Notice of Public Meeting **Monday, January 20, 2020** **3:00 p.m.**	**FINANCE COMMITTEE**	***Door County Government Center*** ***Chambers Room, 1st floor*** ***421 Nebraska Street, Sturgeon Bay, WI***
Oversight for Finance Department and County Treasurer		

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of the December 16, 2019 Regular Finance Committee Meeting
5. **Communications**
6. **Public Comment**
7. **Old Business**
8. **County Treasurer**
   - Treasurer's Report
9. **Finance Director Department Update**
   - Investment Report
   - Checking Account Summary
   - Comparison of Sales Tax Revenues
   - Unassigned Fund Balance & Contingency Fund Status
   - Health Insurance & Workers Comp
10. **New Business (Review / Action)**
    A. Procedural Audit for Treasurer Office
    B. Bitdefender Contract – Technology Services
    C. Request Authorization to Transfer from Emergency Services Washington Island Building Reserve
    D. Request Authorization to Transfer the Balance in Park Vending Machine Reserve to John Miles Park Track Maintenance Reserve
    E. Review of the Financial Records of the Door County Fair Association of the 12 Months Ended 10/31/19
    F. Review of the County FCC Licenses for Emergency Communications
    G. Quarterly Review of Accounts Receivable Aging Report
    H. Interest Rate Sheet - FYI
11. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
12. **Vouchers, Claims and Bills**
13. **Next Meeting Date:**
    - Regular Monthly Meeting – February 17, 2020 – time tbd
14. **Meeting Per Diem Code**
15. **Adjourn**

Deviation from the order shown may occur

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

Agenda Posted _____, 2020 _____ _____

MINUTES Monday, December 16, 2019	FINANCE COMMITTEE	*Door County Government Center* *Chambers Room, 1st floor* *421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Finance Department and County Treasurer

Call Meeting to Order
The Monday, December 16, 2019 Finance Committee meeting was called to order by Chairman Englebert at 2:00 p.m. at the Door County Government Center.

Establish a Quorum ~ Roll Call
Committee members present: Nancy Robillard, David Englebert, Susan Kohout, Richard Virlee, Laura Vlies Wotachek, Alexis Heim Peter, and David Enigl.

Others present: Supervisor Linda Wait, Administrator Ken Pabich, CC Grant Thomas, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Treasurer Jay Zahn, City Administrator Josh VanLieshout, City Planner Marty Olejniczak, Sevastopol Chairman Dan Woelfel, HR Director Kelly Hendee, County Clerk Jill Lau.

"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 Vlies Wotachek, seconded by Robillard to adopt the agenda. Motion carried by unanimous voice vote.

Approve Minutes of the November 18, 2019 Regular Finance Committee Meeting
Motion by Virlee, seconded by Kohout to approve the minutes of the November 18, 2019 Finance Committee meeting. Motion carried by unanimous voice vote.

Communications
- Email from Town of Sevastopol re: Muskat property

Public Comment
No comments at this time.

Old Business
No old business was presented.

County Treasurer
Treasurer's Report
County Treasurer Zahn reviewed the report included in the meeting packet.

Finance Director Department Update
Investment Report
Checking Account Summary
Comparison of Sales Tax Revenues
Unassigned Fund Balance & Contingency Fund Status
Health Insurance & Workers Comp
Finance Director Wipperfurth briefly reviewed all reports that were included in the meeting packet.

New Business (Review / Action)
Resolution NO. 2019-__ Community Development Block Grant Economic Development Revolving Loan Fund Closeout and Sturgeon Bay-Door County Economic Development Loan Program
Administrator Pabich reviewed the draft resolution included in the meeting packet. Review included: the City will have non-competitive access to the County's $1,400,000 CBDG ED RLF funds for the Westside School Redevelopment Project; the County and City will create a "Sturgeon Bay-Door County Economic Development Loan Program"; the Program will initially be funded by the City's $875,000 CBDG ED RLF dollars and the City will provide an additional $875,000 over a period not to exceed 15 years; persons throughout Door County may apply for "Sturgeon Bay-Door County Economic Development Loan Program" loans for eligible projects; any funds remaining

in the "Sturgeon Bay-Door County Economic Development Loan Program" after final close-out of the Program will be shared equally between the County and the City; the City will provide up to $400,000 to the County if the County elects to develop a county-wide housing program.

The Policy and Procedures Manual was reviewed. It was suggested Section 1.4 Objectives #9 wording be changed to "e.g. adjacent to municipal infrastructure".

Motion by Vlies Wotachek, seconded by Enigl to approve the draft resolution as presented. Motion carried by unanimous voice vote.

Municipal Broadband Expansion Grants – County Support
Administrator Pabich reviewed the memo included in the meeting packet. A total of 8 projects have been brought forward to the County's attention: NSight - Village of Egg Harbor, Town of Washington Island; Door County Broadband - Town of Baileys Harbor, Town of Egg Harbor, Town of Jacksonport, Town of Liberty Grove, Town of Nasewaupee; Charter Communications - Town of Sturgeon Bay.

Pabich explained at the November County Board meeting, the Board supported two NSight projects at $5,000 each. These funds are provided only if the grant is awarded. When reviewing what to contribute, Pabich reviewed support from the local unit of government, the cost of the project and its overall impact on the community. For the projects proposed by Door County Broadband, each project meets the three criteria and Pabich recommends support at $2,000 for each project (total of $10,000). Pabich recommends $2,000 since each one of the projects is significantly less in total project cost. For the Town of Sturgeon Bay project, Pabich provided a letter of support but he does not recommend any matching funds since the project does not have financial contributions from the Town and it is for a single condominium. The funding would come from the General Contingency and would only be applied for successful grant projects.

Motion by Vlies Wotachek, seconded by Kohout to approve up to $10,000 for support of broadband expansion from the General Contingency. Motion carried by unanimous voice vote.

Procedural Audit for Treasurer Office
Administrator Pabich reviewed the memo included in the meeting packet. The County is migrating to a new land records and tax collection software. The new software will change the process of collecting, receipting, and interaction with the financial process. This provides an opportunity to review the county procedures. The audit would review all procedures from tax bill printing, collection, In Rem, data entry, etc. This has not been budgeted and if it moves forward funds would need to be transferred. RFQ's would be brought back to the committee for approval to move forward.

Motion by Enigl, seconded by Kohout to approve moving forward with an RFQ for the audit of the Treasurer's Office. Motion carried by unanimous voice vote.

Supervisor Wotachek was excused at 3:21 p.m.

Town of Sevastopol Request for Assistance to Demolish Muskat Property
Town Chairman Dan Woelfel distributed a picture of the property. The property has been sitting vacant for over 20 years. The current heir rents the agricultural land and has had it in her possession for over 20 years. From the Town's perspective they have been trying to clean-up the property for the past 15 years. The Town currently has $25,000 in reserve to demolish some of the buildings on the property. The Town has funded all of the legal fees associated with assigning the property to the heirs. A fuel tank is located on the property. The Town has worked with the DNR to assure there is no liability to remove the buildings. The Town will work with their building inspector to determine if the buildings can be condemned and demolished. There are four buildings and a mobile home. CC Thomas provided a history of County involvement with this property. The Town is asking for a fiscal contribution from the County to assist in the clean-up of the property. The Town is contemplating moving forward with a raise order. The County has issued two nuisance citations in the past; the land owner has paid the citations. CC Thomas explained if the property moves to the In Rem status the County has statutory immunity regarding cleanup of the property. If the Committee moved forward it would require an Intergovernmental Agreement between the County and the Town of Sevastopol and would need to go before the Administrative Committee and ultimately on to County Board. Discussion regarding if there are known chemicals on the property, asbestos, value of property, ability to add clean-up costs to the tax bill, and ability to issue citations. No action taken at this time. Consideration of the Intergovernmental Agreement will be before the Administrative Committee in January.

Interest Rate Sheet - FYI
Reviewed.

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

Vouchers, Claims and Bills
Reviewed.

Next Meeting Date:
Regular Monthly Meeting – January 20, 2020 – 3:00 p.m.

Meeting Per Diem Code
929.

Adjourn
Motion by Enigl, seconded by Virlee to adjourn. Time: 3:26 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

DOOR COUNTY TREASURER

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

JAY ZAHN
DOOR COUNTY TREASURER
(920) 746-2286
zahn@co.door.wi.us

TREASURER'S REPORT.....December 2019

	December 2018	December 2019
DELINQUENT TAXES	$1,027,138.55 .70% of levy	$ 920,619.61 .63% of levy
DELINQUENT SPECIAL ASSESSMENTS	$313,648.46	$ 313,543.02
DELINQUENT COLLECTIONS (month)	$ 50,987.61	$ 82,893.45
DELINQUENT SPECIALS (month)	$ 180.11	$ -0-
INTEREST COLLECTED (month)	$ 8,375.44	$ 16,365.79
INTEREST COLLECTED (year)	$231,124.32	$ 276,028.14
PENALTY COLLECTED (month)	$ 4,195.23	$ 8,166.52
PENALTY COLLECTED (year)	$115,848.76	$ 138,244.92
CURRENT YEAR COLLECTIONS	$30,310,658.34	$33,867,.358.53
DELINQUENT PARCELS	963	839

The next foreclosure document has been filed with the Clerk of Court on 43 parcels.

Jay Zahn
Door County Treasurer

Door County Treasurer - Delinquent Taxes Outstanding

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	$ 1,422,577.79	$ 1,574,472.30	$ 1,474,623.49	$ 1,262,758.18	$ 1,144,256.45	$ 923,141.67	$ 1,041,587.86	$ 881,353.22	$ 1,010,836.51	$ 985,835.27
February	$ 1,291,303.15	$ 1,520,373.30	$ 1,294,849.49	$ 1,197,081.76	$ 1,088,285.49	$ 839,554.06	$ 1,000,787.61	$ 793,872.14	$ 955,717.37	$ 940,764.93
March	$ 1,122,424.66	$ 1,434,636.07	$ 1,224,935.10	$ 1,128,377.69	$ 1,030,757.93	$ 800,237.12	$ 915,652.99	$ 762,835.13	$ 899,531.18	$ 868,853.96
April	$ 1,035,217.82	$ 1,368,128.69	$ 1,138,654.16	$ 1,085,153.62	$ 964,670.76	$ 754,514.91	$ 880,631.88	$ 714,803.28	$ 839,643.61	$ 816,665.69
May	$ 907,552.21	$ 1,288,807.70	$ 1,018,047.89	$ 1,002,338.77	$ 896,830.02	$ 702,326.62	$ 729,822.87	$ 668,881.58	$ 807,796.49	$768,443.13
June	$ 871,469.65	$ 1,151,835.05	$ 980,373.85	$ 959,494.24	$ 824,782.28	$ 667,474.10	$ 700,253.77	$ 662,372.53	$ 753,146.20	$ 743,511.21
July	$ 823,243.15	$ 1,151,835.05	$ 938,289.60	$ 866,089.85	$ 769,221.24	$ 606,822.41	$ 651,005.85	$ 633,548.98	$ 698,854.92	$ 680,737.09
August	$ 750,865.12	$ 1,013,377.66	$ 816,164.45	$ 779,703.05	$ 666,616.64	$ 521,009.64	$ 599,013.64	$ 610,531.48	$ 668,893.39	$ 621,237.70
September	$ 2,222,311.23	$ 2,532,370.49	$ 1,910,175.77	$ 1,848,131.70	$ 1,446,627.42	$ 1,376,566.48	$ 1,258,648.08	$ 1,388,460.06	$ 1,302,444.37	$ 1,270,938.55
October	$ 2,056,018.32	$ 2,138,602.69	$ 1,637,718.29	$ 1,702,617.51	$ 1,204,512.71	$ 1,241,274.65	$ 1,148,301.77	$ 1,239,816.68	$ 1,199,838.94	$ 1,138,556.32
November	$ 1,840,041.71	$ 1,902,840.84	$ 1,474,846.11	$ 1,548,320.44	$ 1,083,176.38	$ 1,149,663.37	$ 1,020,639.11	$ 1,126,798.48	$ 1,078,126.16	$ 1,003,513.06
December	$ 1,675,660.42	$ 1,726,555.90	$ 1,368,529.81	$ 1,358,283.40	$ 930,792.70	$ 1,090,737.73	$ 906,771.77	$ 1,042,502.71	$ 1,027,138.55	$ 920,619.61

Door County Treasurer - Delinquent Tax Collections

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	$ 192,101.09	$ 101,188.12	$ 251,932.41	$ 105,771.63	$ 214,026.95	$ 65,495.77	$ 49,149.87	$ 64,903.04	$ 31,666.20	$ 41,303.28
February	$ 131,274.64	$ 54,099.00	$ 179,774.00	$ 65,676.36	$ 55,970.96	$ 83,587.61	$ 40,800.25	$ 87,481.08	$ 55,119.14	$ 45,070.34
March	$ 166,878.49	$ 85,737.23	$ 69,914.39	$ 68,704.13	$ 57,527.56	$ 39,316.94	$ 85,134.62	$ 31,037.01	$ 56,186.19	$ 71,910.97
April	$ 89,206.84	$ 66,507.38	$ 86,280.94	$ 43,224.07	$ 64,713.08	$ 45,722.21	$ 35,021.11	$ 48,031.85	$ 45,519.53	$ 52,188.27
May	$ 127,665.61	$ 79,320.99	$ 111,179.71	$ 82,814.85	$ 67,840.74	$ 52,188.29	$ 150,808.11	$ 45,921.70	$ 31,847.12	$ 40,589.70
June	$ 36,082.56	$ 130,315.09	$ 111,709.76	$ 42,844.53	$ 72,047.74	$ 34,852.52	$ 29,570.00	$ 6,509.05	$ 54,650.29	$ 24,931.92
July	$ 48,226.50	$ 59,705.82	$ 41,084.25	$ 91,952.01	$ 55,561.04	$ 60,651.69	$ 49,247.92	$ 28,824.49	$ 54,291.28	$ 62,774.12
August	$ 64,958.83	$ 59,642.81	$ 122,125.15	$ 67,769.20	$ 102,604.60	$ 47,998.42	$ 39,990.30	$ 23,016.56	$ 29,961.53	$ 59,499.39
September	$ 590,175.55	$ 640,721.08	$ 637,772.54	$ 607,129.48	$ 625,627.21	$ 625,747.58	$ 583,064.21	$ 626,438.06	$ 471,635.75	$ 633,033.53
October	$ 169,373.63	$ 276,017.35	$ 272,557.48	$ 145,514.19	$ 242,114.71	$ 135,291.83	$ 110,346.31	$ 148,643.38	$ 103,566.19	$ 132,382.23
November	$ 215,976.61	$ 235,850.44	$ 162,872.18	$ 154,297.07	$ 121,336.33	$ 91,641.28	$ 127,662.66	$ 113,018.20	$ 108,288.75	$ 135,043.26
December	$ 164,381.29	$ 176,284.94	$ 106,316.30	$ 190,037.04	$ 94,538.94	$ 58,895.64	$ 74,382.85	$ 84,295.77	$ 50,987.61	$ 82,893.45
Total	$ 1,996,301.64	$ 1,965,390.25	$ 2,153,519.11	$ 1,665,734.56	$ 1,773,909.86	$ 1,341,389.78	$ 1,375,178.21	$ 1,308,120.19	$ 1,093,719.58	$ 1,381,620.46

Door County Treasurer - Number of Delinquent Tax Parcels

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	1,001.00	1,128.00	1,154.00	1,284.00	1,130.00	1,065.00	989.00	880.00	926.00	915.00
February	922.00	1,078.00	1,084.00	1,223.00	1,080.00	1,012.00	948.00	825.00	891.00	830.00
March	818.00	1,098.00	1,038.00	1,107.00	998.00	962.00	888.00	795.00	847.00	776.00
April	762.00	968.00	1,002.00	1,074.00	961.00	921.00	864.00	768.00	797.00	723.00
May	696.00	923.00	924.00	919.00	922.00	850.00	811.00	723.00	766.00	672.00
June	669.00	821.00	892.00	886.00	879.00	820.00	791.00	709.00	719.00	655.00
July	627.00	821.00	861.00	827.00	840.00	783.00	751.00	691.00	692.00	613.00
August	552.00	720.00	827.00	763.00	778.00	714.00	605.00	673.00	656.00	589.00
September	1,602.00	1,731.00	1,854.00	1,588.00	1,576.00	1,300.00	1,203.00	1,288.00	1,260.00	1,125.00
October	1,482.00	1,534.00	1,578.00	1,471.00	1,391.00	1,191.00	1,124.00	1,110.00	1,144.00	1,031.00
November	1,333.00	1,370.00	1,419.00	1,350.00	1,244.00	1,076.00	1,019.00	1,110.00	1,013.00	900.00
December	1,205.00	1,273.00	1,337.00	1,244.00	1,102.00	1,025.00	959.00	984.00	963.00	839.00

Door County Treasurer - Interest Collected

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	$ 30,117.39	$ 14,735.56	$ 46,671.42	$ 17,083.78	$ 49,341.47	$ 9,137.66	$ 10,154.69	$ 12,295.55	$ 5,636.48	$ 7,617.74
February	$ 23,481.62	$ 12,998.10	$ 40,384.94	$ 13,644.93	$ 12,724.70	$ 20,332.02	$ 14,424.68	$ 17,393.16	$ 11,814.66	$ 13,525.52
March	$ 54,129.34	$ 27,244.79	$ 23,820.65	$ 24,483.91	$ 22,465.51	$ 18,400.13	$ 29,723.68	$ 14,297.52	$ 22,488.75	$ 31,894.99
April	$ 21,756.45	$ 21,049.56	$ 19,715.42	$ 12,402.29	$ 17,173.30	$ 14,942.33	$ 12,337.31	$ 14,507.20	$ 13,141.13	$ 19,153.39
May	$ 39,911.87	$ 21,929.87	$ 35,767.22	$ 24,777.71	$ 21,459.68	$ 19,633.28	$ 35,327.14	$ 15,793.57	$ 13,153.83	$ 12,466.90
June	$ 16,347.66	$ 40,420.37	$ 12,909.70	$ 11,949.24	$ 24,254.20	$ 11,847.51	$ 11,567.91	$ 3,419.97	$ 19,572.03	$ 8,814.39
July	$ 22,034.94	$ 26,629.70	$ 24,537.60	$ 36,439.30	$ 23,222.14	$ 23,749.55	$ 22,563.81	$ 15,316.89	$ 20,702.39	$ 21,832.28
August	$ 44,728.58	$ 47,688.64	$ 55,280.39	$ 43,553.00	$ 52,224.56	$ 31,543.98	$ 30,159.98	$ 29,226.32	$ 35,833.05	$ 39,958.46
September	$ 59,581.91	$ 71,728.52	$ 67,811.20	$ 60,793.39	$ 64,036.58	$ 62,980.34	$ 61,130.49	$ 59,544.68	$ 45,694.89	$ 63,117.05
October	$ 23,724.92	$ 39,753.19	$ 43,726.22	$ 25,257.65	$ 34,876.34	$ 22,149.82	$ 12,592.69	$ 17,628.79	$ 14,599.84	$ 16,828.07
November	$ 18,786.34	$ 38,450.31	$ 23,678.30	$ 21,778.42	$ 17,974.78	$ 13,087.81	$ 18,098.72	$ 15,061.24	$ 20,111.83	$ 24,453.56
December	$ 26,718.37	$ 25,541.29	$ 21,524.50	$ 29,821.67	$ 16,364.23	$ 9,480.35	$ 10,025.38	$ 11,147.87	$ 8,375.44	$ 16,365.79
Total	$ 381,319.39	$ 388,169.90	$ 415,827.56	$ 321,985.29	$ 356,117.49	$ 257,284.78	$ 268,106.48	$ 225,632.76	$ 231,124.32	$ 276,028.14

Door County Treasurer - Penalty Collected

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	$ 15,114.38	$ 7,367.86	$ 23,601.74	$ 8,541.85	$ 28,905.51	$ 4,568.76	$ 5,077.10	$ 6,147.56	$ 2,816.68	$ 3,801.37
February	$ 11,743.64	$ 6,505.14	$ 20,203.87	$ 6,825.43	$ 6,368.38	$ 10,286.46	$ 7,220.81	$ 8,701.65	$ 5,911.79	$ 6,782.84
March	$ 27,357.42	$ 13,643.24	$ 11,926.05	$ 12,256.92	$ 11,251.35	$ 9,220.75	$ 14,870.61	$ 7,168.73	$ 11,254.20	$ 15,949.41
April	$ 10,878.77	$ 10,880.66	$ 10,005.33	$ 6,243.97	$ 8,586.43	$ 7,522.91	$ 6,175.60	$ 7,263.40	$ 6,569.23	$ 9,597.05
May	$ 19,957.67	$ 11,016.30	$ 17,913.13	$ 12,427.67	$ 10,738.05	$ 9,822.62	$ 17,726.31	$ 7,904.43	$ 6,638.41	$ 6,282.08
June	$ 8,172.68	$ 20,316.78	$ 6,454.49	$ 5,974.44	$ 12,131.40	$ 5,937.95	$ 5,803.64	$ 1,709.91	$ 9,786.58	$ 4,407.20
July	$ 11,014.52	$ 13,369.90	$ 12,334.34	$ 18,247.17	$ 11,610.88	$ 11,879.52	$ 11,281.87	$ 7,664.50	$ 10,370.93	$ 10,931.53
August	$ 22,396.31	$ 24,363.49	$ 27,388.82	$ 21,775.90	$ 26,178.58	$ 15,762.19	$ 15,074.78	$ 14,716.62	$ 17,949.36	$ 19,986.44
September	$ 29,797.97	$ 35,873.00	$ 34,721.92	$ 30,419.07	$ 32,017.76	$ 31,496.89	$ 30,645.93	$ 29,813.94	$ 22,860.98	$ 31,703.54
October	$ 23,724.92	$ 19,876.38	$ 28,547.81	$ 12,637.00	$ 17,438.98	$ 11,103.91	$ 6,296.07	$ 8,790.68	$ 7,378.82	$ 8,410.31
November	$ 18,786.34	$ 19,434.81	$ 11,838.95	$ 10,890.51	$ 9,002.99	$ 6,543.72	$ 9,058.30	$ 7,539.66	$ 10,116.55	$ 12,226.63
December	$ 13,358.26	$ 12,772.08	$ 10,797.93	$ 14,912.25	$ 8,339.55	$ 4,879.36	$ 5,012.58	$ 5,582.46	$ 4,195.23	$ 8,166.52
Total	$ 212,302.88	$ 195,419.64	$ 215,734.38	$ 161,152.18	$ 182,569.86	$ 129,025.04	$ 134,243.60	$ 113,003.54	$ 115,848.76	$ 138,244.92

County of Door Investment Summary
As of December 31, 2019

Updated January 14, 2020 by Steve Wipperfurth, Door County Finance Department

	Tax Costs	Market Value	Maturity Date	Interest Rate	
Local Government Investment Pool (LGIP) - General Fund	21,502,633.00	21,502,633.00	N/A	1.63%	
Local Government Investment Pool (LGIP) - **Highway DK Jurisdictional Transfer**	28,886.80	28,886.80	N/A	1.63%	
American Deposit Management Co. - Money Market Account	2,178,743.43	2,178,743.43	N/A	1.65%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	9/20/2020	2.50%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	3/18/2022	2.43%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	7/24/2020	2.70%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	7/30/2020	2.65%	*
American Deposit Management Co. - Certificate of Deposit (25 mos.)	245,000.00	245,000.00	12/22/2020	2.81%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	9/6/2020	2.32%	*
American Deposit Management Co. - Certificate of Deposit (36 mos.)	245,000.00	245,000.00	4/30/2022	2.72%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	5/7/2020	2.58%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	200,000.00	200,000.00	10/26/2021	2.18%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/20/2020	2.65%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/12/2020	2.40%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	12/6/2019	1.60%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	4/23/2020	2.71%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	120,000.00	120,000.00	2/22/2020	2.33%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	1/17/2020	1.69%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	10/11/2021	2.13%	*
American Deposit Management Co. - Certificate of Deposit (27 mos.)	245,000.00	245,000.00	6/27/2021	2.83%	*
American Deposit Management Co. - Certificate of Deposit (30 mos.)	245,000.00	245,000.00	2/23/2021	2.75%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/29/2021	2.47%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	1/5/2020	2.40%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	8/2/2020	2.39%	*
American Deposit Management Co. - Certificate of Deposit (23 mos.)	245,000.00	245,000.00	11/21/2020	2.90%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	5/4/2020	2.40%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	4/22/2020	2.45%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/11/2020	2.60%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	5/25/2020	2.81%	*
American Deposit Management Co. - Certificate of Deposit (27 mos.)	245,000.00	245,000.00	11/22/2021	2.67%	*
American Deposit Management Co. - Certificate of Deposit (13 mos.)	245,000.00	245,000.00	10/28/2021	2.18%	*
Associated Bank - Tax Collections Checking Account	290,331.89	290,331.89	N/A	0.00%	
Associated Bank - Money Market Account	10,134,246.52	10,134,246.52	N/A	1.51%	
Associated Trust - U.S. Treasury Note	300,000.00	300,000.00	7/15/2020	1.50%	
Associated Trust - Federal Farm Credit Bank	550,000.00	550,000.00	7/22/2022	2.11%	
Associated Trust - Freddie Mac	625,000.00	625,218.75	7/30/2020	2.01%	
Associated Trust - Federal Home Loan Mortgage Corp.	525,000.00	525,000.00	1/24/2022	2.13%	
Associated Trust - Freddie Mac	500,000.00	500,000.00	7/29/2021	2.00%	
Associated Trust - Federal Farm Credit Bank	650,000.00	650,000.00	7/28/2024	2.23%	
Associated Trust - Federal Farm Credit Bank	600,000.00	600,000.00	7/26/2023	2.00%	
Associated Trust - U.S. Treasury Note	325,000.00	325,000.00	11/30/2020	2.00%	
Associated Trust - U.S. Treasury Note	350,000.00	350,000.00	4/15/2021	2.35%	
Associated Trust - Federal Home Loan Bank	575,000.00	575,172.50	1/23/2023	2.30%	
Associated Trust - Goldman Sachs Bank Certificate of Deposit (24 mos)	245,000.00	245,000.00	11/8/2021	1.75%	
Associated Trust - Goldman Sachs Bank Government Money Market	17,823.39	17,823.39	N/A	1.54%	
Johnson Bank - Certificate of Deposit (18 mos.)	255,273.93	255,273.93	6/23/2021	1.25%	**
Nicolet National Bank - Checking Account	12,763,345.69	12,763,345.69	N/A	1.44%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	555,446.41	555,446.41	1/30/2020	1.43%	**
Nicolet National Bank/CDARS - Certificate of Deposit (24 mos.)	1,038,756.63	1,038,756.63	4/22/2021	2.37%	**
Nicolet National Bank - Certificate of Deposit (24 mos.)	264,284.46	267,714.13	3/12/2021	2.58%	**
Notes Receivable from School District of Sturgeon Bay	135,000.00	135,000.00	4/1/2022	1.56%	
Wisconsin Investment Series Cooperative (WISC) - Investment Series and CMS Accounts, combined	1,779.93	1,779.93	N/A	1.66%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (18 mos.)	51,887.09	51,887.09	9/4/2020	2.59%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	241,700.00	241,700.00	1/19/2021	2.23%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (18 mos.)	239,800.00	239,800.00	8/10/2020	2.74%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	234,700.00	234,700.00	2/8/2021	3.04%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (36 mos.)	249,364.25	249,081.92	3/16/2020	1.75%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	241,000.00	241,000.00	11/8/2021	1.79%	
Dana Investment Account (Mortgage -Backed Securities)	347,536.61	385,057.30	N/A	2.57%	**
Investment Total	**62,707,540.03**	**62,748,599.31**			

*** THIS IS THE MONTH-END BALANCE FROM THE PREVIOUS MONTH, SINCE THIS STATEMENT HAD NOT YET BEEN RECEIVED AT THE TIME THAT THIS REPORT WAS PREPARED.**

**** YEAR-TO DATE AVERAGE YIELD (NET OF INVESTMENT MANAGEMENT FEES) ON AVERAGE COST.**

Investment Percentage Distribution: LGIP	21,531,519.80	34.31%
Checking/Money Market Accounts	25,386,270.85	40.46%
U.S. Treasury/Securities	5,000,391.25	7.97%
Certificates of Deposit	10,310,360.11	16.43%
Notes Receivable	135,000.00	0.22%
DANA	385,057.30	0.61%
Total	**62,748,599.31**	**100.00%**

Revenues from General Fund Investments	2019 Budget	2019 YTD	% Received
Interest on Investments	829,500.00	1,120,570.46	135.09%
Return on Mortgage-Backed Securities	5,625.00	10,097.47	179.51%
Totals	835,125.00	1,130,667.93	135.39%

	Market Value	Total Return YTD, Net of
Solid Waste Escrow -Long-Term Care (Fund 209)	1,155,726.78	-

DOOR COUNTY BANK ACCOUNTS IN TRUST

Month Ending: December 31, 2019

Updated January 14, 2020 by Steve Wipperfurth, Door County Finance Department

	Beginning Balance Per Statement	Add: Deposits *	Less: Cancelled Checks	Add: Interest	Less: Fees/Other Deductions **	Ending Bank Statement Balance
Sheriff:						
Jail Inmate Trust (Nicolet)	32,483.11	36,934.52	(53,538.19)	-	-	15,879.44
Drug Enforcement (North Shore)	6,643.02	-	-	1.66	-	6,644.68
Human Services						
Representative Payee Acct. (Nicolet)	46,052.39	25,597.70	(26,655.66)		-	44,994.43
Senior Center Nutrition (Nicolet)	1,072.94	704.00	(1,072.94)	-		704.00
Senior Center Nutrition (Associated)	6,167.90	6,685.73	(6,167.90)	-		6,685.73
District Attorney Trust Account (Nicolet)	10,313.42	148.08	(578.96)	-	-	9,882.54
Clerk of Courts-Summary (Nicolet)	311,547.50	97,535.82	(116,399.15)		-	292,684.17
Less: Clerk of Courts-Held in Trust	(219,784.28)	18,307.04		-	-	(201,477.24)
Sunshine Fund (Nicolet)***	1,545.21	55.77	(50.00)	-	-	1,550.98
Veterans Service Council (Nicolet)***	12,097.05	1,966.78	(650.00)	-	-	13,413.83
Library (Nicolet)	1,317.03	4,740.00	(4,619.26)	-	-	1,437.77
TOTALS	**209,455.29**	**192,675.44**	**(209,732.06)**	**1.66**	**-**	**192,400.33**

*** The amount shown in this column for "Clerk of Courts-Held in Trust" is the net change in the trust account balance during the month.**

**** Any positive amounts shown in the column labeled "Fees/Other Deductions" represent service charges from a previous month that were refunded or paid for by the department (in the case of orders for checks or deposit tickets).**

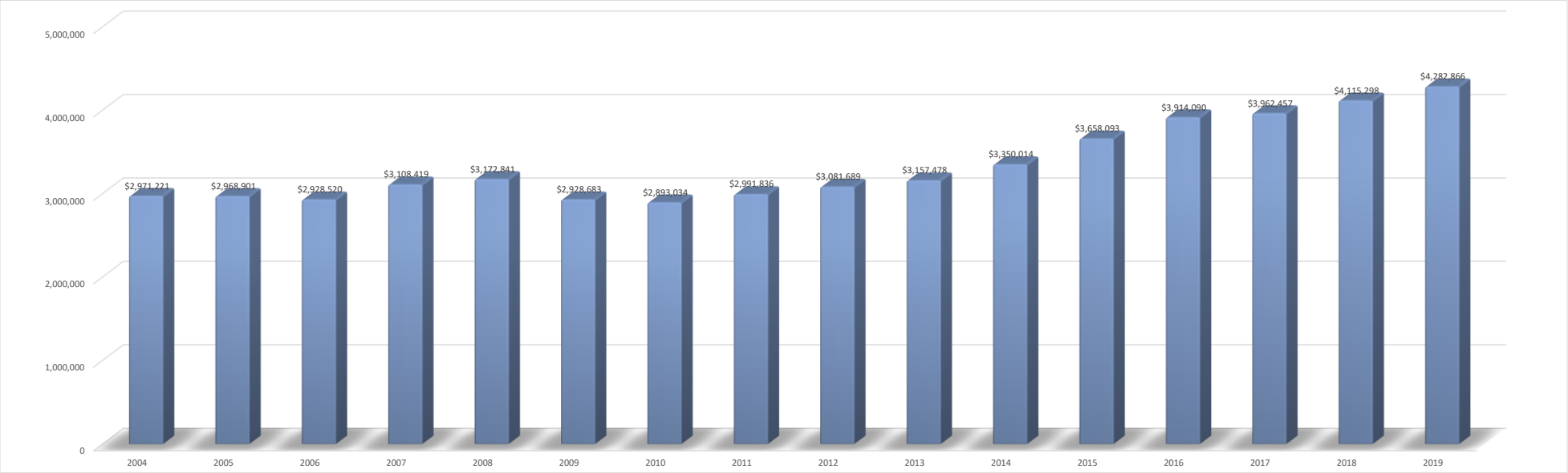
***** This is the month-end balance from the previous month, since this statement was not available at the time that this report was prepared.**

DOOR COUNTY WISCONSIN

0.5% Sales Tax Rebate Collection History, January, 2004 thru December, 2019

Month Received	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	*(Sales for Month of)*
Jan	$ 202,568	$ 184,436	$ 192,699	$ 164,664	$ 166,954	$ 194,133	$ 197,464	$ 172,867	$ 150,070	$ 190,692	$ 222,760	$ 234,126	$ 262,179	$ 211,998	$ 197,823	**$ 273,070**	*(Nov)*
Feb	$ 198,820	$ 221,403	$ 210,999	$ 242,547	$ 227,617	$ 175,000	$ 144,826	$ 212,513	$ 234,896	$ 192,825	$ 200,069	$ 182,565	$ 204,410	$ 266,561	**$ 294,339**	$ 290,852	*(Dec)*
March	$ 165,110	$ 139,717	$ 175,440	$ 169,046	**$ 213,385**	$ 172,535	$ 161,230	$ 161,906	$ 155,129	$ 162,310	$ 182,416	$ 171,130	$ 195,203	$ 211,766	$ 198,944	$ 211,337	*(Jan)*
April	$ 147,138	$ 158,899	$ 149,963	$ 160,198	$ 149,969	$ 141,624	$ 164,071	$ 155,243	$ 124,272	$ 154,690	$ 169,317	$ 218,027	**$ 287,266**	$ 185,464	$ 178,122	$ 193,950	*(Feb)*
May	$ 150,766	$ 155,857	$ 174,779	$ 175,761	$ 186,724	$ 174,329	$ 138,257	$ 140,806	$ 209,173	$ 203,393	$ 205,490	$ 217,611	$ 185,645	$ 231,900	**$ 254,044**	$ 253,811	*(March)*
June	$ 205,199	$ 223,661	$ 221,297	$ 235,315	$ 199,943	$ 195,264	$ 215,690	$ 213,900	$ 216,350	$ 180,364	$ 187,608	$ 236,927	**$ 304,099**	$ 281,925	$ 284,725	$ 266,349	*(April)*
July	$ 257,375	$ 248,624	$ 253,161	$ 279,391	$ 270,198	$ 292,858	$ 278,796	$ 304,873	$ 253,695	$ 317,710	$ 338,410	$ 370,861	$ 358,121	$ 354,873	$ 392,287	**$ 444,423**	*(May)*
Aug	$ 314,694	$ 347,523	$ 353,162	$ 366,325	$ 416,177	$ 278,877	$ 281,811	$ 343,137	$ 422,498	$ 426,927	$ 457,286	$ 412,462	$ 438,177	$ 506,672	**$ 612,799**	$ 570,278	*(June)*
Sept	$ 382,785	$ 370,347	$ 362,264	$ 374,740	$ 362,360	$ 392,082	$ 438,668	$ 400,437	$ 392,873	$ 369,808	$ 352,942	$ 467,420	**$ 492,873**	$ 489,378	$ 437,497	$ 438,280	*(July)*
Oct	$ 383,438	$ 333,084	$ 312,668	$ 334,617	$ 391,602	$ 369,776	$ 353,927	$ 310,984	$ 364,323	$ 389,095	$ 444,035	$ 457,574	$ 449,303	$ 433,956	$ 489,571	**$ 561,281**	*(Aug)*
Nov	$ 296,224	$ 316,127	$ 363,243	$ 369,611	$ 334,516	$ 276,142	$ 247,201	$ 329,297	$ 350,025	$ 350,974	$ 323,406	$ 345,890	$ 418,609	**$ 490,129**	$ 484,654	$ 477,028	*(Sept)*
Dec	$ 267,104	$ 269,223	$ 234,724	$ 236,204	$ 228,102	$ 240,769	$ 245,800	$ 245,873	$ 208,385	$ 218,690	$ 266,275	**$ 343,500**	$ 318,205	$ 297,835	$ 290,493	$ 302,207	*(Oct)*
Annual	$ -	$ -	$ (75,879)	$ -	$ 25,294	$ 25,294	$ 25,293	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
Total	**$ 2,971,221**	**$ 2,968,901**	**$ 2,928,520**	**$ 3,108,419**	**$ 3,172,841**	**$ 2,928,683**	**$ 2,893,034**	**$ 2,991,836**	**$ 3,081,689**	**$ 3,157,478**	**$ 3,350,014**	**$ 3,658,093**	**$ 3,914,090**	**$ 3,962,457**	**$ 4,115,298**	**$ 4,282,866**	***$ 167,568***
% to Budget	**114.28%**	**114.19%**	**108.46%**	**107.19%**	**105.76%**	**97.62%**	**96.43%**	**103.88%**	**104.46%**	**102.46%**	**106.50%**	**112.90%**	**116.15%**	**114.85%**	**109.74%**	**114.21%**	**Year-to-Date**
Budgeted	**$ 2,600,000**	**$ 2,600,000**	**$ 2,700,000**	**$ 2,900,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 3,000,000**	**$ 2,880,000**	**$ 2,950,000**	**$ 3,081,590**	**$ 3,145,590**	**$ 3,240,000**	**$ 3,370,000**	**$ 3,450,000**	**$ 3,750,000**	**$ 3,750,000**	**2019 vs 2018**
Subsequent Levy Offset	$ 371,221	$ 368,901	$ 228,520	$ 208,419	$ 172,841	$ -	$ -	$ 111,836	$ 131,689	$ 75,888	$ 204,424	$ 418,093	$ 544,090	$ 512,457	$ 365,298	**$ 532,866**	

Ahead (behind) same month in prior year	**$ 11,714**
Average % to Date for this time period should be	**100.00%**



DOOR COUNTY
UNASSIGNED FUND BALANCE (located within the General Fund)
As of December 31, 2019

The following information on the General Fund is being provided to the Door County Board of Supervisors pursuant to Rule 19:

		Audited
Unassigned Fund Balance--General Fund as of 12/31/2018		**$ 16,996,828.24**
2019 Approved Changes to Unassigned Fund Balance:	**Additions To:**	**Reductions From:**
Transfer from Unassigned Fund Balance Included in 2019 Budget - Remodel Government Center		(300,000.00)
Acquisition of Younkers Building 56 N. 4th Ave - Resolution 2019-13		(505,000.00)
Transfer of Non-Budgeted Funds - County Clerk Resolution 2019-10		(13,000.00)
Acquisition of Hidding Trust Parcels - Resolution 2019-19		(450,000.00)
Transfer of Non-Budgeted Funds - 56 N 4th Ave Building - Resolution 2019-34		(94,000.00)
	$ -	$ (1,362,000.00)
Available Unassigned Fund Balance 12/31/2019		**$ 15,634,828.24** *Unaudited*

Steve Wipperfurth, Finance Director

	As of 12/31/2016	As of 12/31/2017	As of 12/31/2018	As of 12/31/2019
Unassigned Fund Balance	$ 14,118,375.10	$ 14,841,408.21	$ 15,634,828.24	$ 15,634,828.24

Unassigned Fund Balance is designed to serve as a measure of the fund's financial resources available for appropriation and has a direct impact on bond ratings and borrowing power of the county.

Current Unassigned Fund Balance	$ 15,634,828.24
General Fund Budgeted Expenditures - 2019	$ 32,508,489.00
All Other Budgeted Funds Requiring Tax Levy - 2019	$ 25,919,079.00

The County's current unassigned fund balance of $ 15,634,828.24 represents approximately **26.75933%** of its governmental funds budgeted expenditures. This level of funding is above the the 12%-15% reserve funding levels set forth in Resolution 72-03 adopted August 26, 2003.

From the policy: 12% is the base per County Board Policy at which point the County would never want to let the unassigned fund balance reserved for working capital go below.

Note:

The amount above (below) the upper limit of 15% which, if above, could be a consideration for unforeseen expenditures	**$ 6,870,693.04**
15% Upper Limit would equate to an unassigned fund balance of	**$ 8,764,135.20**
12% Lower Limit would equate to an unassigned fund balance of	**$ 7,011,308.16**

Door County Contingency Accounts
December 31, 2019

General Contingency

#100.06.1161.59103

2018 Contingency Balance Carryforward (Estimated)	**Audited**	$ 289,927.03
2019 Budget for Contingency Expense		$ 150,000.00
Total General Contingency Available for 2019		$ 439,927.03

NOTE: The "2018 Contingency Balance Carryforward (Estimated)" shown above does not include the close out of final expenses for 2018 to the General Contingency Balance; this should be completed in May,2019.

Uses - 2019

Expenses Not to Exceed $16,200.00 (net of reimbursements) for LTE for ADRC Transportation Program for Balance of 2018 (Resolution 2018-54) $16,200.00 to be carryforward to 2019, delayed in completion of Project.	$ (16,200.00)	
Expenses Not to Exceed $30,000.00 for the services of a Recruiter or Headhunter to assist in filling the full-time Human Services Psychiatrist position (Resolution 2018-67) to be carryforward to 2019	$ (30,000.00)	
Financial Support for PSC Grant to Expand Broadband Service on Washington Island (Resolution 2018-46) $1,000 to be carryforward to 2019, Nsight will be sending the invoice in 2019	$ (1,000.00)	
Expenses Related to Hosting Badger State Sheriffs Conference in Door County (Approved $1,500.00 used $1.228.48)	$ (1,228.48)	
Expenses Related to Hosting Wisconsin Register of Deeds Fall Conference in Door County	$ (1,500.00)	
Expenses Related to Special Charges from 2017 Taxes owed to Town of Nasewaupee	$ (5,968.04)	
Expenses Related to Special Charges from 2017 Taxes owed to Town of Forestville	$ (2,232.54)	
Expenses Not to Exceed $40,000.00 for the Cost for the Abatement or Removal of a Human Health Hazard (Resolution 2019-56)	$ (40,000.00)	
Financial Support for PSC Grant to Expand Broadband Service to Egg Harbor (Resolution 2019- _) $5,000 to be carryforward to 2020 project not completed, Nsight will be invoicing in 2020	$ (5,000.00)	
Financial Support for PSC Grant to Expand Broadband Service to Washington Island (Resolution 2019-75) $5,000 to be carryforward to 2020 project not completed, Nsight will be invoicing in 2020	$ (5,000.00)	
Financial Support for PSC Grant to Expand Broadband Service to other Municipalities for a total of $10,000 to be carryforward to 2020 project not completed, Nsight will be invoicing in 2020	$ (10,000.00)	
Subtotal		$ (118,129.06)
Available Balance--General Contingency Expense	**Unaudited**	**$ 321,797.97**

Payroll Contingency

Payroll Reserve - #100.32106	**Unaudited**	$ 2,375,510.76
2019 Budget for Payroll Contingency - #100.06.1161.59101		$ 695,000.00
Total Payroll Contingency Available for 2019		$ 3,070,510.76

Uses - 2019

Estimated Cost for 2019 of Compensation Plan Aging and Increases for General Municipal Employees (Resolution 2018-86), Collective Bargaining Agreement with Door County Deputy Sheriff's Association (Resolution 2019-___), Collective Bargaining Agreement with Emergency Medical Service Employees (Resolution 2019-___)	$ (306,507.00)	
Add Back: Repayments for 2019 YTD from Employees for Payment to Wisconsin Retirement System/Employee Trust Fund for Prior Years (Added back to Payroll Reserve, per Resolution 2017-35)	$ 1,110.38	
Subtotal		$ (305,396.62)
Available Balance--Payroll Contingency Expense/Payroll Reserve	**Unaudited**	**$ 2,765,114.14**

Door County Medical Benefits Fund
For Period thru December 31, 2019

2018 Ending Balance		**Audited**	**$ 5,932,281.91**
2019 Revenues:			
Retired Employees Medical	$ 118,737.08		
County Share Medical	$ 5,331,970.39		
Employee Share Medical	$ 823,593.28		
County Share Dental	$ 318,565.79		
Pro-rated Employee Dental (part-time)	$ 3,047.62		
Miscellaneous			
Sub-Total All Contributions		$ 6,595,914.16	
Insurance Reimbursements		$ 659,310.83	
Total Revenues to Date			$ 7,255,224.99
2019 Expenditures:			
Claims Paid Medical	$ 4,933,709.15		
Claims Paid Dental	$ 300,984.54		
Prescription/Drug Claims	$ 1,027,461.57		
Total Claims		$ 6,262,155.26	
Specific Premium (Stop Loss Insurance)		$ 1,039,126.35	
Administrative and Miscellaneous Fees		$ 147,426.91	
Transfers to Other Funds		$ -	
Total Expenditures to Date			$ 7,448,708.52
2019 Net Gain/(Loss) to Date			**$ (193,483.53)**
Current Fund Balance to Date		**Unaudited**	**$ 5,738,798.38**

Notes:

2018 -- Same Time Period Net Gain or (Loss)	**$ (458,523.53)**
Difference between same time period-- current year verses prior year	**$ 265,040.00**
Target Reserve to be maintained--based on consultant's recommendations 8/7/2018	**$ 5,200,000.00**

Door County Workers' Compensation Fund
For Period thru December 31, 2019

2018 Ending Fund Balance		**Audited**	**$ 1,617,213.88**
Revenues	$ 536,257.88		
Insurance Reimbursements/Dividends	$ 109,800.08		
Total 2019 Revenues to Date		$ 646,057.96	
Expenditures	$ (421,150.00)		
Transfers Out			
Total 2019 Expenditures and Transfers Out to Date		$ (421,150.00)	
2019 Net Gain/(Loss) to Date			$ 224,907.96
Current Fund Balance, to Date		**Unaudited**	**$ 1,842,121.84**

Notes: The Workers' Compensation Modification Rate decreased from 0.93 in 2014 to 0.79 for 2015; it decreased again for 2016, to 0.76; it increased slightly to 0.78 for 2017; and it decreased slightly again to 0.77 for 2018; it increased to 0.80 for 2019; and it decreased to 0.68 for 2020.

white rock security
www.wrsecure.com

QUOTE DATE: 01/03/20 **EXPIRATION:** 1/20/2020 **Quote #:** WRSQ10486

CUSTOMER INFORMATION

COMPANY: The County of Door
CONTACT: Ashley DeGrave
ADDRESS: 421 Nebraska St
Sturgeon Bay, WI 54235
PHONE#:
FAX #:
EMAIL: adegrave@co.door.wi.us

WHITE ROCK SECURITY GROUP

ACCOUNT EXECUTIVE: Heather Slack
COMPANY ADDRESS: 8533 Ferndale Road, Suite 101
CITY/ STATE/ ZIP: Dallas , TX 75238
PHONE: (214) 865 -6072
FAX: (214) 347-7937
EMAIL: heather.walter@wrsecure.com

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Bitdefender	Bitdefender GravityZone Security for Virtualized Environments VDI - 1 year	310	$12.05	**$3,735.50**
	OR			
Bitdefender	Bitdefender GravityZone Security for Virtualized Environments VDI - 3 year	310	$20.67	**$6,407.70**

Customer Order Authorization & Approval:

By execution of the signature line below, I represent that I am an authorized agent of the organization referenced above and hereby agree to the terms, conditions and fees referenced in this price quotation. White Rock Security Group's payment terms are due on receipt. Please note this is a binding document and preempts any prior written or verbal communication with regard to this price quotation.

_____
CLIENT SIGNATURE
(By signing above, buyer agrees to the terms and conditions outlined above.)

_____ _____ _____
Printed: NAME & TITLE **DATE** **Customer PO# (if applicable)**

EMAIL FOR INVOICE: _____

********** **A 3% convenience charge is added to all credit card transactions.**********

To request payment by Credit Card, Sign Here: _____

Alternate email address for invoice: _____

White Rock Security Group 6060

County of Door
FACILITIES & PARKS DEPARTMENT
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

MEMORANDUM

TO: Facilities and Parks Committee, Chairman
Finance Committee, Chairman

FR: Wayne J. Spritka
Director, Facilities and Parks

SUBJECT: WASHINGTON ISLAND EMS STUDY- ARTICHURAL/ENGINEERING FIRM RECOMMENDATION

DATE: January, 7 2020

Door County received two proposals from the advertisement of a Request for Proposal (RFP); *Design Professional (Architectural/Engineering) Services Emergency Services Facility-Washington Island*.

"Door County is requesting proposals from experienced and qualified architects and/or engineers to perform preliminary assessments and preliminary cost estimates related to the establishment of an Emergency Services Facility on Washington Island. These preliminary assessments and estimates are to be based on conceptual information (See: *Addendum A*, attached hereto and incorporated herein by reference).
Door County desires to determine, among other things, if renovation or new construction is the optimal path for its objectives. Toward that end, the preliminary assessments and cost estimates involve two potential sites:"

The two respondents to the RFP;

1. the Samuels Group
2. Jewell Associates Engineering Inc

Both proposals were found to be compliant to the RFP by Door County Corporation Counsel.

A review of the proposals by the County Administrator, EMS Director, Cooperation Counsel and myself all conclude that **"the Samuel Group"** is the recommended firm to be awarded this preliminary phase of the project.

Award recommendation is based on multiple factors including; cost, overall project approach and deliverables, experience with local municipal projects, and schedule of availability.

#

BID OPENING For: **Design Professional (Architectural / Engineering) Services**
Emergency Services Facility - Washington Island

Date: January 6, 2020 Time 1:00pm

Present: Wayne Spritka, Lori Holtz

RFP language: Door County is requesting proposals from qualified architects or engineers to perform design (architectural / engineering) services related to the construction of an Emergency Services Facility on Washington Island.

Specifications, instructions, and contract may be obtained from the County Administrator's Office, County Government Center, 421 Nebraska Street, 3rd Floor, Sturgeon Bay, WI (920) 746-7155 or online @ www.co.door.wi.gov . Proposals must conform to the requirements of the specifications, instructions and contract. Proposals must be received by the County Administrator at the above address on or before 12:30 p.m. on January 6, 2020, and will be publicly opened that day in the Woodlands Meadows Room, 3rd Floor of the Government Center at 1:00 p.m.

	Proposal / Bid Received from: ↓		
1)	Jewell Associates Engineers, Inc. 310 E. Jackson Street Wisconsin Rapids, WI 54494 (715) 424-2424 Nate Johnson AIA NCARB Architect/Project Manager Paul Kardatzke, Architect AIA, NCARB, LEED-AP www.jewellassoc.com	Jewel fee $16,500 OTIE fee 5,000 $21,500	
2)	The Samuels Group Kurt Berner, Vice President 311 Financial Way, WI 54401 715-218-3762 kberner@samuelsgroup.net www.samuelsgroup.net	Design & Estimating $13,500 Reimbursables $1,500.00 Total $15,000	
3)			
4)			
5)			

PROJECT APPROACH

Step 1 Kick-Off

1. Goals and Expectations
2. Facility (Base) Needs; Options
3. Decision Criteria (Ranked?)

Follow-Up

4. Write Program (Draft for Approval)
5. Scope Plan Development
6. "Scope" Construction Starting Point
7. "Scope" Budget "New" Construction

Step 2 Scope

1. Program (Approval with Comments)
2. Scope Pan; Construction; Estimate
3. Schedule for Remainder of Project

Step 3 Site Visit

1. Field Assessment; Pictures of Option A
2. Observation; Pictures of Option B

Follow-Up

3. Digitize Existing Plan for Option A

Step 4 Assessment

1. Develop Option A
2. Develop Option B

Step 5 Approval

1. Option A (With Comments)
2. Option B (With Comments)
3. Final Steps

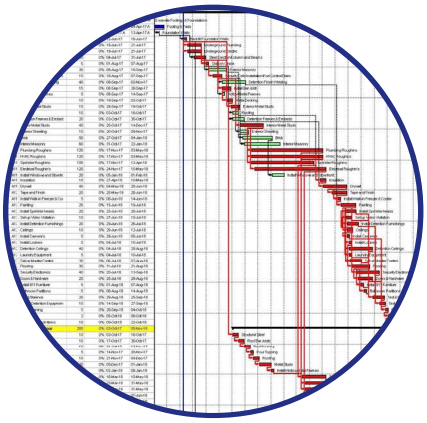
Revisions

4. Option A
5. Option B
6. Compile Draft Report

Step 6 Delivery

1. Send to Sturgeon Bay

SCHEDULE



The Samuels Group proposes the following schedule (if started the week of January 20):

Week 1	Jan. 20	Kick-Off Meeting - Sturgeon Bay
Week 2	Feb. 3	Scope Approval - Sturgeon Bay/Video
Week 3	Feb. 10	Site Visit - Washington Island (Dependent on ferry schedule/weather)
Week 4	Feb. 17	Assess/Estimate
Week 6	Mar. 2	Approval - Sturgeon Bay/Video
Week 7	Mar. 9	Delivery

COST PROPOSAL

Our proposed fee for services is:

Design and Estimating: $13,500
Reimbursables: $1,500

Total: $15,000

**The plans on the following pages provide a concept for this type of building and were used to establish the proposed base fee. This plan will be reviewed and modified based on input from your building committee.*

Resolution No. 2020-___

EMERGENCY SERVICES FACILITY- WASHINGTON ISLAND PRELIMINARY ASSESSMENT AND COST ESTIMATE

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County ("County") requested proposals from design professionals (architects / engineers) for a preliminary assessment and cost estimate related to the establishment of an Emergency Services Facility on Washington Island; *and*

WHEREAS, This preliminary assessment and cost estimate involves two potential sites (i.e., PIN 028-02-36342934B1 and PIN 028-02-36342944A2) and comparison between renovating an existing structure or new construction; *and*

WHEREAS, Compliant proposals were received from Jewell Associates Engineering, Inc. and The Samuels Group, Inc., and, after review and deliberation, it is recommended that The Samuels Group, Inc. be awarded the contract for a fee of fifteen thousand dollars ($15,000); *and*

WHEREAS, The Washington Island Emergency Services Facility is identified as a capital project within County's current Capital Improvement Plan ("CIP"), with a capital budget of eight hundred thousand dollars ($ 800,000); *and*

WHEREAS, Funds have not been appropriated for this preliminary assessment and cost estimate in the 2020 budget, and the Finance Committee is recommending the transfer of eighteen thousand dollars ($18,000) from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); *and*

WHEREAS, Pursuant to Section 65.90(5)(a) Wisconsin Statutes and Rules of Order #19 the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors;

WHEREAS, The Washington Island Emergency Services Facility will serve a public purposes, and it is deemed to be advantageous to the County to proceed with the preliminary assessment and cost estimate referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors**,** that The Samuels Group, Inc. is awarded the contract, for a fee of fifteen thousand dollars ($15,000), to perform the preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors**,** that up to eighteen thousand dollars ($ 18,000) be transferred from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); be expended for the preliminary assessment and cost estimate as described above.

DOOR COUNTY

Resolution No. 2020-___

EMERGENCY SERVICES FACILITY- WASHINGTON ISLAND PRELIMINARY ASSESSMENT AND COST ESTIMATE

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
SCHULTZ			
VIRLEE			
VLIES WOTACHEK			
WAIT			

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 fiscal impact is a decrease of up to $18,000.00 to the Emergency Services Washington Island Building Reserve account, which would leave a balance of $782,000.00 in this account. 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 28th day of January 2020 by the Door County Board of Supervisors.

_____

Jill M. Lau
County Clerk, Door County

BE IT FURTHER RESOLVED, That the County Administrator or his designee(s), subject to the general oversight of the Facilities and Parks Committee, is authorized to proceed with the preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, That the results of the preliminary assessment and cost estimate will be reported back to the Door County Board of Supervisors before proceeding further with the Washington Island Emergency Services Facility.

SUBMITTED BY: FINANCE COMMITTEE

David Englebert, Chair	Nancy Robillard
David Enigl	Richard Virlee
Susan Kohout	Laura Vlies Wotachek
Alexis Heim Peter	

County of Door
FACILITIES & PARKS DEPARTMENT
421 Nebraska Street
Sturgeon Bay, WI 54235

Wayne J. Spritka
Facilities & Parks Director
(920) 746-9959
dcparks@co.door.wi.us
http://map.co.door.wi.us/parks

MEMORANDUM

TO: Facilities & Parks Committee Chairman

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

SUBJECT: PARK RESERVE ACCOUNT REVIEW
DATE: December 31, 2019

The Park Division finance reserve accounts contains an account named "Park Vending Machine". Historically, John Miles Park had a vending machine that generated revenue. The machine was removed over five years ago because of vandalism and consistent maintenance to the unit. I am recommending that the balance of the "Park Vending Machine" reserve account be transferred/absorbed into the John Miles Park track maintenance reserve account to assist with future track maintenance and repair cost.

#

Copy: Finance Director

Attachment to Resolution #_____

DOOR COUNTY

Request Authorization
For
Transfer of Funds / Change in Budget

I, the undersigned, respectfully request that the Finance Committee approve the following transfer of funds:

FROM:

Description	Fund	Account Exp/Rev	Amount
Park Vending Machine Reserve	**100**	**26154**	**$4,169.29**

TO:

Description	Fund	Account Exp/Rev	Amount
John Miles Park Track Maintenance Reserve	**100**	**26161**	**$4,169.29**

Requested transfer of funds is move the remaining balance in the Park Vending Machine Reserve to John Miles Park Track Maintenance Reserve.

Fiscal Impact

Prior to this requested transfer, the available balance in the Park Vending Machine Reserve is $4,169.29. If this transfer is approved, this will remove the balance in the Park Vending Machine Reserve and increase the John Miles Park Track Maintenance Reserve to a total of $8,307.52.

Requested By: Wayne Spritka, Facilities & Parks Date: 1/8/2020

Funds Available, Verified By: Steve Wipperfurth Date: 1/8/2020

Reviewed by Finance Director: Steve Wipperfurth Date: 1/8/2020

Authorized & Approved by Finance Committee Date _____

Transfer Entered By _____ Date _____

SUMMARY OF EXAMINATION OF DOOR COUNTY FAIR ASSOCIATIONS FINANCIAL RECORDS FOR 11/1/18 THRU 10/31/2019 CONDUCTED December 3, 2019 – December 7, 2019 By Brenda Hawkey, Door County Finance Department

I have examined the financial records of the Door County Fair Association provided by Steve Jennerjohn, Treasurer of the Door County Fair Association (DCFA). DCFA has a fiscal year of November 1-October 31 of each year. The financial records provided consisted of the following:

- Statement of Net Assets prepared by Mr. Jennerjohn as of 10/31/16, 10/31/17, 10/31/18 and 10/31/19.
- Statement of Activities prepared by Mr. Jennerjohn for the 12 months ending 10/31/14, 10/31/15, 10/31/16, 10/31/17, 10/31/2018 and 10/31/19.
- Check Register listing expenditures for the period 11/1/18 thru 10/31/19, in check number order, prepared by Mr. Jennerjohn.
- Daily cash receipt reports for each of the days of the fair, 7/31/19 thru 8/4/19.
- Bank statements for the checking account and savings account at Nicolet National Bank for the months of November, 2018 thru October 2019.
- Listing of voided checks, prepaid expenses and accounts receivable.
- Copies of 1099-MISC Forms issued by DCFA for 2018.
- Schedule of parties to whom 1099-MISC Forms will be issued by DCFA for 2019.
- File containing paid vouchers, bills, timecards, timesheets, and other supporting documentation to substantiate disbursements make for the DCFA checking account.

My review of these records did NOT constitute an audit, but was a review of the information presented. The procedures that I undertook were as described below.

Cash Receipts

I compared the cash receipts on the summary of cash receipts prepared by Mr. Jennerjohn for the period 11/1/18 thru 10/31/2019 to the bank statements. I was able to match all of the deposits on Mr. Jennerjohn's summary to the bank statements with no exceptions found.

I also reviewed the detailed daily cash receipt sheets prepared for each day of the Fair (July 31-August 4, 2019), and matched up each day's receipts from these sheets with both the bank statements and the summary of cash receipts prepared by Mr. Jennerjohn. On August 31st the total Cash Receipts were $90.00 less than the amount deposited into the bank. There was a total of 31 detailed cash receipt sheets prepared for the days of the Fair, and it looks like standard procedure is to have each cash receipt sheet counted and verified by 2 people, with both individuals initialing each sheet; this is a good control procedure. Of these 31 sheets, all

were initialed by 2 people-no exceptions were noted. I would recommend that this procedure continue.

I also noticed that there was a cash variation (either more or less cash turned in than should have been, compared to reported wristbands and booster buttons sold) on 11 of these detailed cash receipts (35%). Six variations were situations where the money turned in was less than should have been compared to reported wristbands and booster buttons sold. The other 5 variances were situations in which cash turned in was more than should have been compared to reported wristbands and booster buttons sold; the net difference was a shortage of $51.00. The number of differences and the total net difference both increased in 2019. In 2018 there were 5 variances with a net difference of $6.00.

The total amounts shown on the summary of cash receipts match the amounts shown for revenues on the Statement of Activities for the 12 months ending 10/31/19, after adding interest amounts credited to the bank accounts (which was not included in the summary of cash receipts).

Cash Disbursements

I compared the expenditures in the check register with the file containing paid vouchers, bills, timecards and timesheets, and other supporting documentation to substantiate disbursements from the DCFA checking account. I also compared the amounts in the check register with the cancelled checks in the bank statements for the period November 1, 2018 thru October 31, 2019. In doing so I noted:

- DCFA continues to use their voucher form to document approval of all expenditures, a process which I endorse.
- Checks written to Mr. Jennerjohn, for his stipend as DCFA Treasurer and supplies purchased for the fair were signed by DCFA Vice President Thad Ash instead of by Mr. Jennerjohn himself. I endorse this process of having another authorized individual sign checks payable to Mr. Jennerjohn. This is a good control and avoids any appearance of impropriety.
- In 2018, $5,900.00 was prepaid to Ticket Noble for booking of Special Events (Keith Anderson and the Forgotten Highway act) for the 2019 Fair. On July 23, 2019 the remaining payment of $6,200 was wired to Ticket Noble, Rob Hocken for his entertainment brokerage services which included Mr. Hocken providing sound and lighting for the event. The total amount paid to Ticket Noble, LLC and Mr. Hocken for the event was $12,100. After the wire transfer was completed to Ticket Noble the DC Fair found out that no event had been pre-booked for the 2019 fair and therefore needed to find entertainment for Saturday Evening, August 3, 2019. Mr. Hocken was able to get Jason Michael Carroll to agree to perform but payment was to be made directly to Mr. Carroll and prior to his performance. DC Fair accepted those terms and issued check #30628 in the amount of $6,000 written to Mr. Carroll who then immediately cashed the check before his performance on August 3, 2019. Mr. Hocken

provided the sound and lighting for Mr. Carroll's act and his service was part of the $12,100 booking fee already paid to Mr. Hocken.

On August 3, 2019 Mr. Hocken made a payment to the DC Fair of $6,700 for reimbursement of Keith Anderson and the Forgotten Highway Act that he had not booked. On August 13, 2019 that check was returned by the bank to DC Fair for insufficient funds. DC Fair has collected $1,000 via wire transfer of the total owed to them from Mr. Hocken. Door County Corporation Counsel has been involved in the collection of monies owed to DC Fair from Mr. Hocken.

Please see Mr. Jennerjohn's memo for a total explanation of the events that occurred pertaining to this loss.

- All prize money payouts for tractor pulls, motorcycle races and demolition derbies were made by check to the payout recipients directly, instead of writing one check to the track event manager for the total prize amount and then having that party pay cash to the payout recipients. This is a good internal control an provides an audit trail. This procedure should continue.
- There were five checks totaling $284.13 that were written in 2018 and had not cleared in a timely manner. Four of those checks #30203 for $25.00 to Riley Nichols, check #30354 to Ben Roman for $42.38, check #30457 for $2.25 to Rough Ridin City Slickers, and check #30459 for 2.00 to Washington Island Button were voided and not reissued. The fifth check #30398 written to the Farm Bureau remains outstanding as of 10/31/19.
- The Voucher for check #30542 indicated payment to Eric Westphal for $60.50. The check was issued to Stephen Wise and endorsed by Mr. Wise.
- There were 4 instances where disbursements were made without supporting documentation:
    - No supporting documentation was found for Check #30656 written to Sargent Wrecker in the amount of $325.00 for expenses related to the Demolition Derby.
    - No supporting Documentation was found for check #30691 written to Dawn VanderVoort for $121.89. The Voucher indicated the receipts were missing.
    - No supporting documentation was found for check #30695 issued to Sonny's Pizza for $87.55.
    - No supporting documentation was found for check #30772 written to Rob Rankin in the amount of $300.00 for Demolition Derby Ad reimbursements.
- Mr. Jennerjohn provided a list of individuals and businesses that provided services to DCFA and were paid $600 or more, and indicated that DCFA would be issuing 1099-MISC forms to them. I did not notice any additional parties who were paid $600.00 or more who were not listed. I also received copies of the 1099-MISC forms that were issued for 2018; there were no vendors shown on the 2018 list who were supposed to receive 1099-MISC forms for whom copies of 1099-MISC forms were not provided.
- It was noted that Mr. Jennerjohn, who writes the majority of the checks for DCFA as Treasurer, also reconciles the checking account, and that such reconciliations are

reviewed and approved by Thad Ash in his role as DCFA Vice President. This is a good control and I recommend this review procedure continue. The reconciliations and reviews were done on a timely manner this year.

Final Comments

As indicated above, my review of the DCFA records did not constitute an audit, but rather an examination of the information presented. The observations above are not meant to be critical but rather helpful. It should be noted that the operations of the DCFA are carried on by part-time staff who are essentially volunteers who are paid a small stipend. Based on my review as detailed above, I do feel that the statement of Net Assets and Statement of Activities for the DCFA for the period ending 10/31/19 are materially accurate.

I also wish to express my appreciation for the cooperation that I received from Steve Jennerjohn, Treasurer of Door County Fair Association, in conducting the annual examination. He provided all of this information to me on a timely basis and has been very cooperative throughout my review/examination.

Memo to Brenda:
RE: Rob Hocken/Ticket Noble

On September 28, 2018, we contracted with Rob Hocken/Ticket Noble, an entertainment brokerage agency out of Iowa for 2019 fair entertainment. We wired out $5,250 for the Keith Anderson act and $650 for the Forgotten Highway acts which were to take place in our Saturday entertainment music stage for our 2019 fair. Funds wired included Rob Hocken to supply sound/lighting for the event. On July 23, 2019, we made the remaining payments totaling $6,200 for these musical acts. Sometime in July, we found out that Keith Anderson was not going to be available. Later it was determined that Mr. Hocken had not contracted with either Keith Anderson or the Forgotten Highway acts. At that point we were in scramble mode. Mr. Hocken was able to get us another act, Jason Michael Carroll, but no preliminary band, as it was determined that Forgotten Highway would not be the preliminary band (see earlier discussion). Mr. Hocken still planned on attending the Door County Fair for providing sound/lighting for our Saturday performance and make good on funds that were previously sent on his behalf. Additionally, Jason Michael Carroll indicated in our conversations with the artist, that he would only get paid by the Fair directly, as he also had a falling out with the agent, Mr. Hocken. We were able to persuade the artist, Jason Michael Carroll, that we would make payment arrangements directly to him.

On the day of the performance, Jason Michael Carroll arrived, spent the day at the fair with his staff and was very congenial with our Door County Fair Staff. We proceeded to make check #30628 payable to Jason Michael Carroll in the amount of $6,000 and he performed as expected. Rob Hocken and his lighting/sound crew also arrived. In our discussions with Mr. Hocken, he provided us a check for $6,700 to cover the acts that did not perform (Keith Anderson and Forgotten Highway) and set up to provide his lighting/sound services for the Jason Michael Carroll performance. It was rather a stressful day as both the Hocken/Carroll camps were not able to work well together. During the performance, Hocken's sound did not work and Jason Michael Carroll was forced to do his music without the benefit of a high quality sound system. We used Modern Day Drifters as an opening act and used their sound for the balance of the show.

We deposited the $6,700 payment from Rob Hocken, but unfortunately his check bounced and was returned to us on August 13. We have had discussions with Corporation Counsel from County of Door. We did receive $1,000 via a wire for a portion of Mr. Hocken's bad check and looking at our next steps in the process.

Net results: we have paid $12,100 for the Keith Anderson/Forgotten Highway acts, which included fees for Hocken's services for brokerage/sound/lighting. He paid us back for what he considers to be that portion due to the entertainers in the amount of $6,700 (subsequently that check bounced) and we received $1,000 in the form of a wire for a portion of that returned check.

January 6, 2020

To: Brenda Hawkey
From: Steve Jennerjohn

RE: 2019 fair audit response

Dear Brenda:

In regards to review comments, we find the following:

Cash receipts:

As mentioned in prior reviews, we have strived to enhance some operational procedures. We have followed the two people balancing and initializing of cash reconciliation sheets. It provides a better control over cash and provides another set of eyes in our daily reconciliations. We will continue this process. With respect to an increase in cash variations, we have reduced cash at our gates throughout the day and have added additional cash sweeps. We had an influx of new staff at the gates and had a slight increase in the number of variations, although in total, variations totaled $51 short and were not material to the financial statements.

Cash disbursements:

A memo was provided detailing the series of transactions we had with Ticket Noble (Rob Hocken) in procuring entertainment for the 2019 fair year. We had several instances where documentation was insufficient for disbursements totaling around $800. Although not material, we will make the necessary changes to ensure that this will not occur in future years. I believe that all of the remaining comments made relative to the cash disbursements process were acceptable. Over the years we have maintained processes relative to our voucher process; 1099 reporting and the process of writing individual checks for prize monies for various events. We will continue to abide by this practice in the future as it strengthens the disbursement process.

In closing, we wish to thank Brenda Hawkey and staff for their review and comments relative to our operations. We will review the issues sited and continue to make improvements for future years. Thank you, as always

Respectfully,

Steve Jennerjohn
Treasurer
Door County Fair Association

DOOR COUNTY FAIR ASSOCIATION
Statement of Net Assets
Prepared December 6, 2019 by Brenda Hawkey, Door County Finance Department

	10/31/2018	10/31/2019	Change
ASSETS			
Checking Account	$39,347.83	$40,214.87	$867.04
Savings Account	$131,833.93	$152,607.94	$20,774.01
Certificate of Deposit	$0.00	$0.00	$0.00
Total Cash and Investments	$171,181.76	$192,822.81	$21,641.05
Accounts Receivable	$0.00	$0.00	$0.00
Prepaid Expenses	$5,900.00	$0.00	($5,900.00)
TOTAL ASSETS	$177,081.76	$192,822.81	$15,741.05
LIABILITIES			
Vouchers Payable	$0.00	$0.00	$0.00
TOTAL LIABILITIES	$0.00	$0.00	$0.00
NET ASSETS	$177,081.76	$192,822.81	$15,741.05

DOOR COUNTY FAIR ASSOCIATION
Statement of Activities
Years Ended October 31, 2018 and October 31, 2019
Prepared December 10, 2019 by Brenda Hawkey, Door County Finance Department

	Year Ended 10/31/2018	Year Ended 10/31/2019
Revenues		
State of Wisconsin	$3,778.15	$3,867.90
County of Door	$121,600.00	$115,000.00
Advertising & Donations	$14,500.00	$13,805.00
Gate Receipts	$77,213.39	$94,164.79
Grandstand Receipts	$0.00	$0.00
Space & Privileges	$10,481.00	$8,767.25
Entry Fees	$3,915.00	$3,032.00
Interest	$547.75	$777.62
Insurance Refunds	$0.00	$0.00
Miscellaneous	$414.00	$2,983.38
Total Revenues - Cash Basis	$232,449.29	$242,397.94
Add: Stale	$0.00	$0.00
Total Revenues - Accrual Basis	$232,449.29	$242,397.94
Expenditures		
Administration	$5,749.46	$4,190.04
Taxes	$5,143.05	$247.64
Wages	$27,211.89	$25,225.25
Officer Salaries	$15,000.00	$18,000.00
Superintendents	$1,372.50	$1,338.00
Judges	$3,407.47	$3,450.25
Exhibitor Premiums	$5,279.00	$5,100.00
Supplies	$9,244.47	$6,513.12
Advertising/Marketing	$7,930.10	$11,406.93
Dues	$858.90	$858.90
Insurance	$10,786.41	$10,215.00
Utilities	$3,426.70	$3,515.48
Equipment Rental	$1,912.98	$1,325.25
Special Acts and Features	$99,006.50	$126,814.57
Maintenance	$6,851.22	$3,628.09
Additions to Plant & Equipment	$4,500.00	$0.00
Total Expenditures - Cash Basis	$207,680.65	$221,828.52
Less: Checks written in prior years but not cashed; some amounts reissued and included with 2018 Fair expenses, above; remaining amounts will not be reissued; checks now stale-dated; 3 checks totaling $281.50 for 2018, and 5 checks totaling $71.63 for 2019.	($281.50)	($71.63)
Add: Vouchers Payable for Expenses Incurred But Not Paid By End of Current Fiscal Year	$0.00	$0.00
Less: Vouchers Payable for Expenses Incurred in the Prior Fiscal Year-Hocken	$0.00	$4,900.00
Prepaid Expenses (Amount Subtracted from Year Paid and Added to Year Recognized)	$0.00	$0.00
Total Expenditures - Accrual Basis	$207,399.15	$226,656.89
Excess of Revenues Over (Under) Expenditures - Accrual Basis	$25,050.14	$15,741.05

DOOR COUNTY FAIR ASSOCIATION

LISTING OF CHECKS FROM YEARS PRIOR TO 2019 THAT ARE STALE-DATED AND VOID
TAKEN AS ADJUSTMENT FOR PRIOR YEAR EXPENSES IN 11/1/18 - 10/31/19 FISCAL YEAR

Prepared December 6, 2019 by Brenda Hawkey, Door County Finance Department

Check #	Check Date	Amount	Payee/Description	Comments
30203	8/2/2018	$25.00	Riley Nichols	Not reissued
30354	8/6/2018	$42.38	Ben Roman	Not reissued
30457	9/23/2019	$2.25	Rough Ridin City Slickers	Not reissued
30459	9/23/2019	$2.00	Washington Island	Not reissued
		$71.63		
30398	8/7/2019	$212.50	Farm Buearu	Still outstanding

Door County

MB Invoice Aging Report

Miscellaneous Billing

Aging Date 12/31/19

Report By Invoice Type

Due Date	Customer	Invoice Number	Current	1-30	31-60	61-90	90+	Total
Invoice Type	**ACCD - County Accidents Reimb**							
06/15/2015	2437 - Richards, Aaron	040010764	.00	.00	.00	.00	206.79	206.79
	Invoice Type **ACCD - County Accidents Reimb** Totals		$0.00	$0.00	$0.00	$0.00	$206.79	$206.79
Invoice Type	**Airport - Airport**							
12/31/2019	2393 - Graf Farms LLC, Paul	2019-53000025	4,131.31	.00	.00	.00	.00	4,131.31
12/31/2019	2098 - Tailwinds Inc,	2019-53000026	720.00	.00	.00	.00	.00	720.00
12/31/2019	1092 - Hakari, Wesley J	2019-53000031	264.00	.00	.00	.00	.00	264.00
12/31/2019	1134 - Keenen, Jim	2019-53000032	264.00	.00	.00	.00	.00	264.00
12/31/2019	1136 - Vandermeersch, Pierre	2019-53000033	528.00	.00	.00	.00	.00	528.00
12/31/2019	1501 - Elkin, Rick	2019-53000041	264.00	.00	.00	.00	.00	264.00
12/31/2019	1279 - EAA Chapter 630,	2019-53000042	192.00	.00	.00	.00	.00	192.00
12/31/2019	1151 - Stephen, Ben	2019-53000043	264.00	.00	.00	.00	.00	264.00
12/31/2019	1699 - Schram, Gerald	2019-53000045	264.00	.00	.00	.00	.00	264.00
12/31/2019	1286 - Gritt, Gary	2019-53000048	264.00	.00	.00	.00	.00	264.00
12/31/2019	1647 - Meyer, Fred	2019-53000053	264.00	.00	.00	.00	.00	264.00
12/31/2019	2774 - Livsey, Randy	2019-53000060	264.00	.00	.00	.00	.00	264.00
12/31/2019	2060 - Straubel, Jeffrey	2019-53000067	517.65	.00	.00	.00	.00	517.65
12/31/2019	1152 - Carmody, Paul	2019-53000068	517.65	.00	.00	.00	.00	517.65
12/31/2019	1502 - Kulaga, Andrzej	2019-53000071	396.00	.00	.00	.00	.00	396.00
12/31/2019	1149 - Raupach, Ken	2019-53000073	396.00	.00	.00	.00	.00	396.00
01/19/2020	2098 - Tailwinds Inc,	2019-53000081	6,463.37	.00	.00	.00	.00	6,463.37
01/26/2020	2033 - Lienau, Joseph E	2019-53000082	489.00	.00	.00	.00	.00	489.00
02/02/2020	2098 - Tailwinds Inc,	2019-53000083	6,178.60	.00	.00	.00	.00	6,178.60
	Invoice Type **Airport - Airport** Totals		$22,641.58	$0.00	$0.00	$0.00	$0.00	$22,641.58
Invoice Type	**DA - District Attorney**							
11/01/2018	2555 - ERICKSON, PRIBYL & JOHNSON,	2018-26000092	.00	.00	.00	.00	1.00	1.00
01/27/2019	1167 - Attorney Daniel P Repka,	2018-26000153	.00	.00	.00	.00	19.01	19.01
03/03/2019	1205 - Attorney Patrick C Brennan,	2019-26000011	.00	.00	.00	.00	17.25	17.25
04/03/2019	2148 - Attorney George Pappas,	2019-26000020	.00	.00	.00	.00	53.35	53.35
05/03/2019	2148 - Attorney George Pappas,	2019-26000030	.00	.00	.00	.00	51.60	51.60
05/18/2019	1223 - Kwiatkowski, Joseph P	2019-26000038	.00	.00	.00	.00	3,856.93	3,856.93
07/31/2019	1223 - Kwiatkowski, Joseph P	2019-26000071	.00	.00	.00	.00	105.30	105.30
09/01/2019	1881 - Attorney Brian Maloney,	2019-26000075	.00	.00	.00	.00	25.15	25.15
10/03/2019	1881 - Attorney Brian Maloney,	2019-26000088	.00	.00	.00	64.55	.00	64.55
10/03/2019	1255 - Attorney Eric T Raskoph,	2019-26000090	.00	.00	.00	17.25	.00	17.25
12/04/2019	1993 - Attorney Aaron Schenk,	2019-26000115	.00	11.55	.00	.00	.00	11.55
12/04/2019	1031 - Attorney Jevon Jaconi,	2019-26000120	.00	9.90	.00	.00	.00	9.90
12/04/2019	1176 - Attorney Shane Brabazon,	2019-26000122	.00	17.25	.00	.00	.00	17.25
12/04/2019	1254 - Johnson, Steven Daniel	2019-26000124	.00	27.60	.00	.00	.00	27.60
12/04/2019	1232 - State Public Defender's Office,	2019-26000125	.00	1,687.00	.00	.00	.00	1,687.00
01/02/2020	1174 - Attorney Jacob Blazkovec,	2019-26000129	65.10	.00	.00	.00	.00	65.10

Door County

MB Invoice Aging Report

Miscellaneous Billing

Aging Date 12/31/19

Report By Invoice Type

Due Date	Customer	Invoice Number	Current	1-30	31-60	61-90	90+	Total
Invoice Type	**DA - District Attorney**							
01/02/2020	1476 - Attorney John Hawley,	2019-26000131	39.00	.00	.00	.00	.00	39.00
01/02/2020	1955 - Attorney Nathan Dineen,	2019-26000136	167.39	.00	.00	.00	.00	167.39
01/02/2020	1334 - Steinberg, Rick D	2019-26000140	27.25	.00	.00	.00	.00	27.25
01/02/2020	1254 - Johnson, Steven Daniel	2019-26000142	13.75	.00	.00	.00	.00	13.75
01/02/2020	1232 - State Public Defender's Office,	2019-26000144	409.60	.00	.00	.00	.00	409.60
	Invoice Type **DA - District Attorney** Totals		$722.09	$1,753.30	$0.00	$81.80	$4,129.59	$6,686.78
Invoice Type	**Highway - Highway**							
10/25/2019	1677 - Door County Coffee,	2019-33000357	.00	.00	.00	201.24	.00	201.24
12/25/2019	1256 - Peninsula State Park,	2019-33000440	.00	106.70	.00	.00	.00	106.70
12/25/2019	1359 - Potawatomi State Park,	2019-33000441	.00	35.17	.00	.00	.00	35.17
01/01/2020	1340 - State Winter Maintenance	2019-33000448	17,995.00	.00	.00	.00	.00	17,995.00
01/08/2020	2764 - WISDOT DTSD,	2019-33000451	695.00	.00	.00	.00	.00	695.00
01/11/2020	100 - N.E.W. Technical College,	2019-33000452	111.65	.00	.00	.00	.00	111.65
01/11/2020	300 - Southern Door School,	2019-33000453	7,429.18	.00	.00	.00	.00	7,429.18
01/11/2020	1432 - Southern Door Fire Department,	2019-33000457	202.59	.00	.00	.00	.00	202.59
01/11/2020	1500 - Sturgeon Bay Fire Department,	2019-33000458	1,212.95	.00	.00	.00	.00	1,212.95
01/11/2020	2000 - Sturgeon Bay Street Department,	2019-33000459	4,725.50	.00	.00	.00	.00	4,725.50
01/11/2020	8000 - Sturgeon Bay Parks & Recreation,	2019-33000460	707.15	.00	.00	.00	.00	707.15
01/11/2020	10000 - Sturgeon Bay Police Department,	2019-33000461	3,081.36	.00	.00	.00	.00	3,081.36
01/11/2020	31000 - Sturgeon Bay Schools,	2019-33000462	1,602.75	.00	.00	.00	.00	1,602.75
01/11/2020	61000 - Sturgeon Bay Utilities,	2019-33000463	2,924.83	.00	.00	.00	.00	2,924.83
01/30/2020	1113 - Town of Baileys Harbor,	2019-33000465	3,317.95	.00	.00	.00	.00	3,317.95
01/30/2020	1114 - Town of Brussels,	2019-33000466	4,129.02	.00	.00	.00	.00	4,129.02
01/30/2020	1116 - Town of Clay Banks,	2019-33000467	4,787.32	.00	.00	.00	.00	4,787.32
01/30/2020	1110 - Town of Egg Harbor,	2019-33000468	3,151.06	.00	.00	.00	.00	3,151.06
01/30/2020	1111 - Town of Forestville,	2019-33000469	68,617.80	.00	.00	.00	.00	68,617.80
01/30/2020	1112 - Town of Gardner,	2019-33000470	15,749.02	.00	.00	.00	.00	15,749.02
01/30/2020	1146 - Town of Gibraltar,	2019-33000471	833.20	.00	.00	.00	.00	833.20
01/30/2020	1108 - Town of Jacksonport,	2019-33000472	78.10	.00	.00	.00	.00	78.10
01/30/2020	1138 - Town of Nasewaupee,	2019-33000473	11,071.89	.00	.00	.00	.00	11,071.89
01/30/2020	1139 - Town of Sevastopol,	2019-33000474	7,408.65	.00	.00	.00	.00	7,408.65
01/30/2020	1140 - Town of Sturgeon Bay,	2019-33000475	3,545.65	.00	.00	.00	.00	3,545.65
01/30/2020	1141 - Town of Union,	2019-33000476	8,701.02	.00	.00	.00	.00	8,701.02
01/30/2020	1142 - Town of Washington,	2019-33000477	1,135.86	.00	.00	.00	.00	1,135.86
01/30/2020	1107 - Village of Egg Harbor,	2019-33000478	904.30	.00	.00	.00	.00	904.30
01/30/2020	1144 - Village of Ephraim,	2019-33000479	526.02	.00	.00	.00	.00	526.02
01/30/2020	1145 - Village of Forestville,	2019-33000480	194.03	.00	.00	.00	.00	194.03
01/30/2020	1148 - City of Sturgeon Bay,	2019-33000481	715.62	.00	.00	.00	.00	715.62
01/30/2020	1147 - Village of Sister Bay,	2019-33000482	561.26	.00	.00	.00	.00	561.26
01/30/2020	1470 - Calumet County,	2019-33000483	1,614.41	.00	.00	.00	.00	1,614.41

Door County

MB Invoice Aging Report

Miscellaneous Billing

Aging Date 12/31/19

Report By Invoice Type

Due Date	Customer	Invoice Number	Current	1-30	31-60	61-90	90+	Total
Invoice Type	**Highway - Highway**							
01/30/2020	300 - Southern Door School,	2019-33000484	123.46	.00	.00	.00	.00	123.46
01/30/2020	31000 - Sturgeon Bay Schools,	2019-33000485	292.57	.00	.00	.00	.00	292.57
01/30/2020	1124 - Sevastopol School District,	2019-33000486	194.22	.00	.00	.00	.00	194.22
01/30/2020	1125 - Gibraltar School District,	2019-33000487	56.28	.00	.00	.00	.00	56.28
01/30/2020	1118 - State Of Wisconsin,	2019-33000492	126,163.73	.00	.00	.00	.00	126,163.73
01/30/2020	1118 - State Of Wisconsin,	2019-33000493	1,988.43	.00	.00	.00	.00	1,988.43
01/30/2020	1058 - Wisconsin Public Service,	2019-33000494	40.00	.00	.00	.00	.00	40.00
02/12/2020	300 - Southern Door School,	2019-33000495	7,628.81	.00	.00	.00	.00	7,628.81
02/12/2020	400 - B.U.G. Fire Department,	2019-33000496	412.93	.00	.00	.00	.00	412.93
02/12/2020	1144 - Village of Ephraim,	2019-33000497	251.96	.00	.00	.00	.00	251.96
02/12/2020	1144 - Village of Ephraim,	2019-33000498	773.56	.00	.00	.00	.00	773.56
02/12/2020	1432 - Southern Door Fire Department,	2019-33000499	51.73	.00	.00	.00	.00	51.73
02/12/2020	1500 - Sturgeon Bay Fire Department,	2019-33000500	1,110.49	.00	.00	.00	.00	1,110.49
02/12/2020	2000 - Sturgeon Bay Street Department,	2019-33000501	8,808.22	.00	.00	.00	.00	8,808.22
02/12/2020	8000 - Sturgeon Bay Parks & Recreation,	2019-33000502	732.84	.00	.00	.00	.00	732.84
02/12/2020	10000 - Sturgeon Bay Police Department,	2019-33000503	3,153.56	.00	.00	.00	.00	3,153.56
02/12/2020	31000 - Sturgeon Bay Schools,	2019-33000504	1,389.70	.00	.00	.00	.00	1,389.70
02/12/2020	61000 - Sturgeon Bay Utilities,	2019-33000505	3,027.56	.00	.00	.00	.00	3,027.56
02/12/2020	2764 - WISDOT DTSD,	2019-33000506	695.00	.00	.00	.00	.00	695.00
	Invoice Type **Highway - Highway** Totals		$334,625.19	$141.87	$0.00	$201.24	$0.00	$334,968.30
Invoice Type	**Human Services - Human Services**							
01/08/2020	2475 - Shawano Department of Human	2019-47000033	.00	.00	.00	.00	.00	.00
01/18/2020	2457 - Care Wisconsin First Inc,	2019-47000034	168.00	.00	.00	.00	.00	168.00
01/18/2020	2475 - Shawano Department of Human	2019-47000035	2,404.46	.00	.00	.00	.00	2,404.46
01/18/2020	2476 - Kewaunee Department of Human	2019-47000036	2,404.46	.00	.00	.00	.00	2,404.46
	Invoice Type **Human Services - Human Services** Totals		$4,976.92	$0.00	$0.00	$0.00	$0.00	$4,976.92
Invoice Type	**Land Use Service - Land Use Services**							
02/05/2020	1017 - Frisque, Brian	2019-68000032	18.75	.00	.00	.00	.00	18.75
02/05/2020	1038 - Peninsula Land Consultants,	2019-68000033	3.50	.00	.00	.00	.00	3.50
02/05/2020	1040 - Peninsula Title,	2019-68000034	104.00	.00	.00	.00	.00	104.00
	Invoice Type **Land Use Service - Land Use Services** Totals		$126.25	$0.00	$0.00	$0.00	$0.00	$126.25
Invoice Type	**Senior Center - ADRC**							
01/09/2020	2457 - Care Wisconsin First Inc,	2019-23000022	308.00	.00	.00	.00	.00	308.00
01/09/2020	2456 - Lakeland Care, Inc.,	2019-23000023	99.00	.00	.00	.00	.00	99.00
02/08/2020	2456 - Lakeland Care, Inc.,	2019-23000024	1,606.00	.00	.00	.00	.00	1,606.00
02/08/2020	2457 - Care Wisconsin First Inc,	2019-23000025	814.00	.00	.00	.00	.00	814.00
	Invoice Type **Senior Center - ADRC** Totals		$2,827.00	$0.00	$0.00	$0.00	$0.00	$2,827.00
Invoice Type	**Sheriff - Sheriff**							
10/10/2019	2705 - MANITOWOC COUNTY SHERIFF'S	2019-28000070	.00	.00	.00	1,612.00	.00	1,612.00

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Door County

MB Invoice Aging Report

Miscellaneous Billing

Aging Date 12/31/19

Report By Invoice Type

Due Date	Customer	Invoice Number	Current	1-30	31-60	61-90	90+	Total
Invoice Type	**Sheriff - Sheriff**							
01/09/2020	1067 - Division of Community Corrections	2019-28000107	22,024.88	.00	.00	.00	.00	22,024.88
01/19/2020	1406 - Southern Door School,	2019-28000108	32,000.00	.00	.00	.00	.00	32,000.00
01/19/2020	1404 - Sevastopol School,	2019-28000109	32,000.00	.00	.00	.00	.00	32,000.00
01/19/2020	1125 - Gibraltar School District,	2019-28000110	32,000.00	.00	.00	.00	.00	32,000.00
01/25/2020	1406 - Southern Door School,	2019-28000111	287.25	.00	.00	.00	.00	287.25
	Invoice Type **Sheriff - Sheriff** Totals		$118,312.13	$0.00	$0.00	$1,612.00	$0.00	$119,924.13
Invoice Type	**Tech Services - Tech Services**							
01/03/2020	300 - Southern Door School,	2019-13000063	675.00	.00	.00	.00	.00	675.00
01/03/2020	2098 - Tailwinds Inc,	2019-13000064	101.06	.00	.00	.00	.00	101.06
01/31/2020	1148 - City of Sturgeon Bay,	2019-13000065	3,176.48	.00	.00	.00	.00	3,176.48
01/31/2020	2098 - Tailwinds Inc,	2019-13000066	101.24	.00	.00	.00	.00	101.24
	Invoice Type **Tech Services - Tech Services** Totals		$4,053.78	$0.00	$0.00	$0.00	$0.00	$4,053.78
Invoice Type	**Treasurer - Treasurer**							
01/14/2020	1353 - Ostrowski, Alan	2019-12000040	25.00	.00	.00	.00	.00	25.00
	Invoice Type **Treasurer - Treasurer** Totals		$25.00	$0.00	$0.00	$0.00	$0.00	$25.00
		Grand Totals	$488,309.94	$1,895.17	$0.00	$1,895.04	$4,336.38	$496,436.53

FIXED INCOME INVESTMENT INDICATIONS as of 1/5/2020

Term to maturity

	60 Days	90 Days	120 Days	180 Days	270 Days	1 Year	18 Months	2 Years	3 Years	4 Years	5 Years
Top Ten Certificates of Deposit ($250K)	1.20% to 1.45%	1.30% to 1.80%	1.30% to 1.78%	1.40% to 1.65%	1.35% to 1.64%	1.42% to 1.64%	1.45% to 1.65%	1.45% to 1.70%	1.25% to 1.50%	*	*
U.S. Government Agency	1.40%	1.40%	1.37%	1.36%	1.35%	1.45%	1.39%	1.40%	1.40%	1.42%	1.45%
U.S. Government Treasury	1.37%	1.39%	1.40%	1.42%	1.45%	1.47%	1.47%	1.48%	1.49%	1.54%	1.58%

*Rates Available Upon Request

Fixed Rate Investment rates are quoted net of all transaction fees. Rates are subject to change and may be different than those available at the time of execution. CD rates represent the highest and lowest rates paid on the top 10 yielding banks for FDIC insured $250,000 CDs and do not take into consideration individual portfolio holdings. CDs are quoted as yield to maturity investments and are subject to early withdrawal penalty, unless otherwise waived.

If you have questions regarding the "Weekly Rate Sheet" please contact Sara Schnoor @ 1-414-225-0099 ext. 1502 or SSchnoor@pmanetwork.com

Thank you,

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JANUARY, 2020

Vendor #	Date Paid	Vendor Name	Description	Amount
2962	12/11/19	City of Sturgeon Bay	2019 Workers Comp First responders	3,150.00
20035	12/11/19	Southern Door Fire Dept	2019 Workers Comp First responders	1,950.00
32770	12/11/19	Town of Baileys Harbor	2019 Workers Comp First responders	1,200.00
32820	12/11/19	Town of Brussels	2019 Workers Comp First responders	2,550.00
32920	12/11/19	Town of Egg Harbor	2019 Workers Comp First responders	2,100.00
33020	12/11/19	Town of Gardner	2019 Workers Comp First responders	900.00
1371	12/11/19	Town of Gibraltar	2019 Workers Comp First responders	1,350.00
33120	12/11/19	Town of Jacksonport	2019 Workers Comp First responders	1,650.00
33370	12/11/19	Town of Sevastopol	2019 Workers Comp First responders	1,950.00
33570	12/11/19	Town of Washington	2019 Workers Comp First responders	3,750.00
35170	12/11/19	Village of Sister Bay	2019 Workers Comp First responders	5,250.00
9776	12/11/19	Cardmember Services	See attached	10,169.70
12318	12/20/19	Capital Credit Union	Union dues	1,038.87
10741	12/20/19	Door County Deputy Sheriff Union	Union dues	1,674.00
7470	12/20/19	DWD UI	November unemployment	4,615.08
5238	12/20/19	Great West	Deferred comp	31,700.00
21372	12/20/19	Nationwide	Deferred comp	21,344.52
502	12/20/19	United Way	Employee contributions	220.00
3162	01/03/20	Aegis	Crime Policy	4,274.00
3162	01/03/20	Aegis	County volunteer program	1,062.52
3162	01/03/20	Aegis	Position schedule	1,569.00
3162	01/03/20	Aegis	Equipment breakdown	10,677.00
1875	01/03/20	WI county Mutual	Commercial prop/auto ins	148,702.00
11183	01/03/20	Diversified Services	Indirect cost allocation	6,255.00
7969	01/03/20	Ehlers & Associates	2019 annual disclosure reporting	2,800.00
2607	01/03/20	FedEx	Ceridian paychecks	34.14
21282	01/03/20	Shred It	Paper shredding	117.72
22018	01/03/20	Tyler Technologies	CAFR builder implementation	1,647.47
1875	01/03/20	WI county Mutual	2019 additional insured endorsement	25.00
9898	01/08/20	Beatrice Lapp	Replacement check	37.85
10355	01/08/20	Ceridian	Dayforce fees	9,138.55
2607	01/08/20	FedEx	Ceridian paychecks	34.22
15069	01/08/20	Staples	Finance/hwy office supplies	243.25
14532	01/08/20	WalMart	See attached	850.22
36270	01/08/20	Washington Island Ferry	Ferry charges	224.50
5999	01/08/20	Wisconsin Document Imaging	Finance copier	28.69
12318	01/08/20	Capital Credit Union	Union dues	1,038.87
5238	01/08/20	Great West	Deferred comp	15,986.00
21372	01/08/20	Nationwide	Deferred comp	10,522.26
502	01/08/20	United Way	Employee contributions	92.00
20522	01/09/20	Alice Bergemann	Over pmt of taxes	161.81
11601	01/09/20	Allan Halla	Over pmt of taxes	101.08
11588	01/09/20	Brian Wiegand	Over pmt of taxes	3.00
11591	01/09/20	Charles Lautenbach	Over pmt of taxes	362.61
11587	01/09/20	Charles Peterson	Over pmt of taxes	93.46

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JANUARY, 2020

Vendor #	Date Paid	Vendor Name	Description	Amount
11612	01/09/20	David Stock	Over pmt of taxes	30.00
22678	01/09/20	Donald Bergner	Over pmt of taxes	56.20
22708	01/09/20	George Bodenner	Over pmt of taxes	1,764.75
11604	01/09/20	Gerald Lecy	Over pmt of taxes	5.00
4054	01/09/20	H William Devitt	Over pmt of taxes	1,063.03
11599	01/09/20	Michael Kennedy	Over pmt of taxes	500.00
11595	01/09/20	Michael Thompson	Over pmt of taxes	30.42
7232	01/09/20	Mitchell Kwaterski	Over pmt of taxes	630.00
11603	01/09/20	Rob Hanson	Over pmt of taxes	9.00
11592	01/09/20	Scott Corbisier	Over pmt of taxes	298.99
33270	01/09/20	Town of Nasewaupee	Over pmt of taxes	3,147.74
33470	01/09/20	Town of Union	Over pmt of taxes	1,006.37
11598	01/09/20	William Margis	Over pmt of taxes	295.81
8632	01/09/20	Bank of Luxemburg	Over pmt of taxes	4,058.59
11644	01/09/20	Door County Rentals	Over pmt of taxes	540.00
11632	01/09/20	Jeffrey Hunt	Over pmt of taxes	34.09
11640	01/09/20	Jeffrey Lynds	Over pmt of taxes	50.00
11635	01/09/20	John Paral	Over pmt of taxes	183.90
11614	01/09/20	Kathryn Lasee	Over pmt of taxes	180.00
11642	01/09/20	Kristin Stenborg	Over pmt of taxes	18.00
11618	01/09/20	Larry Lacombe	Over pmt of taxes	8.00
7358	01/09/20	Michael Klein	Over pmt of taxes	46.47
11613	01/09/20	Michael Krueger	Over pmt of taxes	100.00
11622	01/09/20	Patricia ahlswede	Over pmt of taxes	111.95
11624	01/09/20	Robert Kolton	Over pmt of taxes	20.00
12759	01/09/20	Roger Frankowski	Over pmt of taxes	102.63
11643	01/09/20	Todd Endres	Over pmt of taxes	1,574.92
32870	01/09/20	Town of Clay Banks	Over pmt of taxes	2,278.45
33270	01/09/20	Town of Nasewaupee	Over pmt of taxes	1,276.01
11629	01/09/20	Union Bank of Sparta	Over pmt of taxes	786.92
20344	01/10/20	UW Green Bay	WGFOA memberships	100.00
1875	01/10/20	WI county Mutual	2020 ins premiums	152,897.50
5999	01/10/20	WI Document Imaging	Treasurer copier	820.00
15761	01/10/20	Boston Mutual	December premiums	1,870.40
9776	01/10/20	Cardmember Services	See attached	7,807.54
7470	01/10/20	DWD UI	December unemployment	6,995.50
15069	01/10/20	Staples	Treasurer office supplies	325.50
29925	01/10/20	State of Wisconsin	December court fines due state	53,757.24
22093	01/10/20	Superior Vision	December premiums	2,155.78
35020	01/10/20	Village of Egg Harbor	Refund overpmt of 2018 taxes	10,000.00
29921	01/10/20	WI Dept of Admin	4th quarter fees	11,789.09

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JANUARY, 2020

Vendor #	Date Paid	Vendor Name	Description	Amount
				581,370.18

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JANUARY, 2020

Vendor #	Date Paid	Vendor Name	Description	Amount

Date

David Englebert, Chairman
Finance Committee

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

☐ New Vendor (Please Assign New #)

VENDOR # 9776 ☐ One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Date

Paid _____

☐ Voucher Listing Signed/Approved

Meeting Date _____

☐ Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
100	37	1120	53106	Mead acco brands calendars		$ 83.04		Facilities & Parks
100	37	5202	52101	Survey monkey master plan		$ 99.00		Facilities & Parks
100	37	5202	52301	Water sample jars-Forestville Dam		$ 115.40		Facilities & Parks
100	31	6107	54102	Conservation lodging		$ 109.00		Soil & Water
100	31	6107	53104	Standing desk		$ 295.00		Soil & Water
240	47	3929	52857	MHFG business card magnett		$ 341.98		Health
100	18	3101	53136	Acoustic panels		$ 59.38		Health
100	53	4201	52303	Northern tool impact wrench		$ 310.48		Airport
100	49	1115	52462	L Holtz notary		$ 20.00		County Administrator
100	31	6107	53106	Dropbox subscription		$ 119.88		Soil & Water
100	44	1114	54102	WPERLA conf lodging		$ 644.49		Human Resources
100	13	1106	69901.00036	Adobe subscription-library		$ 379.67		Tech Services
100	13	1106	53106	Micro SD cards		$ 46.44		Tech Services
100	13	1106	52302.00013	Google suite subscription		$ 1.00		Tech Services
100	13	1106	52301	Hard drive adapters		$ 71.95		Tech Services
100	29	2112	53106	EMS Cellphone accessories		$ 324.16		EMS
100	29	2112	53106	EMS conf room mic		$ 19.41		EMS
100			17101	Ability PCAC 2020		$ 1,073.12		Tech Services
401	51	7190	69901.00013	DC FOB proj		$ 250.00		Tech Services
100	13	1106	69901.00013	Spare server hardware		$ 92.83		Tech Services
100	13	1106	52302.00013	Teamviewer software		$ 499.80		Tech Services
100	13	1106	52302.00013	Teamviewer software fee		$ 9.99		Tech Services
100	13	1106	52301	Fiber cables		$ 129.50		Tech Services
204	23	3609	53106	ADRC picture frame		$ 43.52		Tech Services
100	13	1106	52301	Fiber transreceivers		$ 628.80		Tech Services
204	23	2623	52790	Caregiver books		$ 25.80		Senior Center
204	23	3615	59124	Christmas tea supplies		$ 11.00		Senior Center
204	23	3623	52790	Sales tax credit		$ (15.39)		Senior Center
204	23	3611	54101	Food manager license training-SU		$ 142.00		Senior Center
204	23	3612	52301	Door gasket-kitchen		$ (75.63)		Senior Center
204	23	3613	52301	Door gasket-kitchen		$ (67.82)		Senior Center
204	23	3612	52301	Sanigen kitchen		$ 96.68		Senior Center
204	23	3613	52301	Sanigen kitchen		$ 86.71		Senior Center
100			17101	WAHMR conf registration		$ 100.00		Emergency Managemer
100			17101	Lodging Governors conf		$ 82.00		Emergency Managemer
				VOUCHER TOTAL →		$ 6,153.19	←	VOUCHER TOTAL

P:\Finance\Forms and Templates\Voucherform1.xls

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

VENDOR # 9776

☐ New Vendor (Please Assign New #)

☐ One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

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Date Paid

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Fund	Dept	Sub Dept	Account Number		Sub Proj	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
240	47	3959	52701	05141	AK003	112.55 specialized med supplies		127.50		Human Services
240	47	3900	52302			Claim shutlle fees		18.00		Human Services
240	47	3963	53179			Food for YCC		21.99		Human Services
240	47	3929	52857		CE002	CST order for client		98.26		Human Services
240			16101		GASCD	gas cards for agency use		250.00		Human Services
100	18	3175	53101			Duffle bag for public health		35.32		Human Services
240	47	3900	54102		1KB02	lodging for conf		164.00		Human Services
100	48		48501			Interest credit		-0.69		Finance
701	33	3220	53115			Fleet Farm		32.99		Highway
701	33	3321	52301			Fleet Farm		60.98		Highway
701			17101			Chula Vista-Neinas		99.00		Highway
701			17101			Chula Vista-Fisher		99.00		Highway
701			17101			Chula Vista-Englebert		99.00		Highway
701			17101			Chula Vista-Halstead		99.00		Highway
701			17101			ATTS training-Brungraber		450.00		Highway
						Totals from pg 2		6,153.19		
						→		7,807.54	←	VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

☐ New Vendor (Please Assign New #)

VENDOR # 14532 ☐ One Time Vendor (Please Assign New #)

VENDOR NAME: WalMart

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 530934

VENDOR ADDRESS: Atlanta, GA 30353-0934

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

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Date

Paid _____

☐ Voucher Listing Signed/Approved

Meeting Date _____

☐ Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
240	47	3929	52857	JZ001 Clothing for client		$ 217.30		Human Services
240	47	3963	53179	Food for YCC		$ 99.75		Human Services
240	47	3963	53110	Supplies for YCC		$ 5.25		Human Services
240	47	3950	52742	DH008 Clothing for new job		$ 85.93		Human Services
100	37	1120	53133.6501	Febreeze, lysol, hand lotion		$ 47.22		Facilities & Parks
100	37	1120	52312	Blind for Klasnkys window		$ 12.96		Facilities & Parks
100	37	1120	53133.6501	Tide, spot carpet cleaner, hand sanitizer		$ 47.02		Facilities & Parks
100	37	1120	53133.6501	Wiper wash fluid, tree lights		$ 22.50		Facilities & Parks
100	29	2112	53110.6917	Batteries		$ 48.54		EMS
100	29	2112	53110.6916	Item not received		$ (49.92)		EMS
204	23	3612	53161	Raw food		$ 151.88		Senior Center
204	23	3613	53161	Raw food		$ 161.79		Senior Center
VOUCHER TOTAL						$ 850.22		VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

☐ New Vendor (Please Assign New #)

VENDOR # 9776 ☐ One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

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This Area to be Completed by Finance Department

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Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
100	37	5202	52301	Cameras forestville Dam		$ 415.94		Facilities & Parks
100	37	1120	52312	Heating system pot feeder		$ 58.35		Facilities & Parks
100	37	1120	52312.6501	Watering T kitchen		$ 74.99		Facilities & Parks
100	37	5202	52301	Water sample jars forestville dam		$ 88.42		Facilities & Parks
100	37	5202	52101	Survey monkey master plan survey		$ 99.00		Facilities & Parks
100	29	2112	54101.693	WEMSA -LeClair		$ 100.00		EMS
100	69	2170	54102	Lodging disater response recovery		$ 82.00		EM
100	27	1302	54102	Child support training-Krouse		$ 291.00		Child Support
100	68	6202	52401	Website domain		$ 96.00		Land Use Services
100	31	6223	53101	Go Daddy renewal		$ 480.00		Soil & Water
100			17101	NDAA membership		$ 95.00		Corp Counsel
100	13	1106	52301	PC		$ 107.60		Tech Services
100	13	1121	52206	Cellphone covers		$ 98.70		Tech Services
100	13	1106	69901.00013	WYSE clients		$ 460.00		Tech Services
204	23	3623	52790	Books for ADRC		$ 506.64		Senior Center
100	13	1106	52302.00013	Google Suite subscription		$ 12.00		Tech Services
100	13	1106	53106	Video recorder for trainings		$ 189.99		Tech Services
100	13	1106	53106	Video recorder tripod		$ 23.49		Tech Services
100	13	1106	53106	Video camera bag/sd card		$ 54.14		Tech Services
701	33	3220	53115	Tooltopia		$ 419.91		Highway
701	33	3220	53115	Tooltopia		$ (21.89)		Highway
701	33	3312	59124	Fleet Farm		$ 431.91		Highway
701	33	3228	53101	Fleet Farm		$ 9.90		Highway
701			16101.06112	Fleet Farm		$ 12.99		Highway
701	33	3228	53101	Harbor Freight		$ 58.98		Highway
100	53	4201	69910	Radio for plow truck		$ 942.50		Airport
100	53	4201	53102	Water sample stamps		$ 18.35		Airport
100	53	4201	52301	Vans bldg #6 door		$ 54.50		Airport
204	23	3623	52790	Caregiver books		$ 360.67		Senior Center
204	23	3623	52790	Caregiver door prizes		$ 210.00		Senior Center
204	23	3623	52790	Caregiver refreshments		$ 258.04		Senior Center
204	23	3623	52790	Wheelchair batteries		$ 302.98		Senior Center
204	23	3612	52301	Water filter & door gasket kitchen		$ 313.36		Senior Center
204	23	3613	52301	Water filter & door gasket kitchen		$ 281.02		Senior Center
204	23	3611	53101	Drug take back supplies		$ 2.00		Senior Center
100	18	3104	53106	WIC office supplies		$ 104.99		Health
100	18	3165	53101	Batteries for walkie talkie		$ 103.96		Health
			VOUCHER TOTAL	→		$ 7,197.43	←	VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

VENDOR # 9776

☐ New Vendor (Please Assign New #)

☐ One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

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Fund	Dept	Sub Dept	Account Number		Sub Proj	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
240	47	3900	54102		1KM01	Refund of tax charged for hotel		-10.05		Human Services
240	47	3945	52701	05141	ET001	Refund of tax charged on order		-2.33		Human Services
100	18	3101	54102			Refund of tax charged for hotel (CS)		-30.75		Human Services
240	47	3950	52742		VM001	Refund of tax charged on order		-6.70		Human Services
100	18	3101	54102			Refund of tax charged for hotel (CS)		-10.05		Human Services
240	47	3929	52857		BB001	Refund of tax charged on order		-0.66		Human Services
100	18	3181	53101			Tuberculosis Conf Reg Fees (JR,RM)		105.00		Human Services
240	47	3924	52813			Gift Certificate for Ed DiMaio		77.25		Human Services
240			16101	MISCD		Incentive Gift Cards		50.00		Human Services
240	47	3900	53106			Checks for Rep Payee		72.32		Human Services
240	47	3929	52857			Fee for CST book ordered		0.11		Human Services
240			16101	MISCD		Incentive Gift Cards		50.00		Human Services
240	47	3931	52815			Items for BH Therapists		32.94		Human Services
240	47	3949	52724			Gift certificates for foster parents		200.00		Human Services
240	47	3931	52815			Items for BH Therapists		37.88		Human Services
240	47	3949	52724			Supplies for Foster Parent Banquet		50.00		Human Services
240	47	3900	54102		1KM01	Tax charged on hotel room		10.05		Human Services
240	47	3931	52815			Items for BH Therapists		44.71		Human Services
240	47	3959	52701	05137	JS006	10/31/19 112.99 Adaptive Aid		8.28		Human Services
240	47	3900	54102		1KB02	Hotel stay during conference		282.00		Human Services
240	47	3950	52742		VM001	Supplies for foster family		126.50		Human Services
240			17101			Feb 7,2020 Ethics & Boundaries Conf (CS)		15.00		Human Services
240	47	3950	52742		VM001	Supplies for foster family		36.07		Human Services
240	47	3900	54101		1CB01	WI Mental Health Laws Conf Reg Fee		35.00		Human Services
240			17101			2020 Crisis Trainings Conf Reg Fees (CB)		70.00		Human Services
240	47	3929	52857		BH001	Emergency heater for family		134.00		Human Services
240	47	3945	52701	05137	NW001	Adaptive aid for client		32.00		Human Services
240	47	3928	52808			Bracelets for AODA groups		91.20		Human Services
240	47	3900	54102		1EO01	Hotel stay during conference		90.00		Human Services
240	47	3900	54102		1VB01	Hotel stay during conference		90.00		Human Services
100	18	3101	54102			Hotel stay during conference (SP)		164.00		Human Services
240	47	3900	54102		1DA01	Hotel stay during conference		164.00		Human Services
240	47	3900	54102		1CS01	Hotel stay during conference		164.00		Human Services
240	47	3929	52857			"The Yelling Cure" book		5.90		Human Services
240	47	3929	52857		BB001	Compression clothing for client		54.63		Human Services
240	47	3950	52742		JK006	Winter clothing for client		107.97		Human Services
100	11	1101	54102			County board luncheon-Wash Island		372.00		County Board
100	44	1132	59119			MI state drivers license check		10.00		Human Resources
100	44	1114	54101			NEPERLA conf-Hendee/Paschke		250.00		Human Resources
						Totals from pg 2		7,197.43		
						→		10,169.70	←	**VOUCHER TOTAL**