerical/office</u>	FLSA Status <u>Non-Exempt</u>
<input checked="" type="checkbox"/> Human Resources has performed a position review?	<u>KH</u> (HR initial) <u>10/6/20</u> Date
<input checked="" type="checkbox"/> The Job Description has been updated and signed?	<u>KH</u> (HR initial) <u>10/6/2020</u> Date
Approvals:	
County Administrator <u></u>	Date _____
Administrative Committee Chair _____	Date _____

County of Door Records Clerk

Job Title	Records Clerk	Last Revision	09/11/2015
Department	Sheriff	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Chief Deputy	FLSA Status	Non-Exempt
Pay Range	D	EEO Code	06 – Office/Clerical

General Summary

Performs various confidential clerical and record keeping of civil process and accidents reports. Provides assistance to the general public and agencies. Prepares various legal papers for service. Serves as the Sheriff's Department receptionist and performs duties of answering incoming calls and information counter during normal business hours. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Functions

1. Process and maintain accident records and file with the State of Wisconsin Accident Data Section. Provides accident statistics and digital accident maps to Highway Safety Committee and the general public.
2. Coordinates flow of civil process papers through the Sheriff's Office; maintains records of all papers served for legal documentation, generating billing, and auditing; assists customers with legal documents and procedures; assists with Sheriff's Sales of Foreclosure and recovered properties, evictions, replevins, and writs.
3. Types, formats, proofreads and edits investigative reports and interviews, correspondence and other documents, from notes or dictating machines into the Sheriff's Office law enforcement records management database system.
4. Provides reception coverage by communicating with the public, employees, and other individuals to answer questions, disseminate or explain information, accept forms, papers and fees and address complaints; answers telephone calls, directing callers to appropriate parties or taking messages. Assist the public by providing information and forms in the registration of various motor vehicles and driver's licenses. Provide the public with copies of official documents and reports that are available to the public as authorized by police and in accordance with Wisconsin's open records law.
5. Receive and record monies from parking fines, civil process fees, and for copies of reports, documents, and photographs.
6. Receives criminal background records check requests; processes, prepares and sends reports.
7. Provide truthful and accurate written and verbal communications.

General Functions

1. Cross-trained in the duties of Court Record Clerk and Administrative Assistant II-Jail.
2. Performs other duties authorized and requested by the Sheriff, Chief Deputy, and Field Services Lieutenant.
3. Perform digital imaging of accident reports, incident reports, and digital photo's.
4. Provides the District Attorney's Office and public with copies of digital recordings when requested.

Requirements

County of Door Records Clerk

Training and Experience

1. High school diploma or equivalent supplemented with technical/business college courses in accounting or administrative assistant.
2. One (1) or more years' responsible clerical experience required.
3. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.
4. Must obtain basic certification in the Wisconsin TIME System within one (1) year of hire and maintain certification.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Knowledge of law enforcement procedures and familiar with various legal papers (civil process) and motor vehicle registration and laws, Wisconsin's open records laws, government regulations.
3. Basic computer skills required. Good working knowledge of office procedures and terminology. Possess good organizational skills.
4. Possess good command of spelling, grammar, and sentence structure.
5. Ability to work with limited supervision and make independent decisions concerning matters with established policy and procedure patterns.
6. Training in basic accounting or record keeping is desired.
7. Capable of processing and maintaining confidential and personal information.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Ability to maintain confidentiality on all aspects of work.

Physical & Working Conditions

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

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

People coming to the information counter may be hostile or verbally abusive.

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

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

Approvals:

Tammy Stenard, Sheriff

Date

Kelly A. Hendee, Human Resources Director

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

Records Clerk

_____ 6 Mo _____
Sheriff Sub Dept _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Records Clerk-Grade D-Level 1									
1.00	\$16.65	34,725				30,825			65,550
Records Clerk-Grade D-Budget									
1.00	\$21.88	46,543				17,094			63,637
Total Salary and Benefit Increase									1,913
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Records Clerk-Grade D-Control Point									
1.00	\$19.03	39,689				31,549			71,238
Records Clerk-Grade D-Budget									
1.00	\$21.88	46,543				17,094			63,637
Total Salary and Benefit Increase									7,601

Dept Head Signature Steve Wupperjurock
 Date 10-6-20

Finance Director

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

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



DOOR COUNTY

Resolution No. 2020-____

**APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE
DOOR COUNTY SHERIFF'S OFFICE**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BULTMAN			
CHOMEAU			
COUNARD			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KOHOUT			
LIENAU			
LUNDAHL			
NORTON			
ROBILLARD			
TAUSCHER			
THAYSE			
VIRLEE			
VLIES WOTACHEK			
VOGEL			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The donated funds will be used for the specified purpose; no additional County funds are required because of the acceptance of this donation. STW

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 26th day of May, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

4
5 **WHEREAS**, Resolution 75-84 entitled "Gifts, Grants & Donations to the
6 County of Door" requires approval of the Door County Board of Supervisors, for
7 acceptance of all donations, gifts, and grants whether in the form of money, or
8 personal or real property; and

9
10 **WHEREAS**, Rule of Order #38, entitled 'Donations, Gifts or Grants', authorizes
11 a department to accept donations, gifts or grants in amounts up to \$999.00. An
12 oversight committee may accept donations, gifts or grants in amounts up to
13 \$4,999.00. County Board shall be provided notice of any donation, gift or grant
14 equal to or in excess of \$5,000.00 prior to acceptance. An itemized report of all
15 donations, gifts or grants shall be submitted to the County Board on an annual
16 basis; and

17
18 **WHEREAS**, Keller Inc. invited the Door County Sheriff's Office ("DCSO") to
19 attend its 6th Annual Police Dedication Event on Thursday, October 1, 2020; and

20
21 **WHEREAS**, Keller Inc. has made a donation of \$2,500.00 to each of the
22 agencies attending the event to support the agency's future community initiatives;

23
24 **NOW THEREFORE, BE IT RESOLVED**, That the Door County Board of
25 Supervisors does hereby authorize the Door County Sheriff's Office to accept the
26 donation of \$2,500.00 from Keller Inc., to support the DCSO's future community
27 initiatives.

28
29 **BE IT FURTHER RESOLVED**, That the aforesaid donation shall be
30 administered by the Door County Sheriff's Office, subject to oversight by the Public
31 Safety Committee.

32

SUBMITTED BY: PUBLIC SAFETY COMMITTEE

_____	_____
Joel Gunnlaugsson, Chairperson	Alexis Heim Peter
_____	_____
Bob Bultman	Megan Lundahl
_____	_____
Kara Counard	Laura Vlies Wotachek
_____	_____
Roy Englebert	



Door County Emergency Services

916 N 14th Ave.
Sturgeon Bay, WI 54235

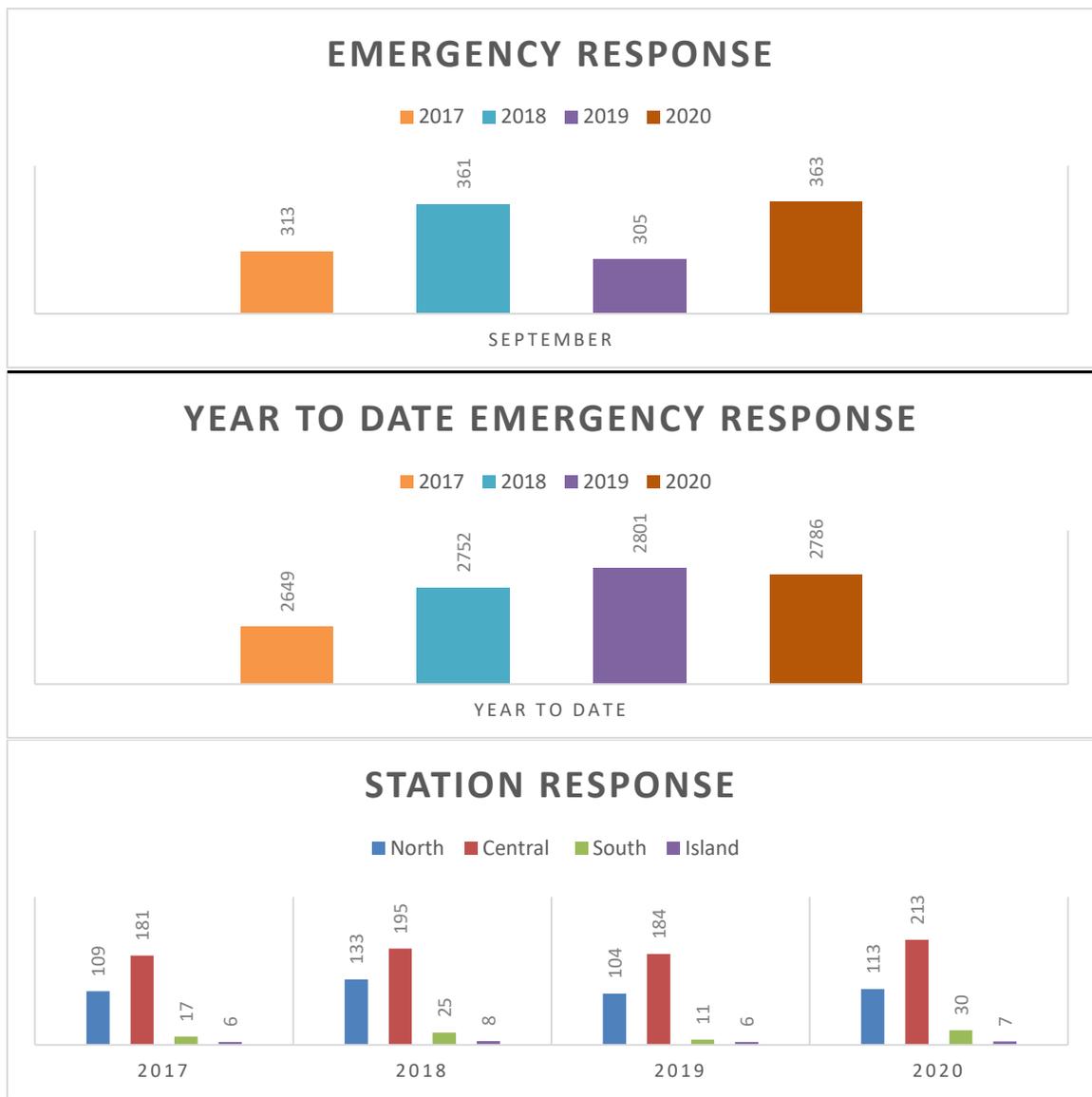
Aaron LeClair, Director

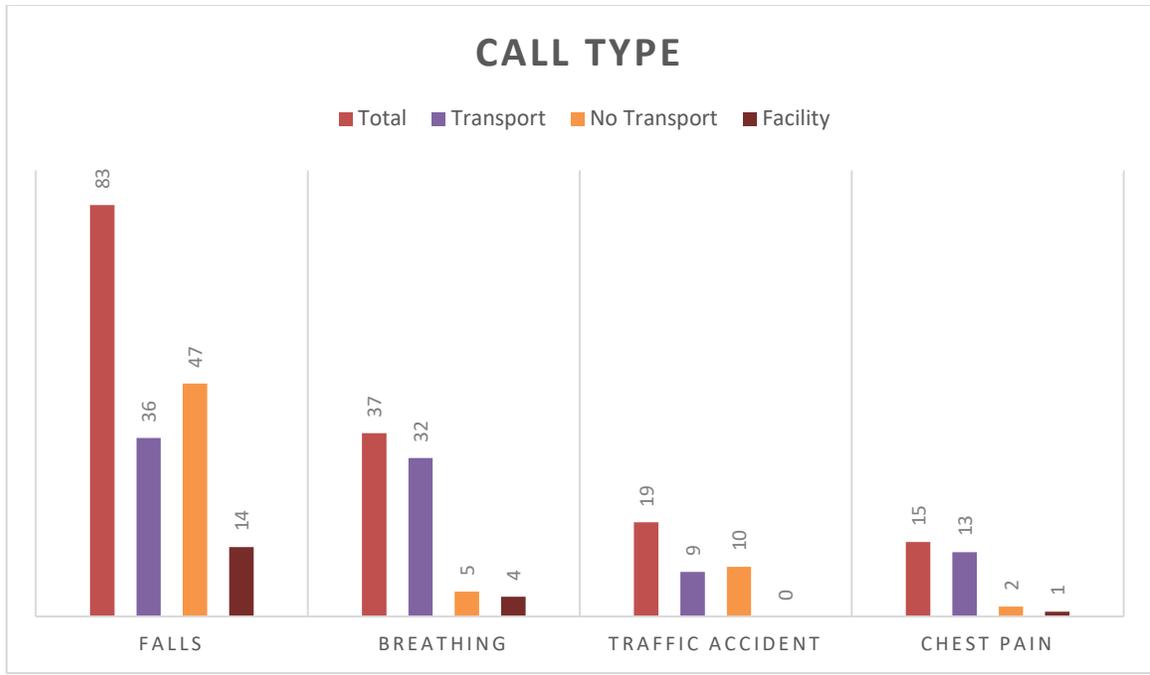
10/06/2020

TO: Public Safety Committee

FROM: Aaron LeClair

RE: Operations Summary – September 2020





Training Programs:

One EMT completed the field training program.
 One EMT and paramedic are in the field training program.
 Personnel are participating on-line, in-house training programs, and Squad Meetings.

COVID:

The department continues to procure PPE to ensure the safety of our personnel.

Operational Analysis:

The department continues to work on the operational analysis of the department. As discussed before, this analysis will review all aspects of the department. The immediate area of focus is short and long term staffing.

By [Sarah Thomsen](#)

Published: Sep. 28, 2020 at 5:04 PM CDT



DOOR COUNTY, Wis. (WBAY) - A new injury prevention program is making a big difference in helping people hurt from falls stay in their own homes longer.

Local aging and disability resource centers are partnering with EMS providers to help someone who falls figure out why it happened and then make changes to prevent it from happening again.

It's a major problem, here and nationally.

The CDC says three million people age 65 and older end up in emergency rooms every year because of falls.

ADVERTISEMENT

"Falls or falls-related are our number one call, and that's pretty much nationwide through emergency medical services, all the way here to Door County," says Captain Bob Schultz with Door County Emergency Services.

Falls can be from something like slipping on a rug, a problem with shoes, or even medications that cause balance or vision problems.

Schultz says first responder crews can sometimes spot the problem and simple changes that a person could make to prevent a second fall, but they had no way to help the injured person beyond that initial call.

That changed this year.

ADVERTISEMENT

"We created a secure app that they can fill out at bedside that transfers the information directly from the emergency medical services to the ADRCs by computer," explains Dave Taylor, founder and chief executive officer of the Fall Prevention Alliance of Northeast Wisconsin.

With patient permission, the Fall Prevention Referral Program allows first responders to fill out a simple, secure and HIPPA-compliant form with details about the patient and what happened.

That information is then electronically sent to the the health department or ADRC, immediately connecting them with programs, resources and someone that can help them.

There's no more waiting for paper referrals that are easily lost, and it helps achieve a major goal.

ADVERTISEMENT

"That's really the goal is let people live at home," says Schultz.

"If we can get into the home and work with the individual, we get a better or more honest idea of some of the challenges that they're dealing with," says Jake Erickson, director of ADRC Door County, adding that most people want advice to make changes and maintain independence.

The Fall Prevention Alliance of Northeast Wisconsin helped launch the new program in several communities, with great success.

While COVID makes it challenging to go into a home and suggest changes, the ADRC or health department can still connect with people virtually or through family members.

ADVERTISEMENT

"One of our goals, our overarching mission, is to help folks stay in their homes or live independently as long as they can," says Erickson.

For more information about the fall prevention program or to make a donation to the non-profit Fall Prevention Alliance of Northeast Wisconsin, [click here](#).



Door County Emergency Services

916 N 14th Ave.
Sturgeon Bay, WI 54235

Aaron LeClair, Director

INVITATION TO BID-DOOR COUNTY EMERGENCY SERVICES ONE (1) ¾ TON 4X4 CREW CAB PICK UP TRUCK

Bid Specifications and Instructions may be obtained from the Door County Emergency Services Department, 916 North 14th Avenue, Sturgeon Bay, Wisconsin 54235, (920)743-5461. Bids must conform to the requirements of the Specifications and Instructions.

Bids must be received (date and time stamped) by the Door County Emergency Services Office, 916 North 14th Avenue, Sturgeon Bay WI 54235, no later than 4:00 p.m. on Thursday, November 5th 2020.

Bids will be opened and considered by the Door County Public Safety Committee at its November 9th, 2020 meeting, which begins at 1:00 pm, at the Government Center, Chambers Room, 421 Nebraska Street, Sturgeon Bay, Wisconsin.

INSTRUCTIONS

1. BIDS:

All Bids must be: typed and double-spaced on 8½ inch by 11 inch white paper; sealed in an opaque envelope labeled “4x4 ¾ Ton Pick Up Truck, 6-Passenger Crew Cab Vehicle Bid, *Emergency Services*” and received (date and time stamped) by the Door County Emergency Services Department, 916 North 14th Avenue, Sturgeon Bay, WI 54235, no later than 4:00 p.m. on Thursday, November 5th 2020.

All Bids must: set forth the cost of each vehicle and delivery date of the vehicle; clearly and concisely note any deviation from the Specifications or Instructions; be signed and dated by the individual or by a duly authorized representative of the entity submitting the Bid; and remain firm for a period of thirty (30) days.

2. QUALIFICATIONS OF THE INDIVIDUAL OR ENTITY

The individual or entity shall meet all of the qualifications reasonably deemed necessary to provide the vehicles contemplated and must be appropriately responsible. Door County may investigate, as it deems necessary, to determine the individual's or entity's qualifications and responsibility. Door County reserves the right to reject any Bid if the individual or entity fails to satisfy Door County that she/he/it is both qualified and responsible.

3. CONSIDERATION/AWARD OF CONTRACT:

Door County reserves the right to reject or accept any Bid, or parts thereof, and/or waive technical defects. The award shall be to an individual or entity that is qualified, responsible, and offers both the lowest cost and compliant Bid. Door County reserves the right to consider all elements that it determines are relevant regarding determining whether an individual or entity is qualified and responsible.

4. ACCEPTANCE

The successful individual or entity shall, within fifteen (15) days after notice of the award is given, provide a written acceptance of the award. These Instructions, the Specifications, and Bid in their entirety form the primary basis of the agreement between Door County and successful bidder.

5. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable Federal, State, and local laws, ordinances, regulations and rules.

6. LATE BIDS

Bids that are not timely received will not be accepted. Late Bids will be date / time stamped and returned to the bidder.

7. INDIVIDUAL'S OR ENTITY'S STATEMENT

Each individual or entity shall incorporate and make a part of their Bid a statement by the individual or entity that the individual or entity has examined and carefully checked the Invitation for Bid, Instructions, and Specifications before submitting the Bid, and have offered a compliant Bid.

**DOOR COUNTY EMERGENCY SERVICES
VEHICLE SPECIFICATIONS**

DATE DUE: Bids due by Thursday, November 5th, 2020 by 4:00 p.m. at the Door County Emergency Services Office, 916 North 14th Avenue, Sturgeon Bay, Wisconsin 54235

THIS BID IS FOR: New 2020 or 2021 ¾ Ton (Minimum 9,500 lb GVW) Pickup Truck, 6-Passenger Crew Cab, 4x4 with Four Full Size Doors, Full Rear Bench Seat.

SPECIFICATIONS - ONE (1) TRUCK

TYPICAL VEHICLES: Chevy Silverado Crew Cab, Dodge Ram Crew Cab, Ford Crew Cab

Make: _____
Model Year: _____

Model: _____
Trim Package: _____

REQUIRED STANDARD EQUIPMENT:

1. ABS Brakes (4 Wheel Anti-Lock)
2. Air Conditioning
3. Chrome rear bumper: Rear Step
4. Carpet flooring including color coded floor mats (front and rear)
5. Carpet flooring
6. Color: Manufacturer's standard metallic grey color
7. Cruise Control
8. Engine: Gasoline powered 6.0 V8-cylinder or larger
9. Fuel Tank: Largest single tank available
10. Intermittent Wipers
11. Mirrors: Outside – Power Mirrors adjustable from the drivers position
12. Power Ports– Minimum
 - A.) One (1) 12 Volt traditional cigarette style

B.) One (1) 12 V USB

C.) One (1) 110 volt (Minimum 400watt)

13. Radio: AM/FM Stereo with auxiliary input
14. Cloth front seats with center fold down storage, rear split bench seat.
15. Steering: Power
16. Tilt Steering Wheel
17. Tires and Wheels : (5) Minimum 18" all season tires on Aluminum wheels, standard for GVWR
18. Transmission: Automatic with overdrive where available
19. Power locks and windows
20. Alternator – highest amp available
21. Sunscreen Glass
22. Electronic transfer case shift control with auto-locking front hubs
23. Factory installed engine block heater
24. Factory spray-in bed liner if available. Fabick, Rhino or Line-X over the rail spray-on bed liners are acceptable if factory liner is not available.
25. Front tow hooks
26. Remote start and keyless entry
27. Roof Mounted clearance lights
28. Dual Batteries
29. Front and rear wheel well liners
30. LED box lighting
31. If available OEM provided upfitter switches
32. OEM undercoating / rust protection



Door County Emergency Management and Communications

1201 S Duluth Ave
Sturgeon Bay, WI 54235

Director: Daniel Kane
(920) 746-7195

dkane@co.door.wi.us

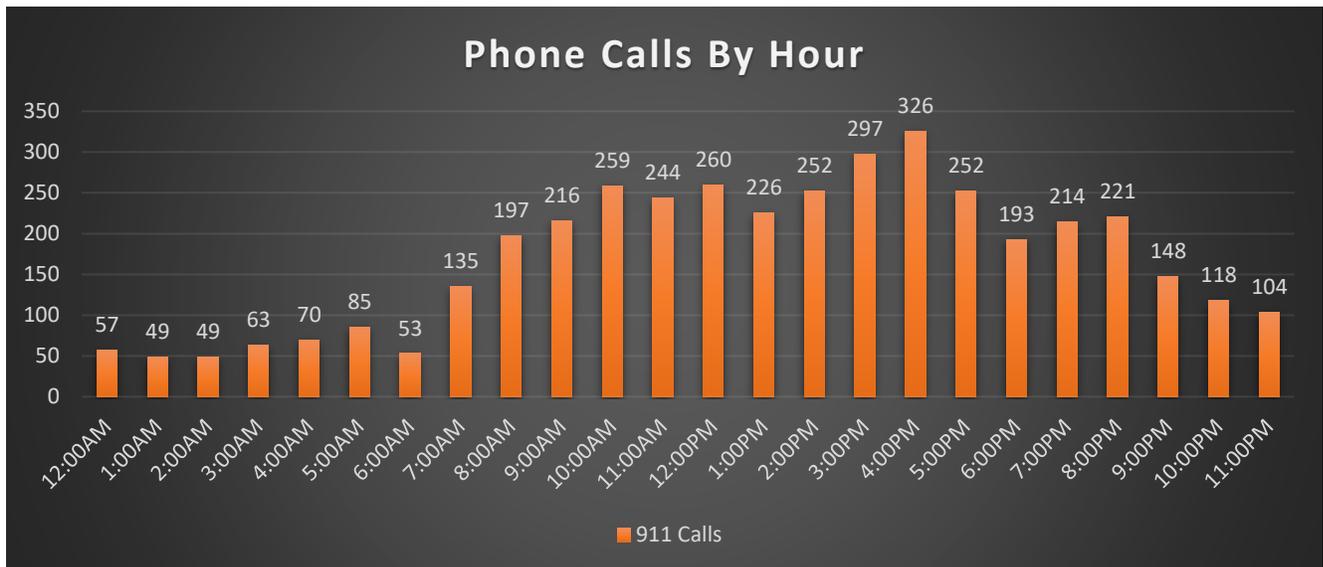
Communications Monthly Report

September 2020

Call Volume

	September 2020	YTD 2020	September 2019	YTD 2019
911 Line	853	6,661	707	6,270
Non – Emergency	3,235	27,240	2,976	28,245
Total	4,088	33,901	3,683	34,515

Peak Call Times



Top 5 Calls

1. 911 Hang Up/Follow Up – 16.5%
2. Citizen Assist – 6.6%
3. Medical – 4.5%
4. Suspicious Person/Circumstance – 4.3%
5. Motorist Assist – 3.4%

Monthly Overview:

- 2 on board training until December
- 1 open position
- Job posted

Accounts Payable Invoice Report

Invoice Date Range 09/12/20 - 09/25/20
 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 29 - Emergency Services Batch Number 2020-0000521 Batch Date 09/25/2020 Entered by User Aaron LeClair Vendor 4583 - AIRGAS Sub-Department 29 Emergency Services									
09/25/2020	EMS - Oxygen	Edit		09/25/2020	09/25/2020	09/25/2020			261.38
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 4583 - AIRGAS Totals			Invoices	1		<u>\$261.38</u>
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Sub-Department 29 Emergency Services									
1JF1-NKP4-YRRG	EMS - Fitness equipment	Edit		09/25/2020	09/25/2020	09/25/2020			129.95
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	8383 - AMAZON CAPITAL SERVICES, INC Totals			Invoices	1		<u>\$129.95</u>
Vendor 15583 - AUTOZONE Sub-Department 29 Emergency Services									
1966240895	EMS - DEF fluid	Edit		09/25/2020	09/25/2020	09/25/2020			46.45
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 15583 - AUTOZONE Totals			Invoices	1		<u>\$46.45</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Sub-Department 29 Emergency Services									
759682	EMS - Cellcom Sept	Edit		09/25/2020	09/25/2020	09/25/2020			151.98
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	4818 - CELLCOM WISCONSIN RSA 10 Totals			Invoices	1		<u>\$151.98</u>
Vendor 20164 - CHOICE1 HEALTHCARE SERVICES Sub-Department 29 Emergency Services									
10198	EMS - test strips	Edit		09/25/2020	09/25/2020	09/25/2020			149.70
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	20164 - CHOICE1 HEALTHCARE SERVICES Totals			Invoices	1		<u>\$149.70</u>
Vendor 9978 - DEATH'S DOOR FUEL LLC Sub-Department 29 Emergency Services									
1010417	EMS - Island fuel	Edit		09/25/2020	09/25/2020	09/25/2020			67.00
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	9978 - DEATH'S DOOR FUEL LLC Totals			Invoices	1		<u>\$67.00</u>
Vendor 7717 - EMERGENCY MEDICAL PRODUCTS INC Sub-Department 29 Emergency Services									
09/25/2020	EMS - Medical Supplies	Edit		09/25/2020	09/25/2020	09/25/2020			1,899.49
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	7717 - EMERGENCY MEDICAL PRODUCTS INC Totals			Invoices	1		<u>\$1,899.49</u>

Door County

Accounts Payable Invoice Report

Invoice Date Range 09/12/20 - 09/25/20
 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 19398 - INFINITY HEALTHCARE PHYSICIANS									
Sub-Department 29 Emergency Services									
928937	EMS - Medical Director - August	Edit		09/25/2020	09/25/2020	09/25/2020			225.00
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 19398 - INFINITY HEALTHCARE PHYSICIANS Totals				Invoices	1	<u>\$225.00</u>
Vendor 22650 - NORTHERN DOOR COMMUNICATIONS									
Sub-Department 29 Emergency Services									
26869	EMS - pager repair	Edit		09/25/2020	09/25/2020	09/25/2020			38.75
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 22650 - NORTHERN DOOR COMMUNICATIONS Totals				Invoices	1	<u>\$38.75</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 29 Emergency Services									
3456307312	EMS - Office Supplies	Edit		09/25/2020	09/25/2020	09/25/2020			58.80
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1	<u>\$58.80</u>
Vendor 13484 - STRYKER MEDICAL									
Sub-Department 29 Emergency Services									
3141822M	EMS - Cot Battery x 2	Edit		09/25/2020	09/25/2020	09/25/2020			839.55
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 13484 - STRYKER MEDICAL Totals				Invoices	1	<u>\$839.55</u>
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 29 Emergency Services									
9/25/2020	EMS - Headquarters August Utilities	Edit		09/25/2020	09/25/2020	09/25/2020			1,507.01
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 30820 - STURGEON BAY UTILITIES Totals				Invoices	1	<u>\$1,507.01</u>
Vendor 31970 - SUPERIOR CHEMICAL CORPORATION									
Sub-Department 29 Emergency Services									
279476	EMS - Quat - cleaner	Edit		09/25/2020	09/25/2020	09/25/2020			279.89
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 31970 - SUPERIOR CHEMICAL CORPORATION Totals				Invoices	1	<u>\$279.89</u>
Vendor 20394 - TRINITY STERILE INC									
Sub-Department 29 Emergency Services									
669957	EMS - IV start packs	Edit		09/25/2020	09/25/2020	09/25/2020			569.98
			Sub-Department 29 Emergency Services Totals				Invoices	1	0
			Vendor 20394 - TRINITY STERILE INC Totals				Invoices	1	<u>\$569.98</u>
Vendor 11363 - WISCONSIN PUBLIC SERVICE									

Accounts Payable Invoice Report

Invoice Date Range 09/12/20 - 09/25/20
 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
09/25/2020	Sub-Department 29 Emergency Services EMS - Utilities - Brussels	Edit		09/25/2020	09/25/2020	09/25/2020			540.78
	Sub-Department 29 Emergency Services Totals						Invoices	1	0
	Vendor 11363 - WISCONSIN PUBLIC SERVICE Totals						Invoices	1	\$540.78
	Batch Number 2020-00000521 Totals						Invoices	15	\$6,765.71
	Department 29 - Emergency Services Totals						Invoices	15	\$6,765.71
29 Emergency Services				Grand Totals			Invoices	15	\$6,765.71

Accounts Payable Invoice Report

Invoice Date Range 09/02/20 - 09/11/20
 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 29 - Emergency Services									
Batch Number 2020-0000502		Batch Date 09/11/2020			Entered by User Aaron LeClair				
Vendor 4583 - AIRGAS									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - Oxygen	Edit		09/11/2020	09/11/2020	09/11/2020			641.36
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 4583 - AIRGAS Totals			Invoices	1		<u>\$641.36</u>
Vendor 8383 - AMAZON CAPITAL SERVICES, INC									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - Training books	Edit		09/11/2020	09/11/2020	09/11/2020			71.08
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	8383 - AMAZON CAPITAL SERVICES, INC Totals			Invoices	1		<u>\$71.08</u>
Vendor 11647 - AT&T MOBILITY LLC									
Sub-Department 29 Emergency Services									
09012020	EMS - FirstNet August Charges	Edit		09/11/2020	09/11/2020	09/11/2020			655.87
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 11647 - AT&T MOBILITY LLC Totals			Invoices	1		<u>\$655.87</u>
Vendor 6486 - CHARTER COMMUNICATIONS									
Sub-Department 29 Emergency Services									
55909012020	EMS - Charter North	Edit		09/11/2020	09/11/2020	09/11/2020			283.44
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	6486 - CHARTER COMMUNICATIONS Totals			Invoices	1		<u>\$283.44</u>
Vendor 20164 - CHOICE1 HEALTHCARE SERVICES									
Sub-Department 29 Emergency Services									
10161	EMS - test strips	Edit		09/11/2020	09/11/2020	09/11/2020			149.70
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	20164 - CHOICE1 HEALTHCARE SERVICES Totals			Invoices	1		<u>\$149.70</u>
Vendor 9978 - DEATH'S DOOR FUEL LLC									
Sub-Department 29 Emergency Services									
1010416	EMS - Island fuel	Edit		09/11/2020	09/11/2020	09/11/2020			146.01
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	9978 - DEATH'S DOOR FUEL LLC Totals			Invoices	1		<u>\$146.01</u>
Vendor 8384 - DOOR COUNTY MEDICAL CENTER									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - August Pharmacy	Edit		09/11/2020	09/11/2020	09/11/2020			334.61
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
		Vendor	8384 - DOOR COUNTY MEDICAL CENTER Totals			Invoices	1		<u>\$334.61</u>

Accounts Payable Invoice Report

Invoice Date Range 09/02/20 - 09/11/20
 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 7717 - EMERGENCY MEDICAL PRODUCTS INC									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - Medical Supplies	Edit		09/11/2020	09/11/2020	09/11/2020			624.73
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 7717 - EMERGENCY MEDICAL PRODUCTS INC Totals			Invoices	1		<u>\$624.73</u>
Vendor 22169 - JMB & ASSOCIATES, LLC									
Sub-Department 29 Emergency Services									
34811	EMS - CO calibration	Edit		09/11/2020	09/11/2020	09/11/2020			125.00
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 22169 - JMB & ASSOCIATES, LLC Totals			Invoices	1		<u>\$125.00</u>
Vendor 12167 - LIFE-ASSIST, INC									
Sub-Department 29 Emergency Services									
1031033	EMS - Igels	Edit		09/11/2020	09/11/2020	09/11/2020			218.40
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 12167 - LIFE-ASSIST, INC Totals			Invoices	1		<u>\$218.40</u>
Vendor 29282 - SISTER BAY AUTOMOTIVE									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - Vehicle Maintenance	Edit		09/11/2020	09/11/2020	09/11/2020			297.14
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 29282 - SISTER BAY AUTOMOTIVE Totals			Invoices	1		<u>\$297.14</u>
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
Sub-Department 29 Emergency Services									
09/11/2020	EMS - Ferry charge	Edit		09/11/2020	09/11/2020	09/11/2020			58.00
			Sub-Department 29 Emergency Services Totals			Invoices	1		0
			Vendor 36270 - WASHINGTON ISLAND FERRY LINE I Totals			Invoices	1		<u>\$58.00</u>
			Batch Number 2020-00000502 Totals			Invoices	12		<u>\$3,605.34</u>
			Department 29 - Emergency Services Totals			Invoices	12		<u>\$3,605.34</u>
29 Emergency Services									
			Grand Totals			Invoices	12		<u><u>\$3,605.34</u></u>

Door County

Accounts Payable Invoice Report

G/L Date Range 09/10/20 - 09/10/20
 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 28 - Sheriff									
Batch Number 2020-00000486		Batch Date 09/10/2020			Entered by User Diane Franklin				
Vendor 11647 - AT&T MOBILITY LLC									
Sub-Department 28 Sheriff									
X09012020	Sheriff's Office Cellphone & Router Service	Edit		09/10/2020	09/10/2020	09/10/2020			2,711.38
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 11647 - AT&T MOBILITY LLC Totals							Invoices	1	<u>\$2,711.38</u>
Vendor 2130 - BOB BARKER COMPANY INC									
Sub-Department 28 Sheriff									
2020-00000272	Jail Supplies	Edit		09/10/2020	09/10/2020	09/10/2020			612.11
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 2130 - BOB BARKER COMPANY INC Totals							Invoices	1	<u>\$612.11</u>
Vendor 4520 - C & W AUTO SALES AND SALVAGE									
Sub-Department 28 Sheriff									
29097	Tow Charge 20-007704 Longley Vehicle	Edit		09/10/2020	09/10/2020	09/10/2020			350.00
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 4520 - C & W AUTO SALES AND SALVAGE Totals							Invoices	1	<u>\$350.00</u>
Vendor 2722 - CITY OF STURGEON BAY									
Sub-Department 28 Sheriff									
2020-00000279	October 2020 Forensic Investigator Service	Edit		09/10/2020	09/10/2020	09/10/2020			5,147.80
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 2722 - CITY OF STURGEON BAY Totals							Invoices	1	<u>\$5,147.80</u>
Vendor 17909 - CORRECTIONAL HEALTHCARE CO									
Sub-Department 28 Sheriff									
70021	October 2020 Monthly Medical Services	Edit		09/10/2020	09/10/2020	09/10/2020			22,230.21
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 17909 - CORRECTIONAL HEALTHCARE CO Totals							Invoices	1	<u>\$22,230.21</u>
Vendor 9723 - FASTCASE INC									
Sub-Department 28 Sheriff									
FC-357675-1	Digital Law Library for Inmates	Edit		09/10/2020	09/10/2020	09/10/2020			1,250.00
Sub-Department 28 Sheriff Totals							Invoices	1	0
Vendor 9723 - FASTCASE INC Totals							Invoices	1	<u>\$1,250.00</u>
Vendor 12694 - FIRST SUPPLY APPLETON									

Door County

Accounts Payable Invoice Report

G/L Date Range 09/10/20 - 09/10/20

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
Sub-Department 12330709-00	28 Sheriff Kitchen Repair	Edit		09/10/2020	09/10/2020	09/10/2020			273.27
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	12694 - FIRST SUPPLY APPLETON Totals			Invoices	1		\$273.27
Vendor 3487 - FLS BANNERS									
Sub-Department 109467	28 Sheriff Embroider Uniform	Edit		09/10/2020	09/10/2020	09/10/2020			29.70
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	3487 - FLS BANNERS Totals			Invoices	1		\$29.70
Vendor 9292 - ICSOLUTIONS LLC									
Sub-Department 2020-00000281	28 Sheriff August 2020 Debit Final Cost	Edit		09/10/2020	09/10/2020	09/10/2020			4,011.78
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	9292 - ICSOLUTIONS LLC Totals			Invoices	1		\$4,011.78
Vendor 12465 - MARY ROGERS									
Sub-Department 2020-00000275	28 Sheriff Reimbursement for overpayment of parking ticket	Edit		09/10/2020	09/10/2020	09/10/2020			10.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	12465 - MARY ROGERS Totals			Invoices	1		\$10.00
Vendor 15679 - NASSCO INCORPORATED									
Sub-Department S2653787.002	28 Sheriff Kitchen Supplies	Edit		09/10/2020	09/10/2020	09/10/2020			78.38
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	15679 - NASSCO INCORPORATED Totals			Invoices	1		\$78.38
Vendor 22146 - NATHANAEL DAOUST									
Sub-Department 2020-00000273	28 Sheriff Meal Reimbursement - Training	Edit		09/10/2020	09/10/2020	09/10/2020			148.98
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	22146 - NATHANAEL DAOUST Totals			Invoices	1		\$148.98
Vendor 21228 - NELSON TACTICAL									
Sub-Department 2020-00000276	28 Sheriff Vests	Edit		09/10/2020	09/10/2020	09/10/2020			18,535.15
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	21228 - NELSON TACTICAL Totals			Invoices	1		\$18,535.15
Vendor 9487 - PRECISION KIOSK TECHNOLOGIES									

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Sub-Department 28 Sheriff									
3038/3039	August 2020 Software Fee/Huber Lobby Testing	Edit		09/10/2020	09/10/2020	09/10/2020			1,750.00
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 9487 - PRECISION KIOSK TECHNOLOGIES Totals						Invoices	1		\$1,750.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 28 Sheriff									
2020-00000277	Office Supplies	Edit		09/10/2020	09/10/2020	09/10/2020			165.05
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		\$165.05
Vendor 16007 - STELLAR SERVICES, LLC									
Sub-Department 28 Sheriff									
2020-00000278	Commissary	Edit		09/10/2020	09/10/2020	09/10/2020			1,681.27
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 16007 - STELLAR SERVICES, LLC Totals						Invoices	1		\$1,681.27
Vendor 34020 - THE UNIFORM SHOPPE									
Sub-Department 28 Sheriff									
301926	Shipping Charge	Edit		09/10/2020	09/10/2020	09/10/2020			14.00
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 34020 - THE UNIFORM SHOPPE Totals						Invoices	1		\$14.00
Vendor 3463 - TINA SPAULDING									
Sub-Department 28 Sheriff									
2020-00000280	Reimbursement for meals - training	Edit		09/10/2020	09/10/2020	09/10/2020			162.45
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 3463 - TINA SPAULDING Totals						Invoices	1		\$162.45
Vendor 13488 - TRANS UNION									
Sub-Department 28 Sheriff									
08056180	Background Checks	Edit		09/10/2020	09/10/2020	09/10/2020			95.00
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 13488 - TRANS UNION Totals						Invoices	1		\$95.00
Vendor 6359 - WIL KIL PEST CONTROL									
Sub-Department 28 Sheriff									
3969115/3982525	Pest Control	Edit		09/10/2020	09/10/2020	09/10/2020			106.11
	Sub-Department 28 Sheriff Totals					Invoices	1		0
Vendor 6359 - WIL KIL PEST CONTROL Totals						Invoices	1		\$106.11
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									

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111779	Jail Booking Copy Charge	Edit		09/10/2020	09/10/2020	09/10/2020			74.92
Sub-Department 28 Sheriff			Sub-Department 28 Sheriff Totals			Invoices	1		0
Vendor 5999 - WISCONSIN DOCUMENT IMAGING			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		\$74.92
Batch Number 2020-00000486			Batch Number 2020-00000486 Totals			Invoices	21		\$59,437.56
Department 28 - Sheriff			Department 28 - Sheriff Totals			Invoices	21		\$59,437.56
28 Sheriff				Grand Totals			Invoices	21	\$59,437.56

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Department 28 - Sheriff										
Batch Number 2020-00000512		Batch Date 09/21/2020			Entered by User Diane Franklin					
Vendor 22606 - ADL MONITORING SOLUTIONS, LLC										
Sub-Department 28 Sheriff										
15-11675	Electronic Monitoring N. Daubner 8/1/20-8/5/20	Edit		09/25/2020	09/25/2020	09/25/2020			80.75	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 22606 - ADL MONITORING SOLUTIONS, LLC Totals	Invoices	1	\$80.75
Vendor 22694 - BELCO VEHICLE SOLUTIONS LLC										
Sub-Department 28 Sheriff										
5115	Repair/Maintenance to Squads	Edit		09/25/2020	09/25/2020	09/25/2020			756.03	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 22694 - BELCO VEHICLE SOLUTIONS LLC Totals	Invoices	1	\$756.03
Vendor 1000 - BP										
Sub-Department 28 Sheriff										
2020-00000296	Gasoline for squads	Edit		09/25/2020	09/25/2020	09/25/2020			71.87	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 1000 - BP Totals	Invoices	1	\$71.87
Vendor 9776 - CARDMEMBER SERVICE										
Sub-Department 28 Sheriff										
2020-00000290	Sheriff/Jail Misc. Supplies	Edit		09/25/2020	09/25/2020	09/25/2020			2,419.97	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 9776 - CARDMEMBER SERVICE Totals	Invoices	1	\$2,419.97
Vendor 4818 - CELLCOM WISCONSIN RSA 10										
Sub-Department 28 Sheriff										
769687	Sheriff's Office Cellphone & Router Service	Edit		09/25/2020	09/25/2020	09/25/2020			66.75	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals	Invoices	1	\$66.75
Vendor 10913 - CROWDSOURCED GEOFENCING SOLUTIONS LLC										
Sub-Department 28 Sheriff										
1193	See it, Say it, Send it App Annual Subscription	Edit		09/25/2020	09/25/2020	09/25/2020			900.00	
							Sub-Department 28 Sheriff Totals	Invoices	1	0
							Vendor 10913 - CROWDSOURCED GEOFENCING SOLUTIONS LLC Totals	Invoices	1	\$900.00
Vendor 5245 - DC PRINTING LLC										

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Sub-Department 28 Sheriff									
2020-00000289	Printing	Edit		09/25/2020	09/25/2020	09/25/2020			771.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 5245 - DC PRINTING LLC Totals			Invoices	1		\$771.00
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 28 Sheriff									
370915	Bulb	Edit		09/25/2020	09/25/2020	09/25/2020			9.99
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals			Invoices	1		\$9.99
Vendor 7343 - EXXON MOBIL									
Sub-Department 28 Sheriff									
2020-00000291	Gasoline for squads	Edit		09/25/2020	09/25/2020	09/25/2020			53.50
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 7343 - EXXON MOBIL Totals			Invoices	1		\$53.50
Vendor 15627 - GALLS, AN ARAMARK COMPANY									
Sub-Department 28 Sheriff									
016289711	ALCO Sensor FST Mouthpieces	Edit		09/25/2020	09/25/2020	09/25/2020			132.38
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 15627 - GALLS, AN ARAMARK COMPANY Totals			Invoices	1		\$132.38
Vendor 6485 - GENERAL PARTS LLC									
Sub-Department 28 Sheriff									
2020-00000292	Jail Kitchen supplies	Edit		09/25/2020	09/25/2020	09/25/2020			359.46
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 6485 - GENERAL PARTS LLC Totals			Invoices	1		\$359.46
Vendor 19219 - JIM OLSON CHRYSLER									
Sub-Department 28 Sheriff									
2020-00000297	Repair/Maintenance squads 8/20/20-9/15/20	Edit		09/25/2020	09/25/2020	09/25/2020			1,238.54
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 19219 - JIM OLSON CHRYSLER Totals			Invoices	1		\$1,238.54
Vendor 16320 - KIEHNAU'S SERVICE LLC									
Sub-Department 28 Sheriff									
24345	Tow charge 20-009500	Edit		09/25/2020	09/25/2020	09/25/2020			250.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
			Vendor 16320 - KIEHNAU'S SERVICE LLC Totals			Invoices	1		\$250.00
Vendor 15679 - NASSCO INCORPORATED									

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Sub-Department 28 Sheriff S2666762	Jail Supplies	Edit		09/25/2020	09/25/2020	09/25/2020			142.83
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	15679 - NASSCO INCORPORATED Totals			Invoices	1		<u>\$142.83</u>
Vendor 21274 - OMG NATIONAL Sub-Department 28 Sheriff Y1280151	Juvenile Outreach/Community Outreach Items	Edit		09/25/2020	09/25/2020	09/25/2020			2,931.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	21274 - OMG NATIONAL Totals			Invoices	1		<u>\$2,931.00</u>
Vendor 21688 - REESE'S BODY SHOP LLC Sub-Department 28 Sheriff 1273	Tint Investigator Vehicle Windows	Edit		09/25/2020	09/25/2020	09/25/2020			90.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	21688 - REESE'S BODY SHOP LLC Totals			Invoices	1		<u>\$90.00</u>
Vendor 22176 - REGISTRATION FEE TRUST Sub-Department 28 Sheriff 2020-00000293	Replace Squad License Plates	Edit		09/25/2020	09/25/2020	09/25/2020			4.00
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	22176 - REGISTRATION FEE TRUST Totals			Invoices	1		<u>\$4.00</u>
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 28 Sheriff 2020-00000294	Office	Edit		09/25/2020	09/25/2020	09/25/2020			197.28
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$197.28</u>
Vendor 16007 - STELLAR SERVICES, LLC Sub-Department 28 Sheriff 2020-00000295	Commissary	Edit		09/25/2020	09/25/2020	09/25/2020			1,715.80
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	16007 - STELLAR SERVICES, LLC Totals			Invoices	1		<u>\$1,715.80</u>
Vendor 22225 - SUMMIT FOOD SERVICE, LLC Sub-Department 28 Sheriff 2000090390	August 2020 Inmate Meals	Edit		09/25/2020	09/25/2020	09/25/2020			15,084.50
			Sub-Department 28 Sheriff Totals			Invoices	1		0
		Vendor	22225 - SUMMIT FOOD SERVICE, LLC Totals			Invoices	1		<u>\$15,084.50</u>
			Batch Number 2020-00000512 Totals			Invoices	20		<u>\$27,275.65</u>

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			Department	28 - Sheriff Totals		Invoices	20		<u>\$27,275.65</u>
28 Sheriff									
				Grand Totals		Invoices	20		<u>\$27,275.65</u>