

Notice of Public Meeting  
**Tuesday, February 18, 2020**  
**10:00 a.m.**

**ADMINISTRATIVE  
 COMMITTEE**

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

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

**AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of January 21, 2020 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
  - ◆ **County Board**
    - ◆ Recording of County Board & Committee Meetings
    - ◆ Evaluation Process for County Administrator
    - ◆ Contract Request for County Administrator
    - ◆ Sponsor Letter for Coastal Byway Program
  - ◆ **County Administrator**
    - ◆ Creation of Sturgeon Bay–Door County Economic Development Loan Program
    - ◆ County Public Relations / Social Media
  - ◆ **Transportation**
    - ◆ Transportation Program Update
  - ◆ **Corporation Counsel**
    - ◆ Double-Crested Cormorants
    - ◆ Intergovernmental Agreement – City of Sturgeon Bay [Sturgeon Bay-Door County Economic Development Loan Program]
    - ◆ Intergovernmental Agreement - Town of Sevastopol [Muskat Property P.I.N. 022-022728631A, 022-022728632A & 022-022828641A]
  - ◆ **Human Resources**
    - ◆ Request to Refill – Administrative Assistant 1 – Public Health and Any Subsequent Vacancies – Health and Human Services
    - ◆ Request to Refill – Security Deputy – Sheriff's Department
    - ◆ Request to Refill – Security Deputy – Sheriff's Department
    - ◆ Request to Refill – Sign Man and Any Subsequent Vacancies – Highway Department
    - ◆ Request to Refill – Custodian – Facilities and Parks
    - ◆ Request to Refill – Custodian – Facilities and Parks
    - ◆ New Position/elimination – Social Work Supervisor – Children and Family Services Unit – Health and Human Services
    - ◆ Approval to Move Forward with the Youth Apprenticeship Program
    - ◆ Resolution 2020 - Salaries of Elective Officials
    - ◆ County Identification Policy (memo)
    - ◆ FYI: Letter of Resignation – Wendy Williquette – Public Health
    - ◆ FYI: Letter of Resignation – Quinn Button – Sheriff's Department
    - ◆ FYI: Letter of Resignation – Devin Hedsand – Sheriff's Department
    - ◆ FYI: Completion of Introductory Period – Jennifer DeBroux – Health and Human Services
    - ◆ FYI: Completion of Introductory Period – Debra Fehrman – Health and Human Services
    - ◆ Personnel Transactions
9. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
10. **Vouchers, Claims and Bills**
11. **Next Meeting Date(s)**
  - Regular Meeting – March 17, 2020 – 10:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, January 21, 2020**

**ADMINISTRATIVE  
COMMITTEE**

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

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

**Call Meeting to Order**

The Tuesday, January 21, 2020 Administrative Committee Meeting was called to order at 10:00 a.m. by Vice Chairman Ken Fisher at the Door County Government Center.

**Establish a Quorum ~ Roll Call**

Members present: Dan Austad, Ken Fisher, Nancy Robillard, Susan Kohout, John Neinas, and Joel Gunnlaugsson. David Lienau was excused.

Others present: Supervisor Randy Halstead, Supervisor Richard Virlee, Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, CC Grant Thomas, Finance Director Steve Wipperfurth, HR Director Kelly Hendee, Land Use Services Director Mariah Goode, County Clerk Jill Lau, and public.

**Adopt Agenda / Properly Noticed**

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

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

**Approve Minutes of December 10, 2019 Regular Administrative Committee Meeting**

Motion by Kohout, seconded by Robillard to approve the minutes of the December 10, 2019 Administrative Committee Meeting. Motion carried by unanimous voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

The following persons commented:

- Dan Woelfel, Town of Sevastopol
- Don Freix, 8305 Quarterline Road, Fish Creek
- Christine Reid, Forestville

**Old Business**

No old business was presented.

**New Business (Review / Action)**

**County Administrator**

**Creation of Sturgeon Bay–Door County Economic Development Loan Program**

Administrator Pabich distributed the first draft of an Intergovernmental Agreement. Pabich reviewed the draft agreement which was drawn up based on the adopted resolution from County Board.

**Transportation**

**Approval of Gift, Grant and/or Donation to the Door County Transportation Department**

Administrator Pabich explained the County received a donation and pledge specific to the transportation program.

Motion by Austad, seconded by Gunnlaugsson to approve the donations to the DC Transportation Department. Motion carried by unanimous voice vote.

## **Corporation Counsel**

### **HIPAA Security Breach Notification for Unsecured PHI, Log and Risk Assessment for Determination of Breach of PHI**

CC Thomas reviewed the information included in the meeting packet. Essentially this is part of our continuing request to update our HIPPA policies and procedures. Thomas provided an example of what a breach could look like and the steps to mitigate it.

Motion by Kohout, seconded by Gunnlaugsson to approve the HIPAA Security Breach Notification for Unsecured PHI Policy and the Risk Assessment for Determination of Breach of PHI Policy. Motion carried by unanimous voice vote.

### **Muskat Property [P.I.N. #'s 022-022728631A, 022-0227282632A & 022-0228282641A]**

CC Thomas provided a brief summary of the history of County involvement with the property. Town of Sevastopol Chairman Dan Woelfel distributed pictures of the property to committee members and provided an update as to the Town involvement with the property. The Town has received DNR approval to demolish the buildings as long as they do not disturb the area where an underground tank is known to be. The Town currently has \$25,000 budgeted towards the demolition of buildings on the property. A formal raise order, issued by the Town Building Inspector, has been approved. The Town has received estimates to demolish buildings; costs to demolish are estimated at \$60,000. The Town of Sevastopol is requesting an Intergovernmental Agreement with the County. Administrator Pabich explained this is a two-part issue – first the Administrative Committee needs to determine if the County wants to partner with the Town to address the issue; second the Finance Committee would need to determine how and if the County will provide funding to assist with the demolition. If it is determined the County is interested in pursuing, the final agreement would need to go before County Board. If any resources are expended those expenses would be placed as a lien on the property. The County would not be involved in the demolition other than to provide funding for it; the Town of Sevastopol would be the lead on the demolition. It is anticipated that any county funds expended will eventually be recovered; this would be addressed in the Intergovernmental Agreement. Concerns were expressed regarding setting a precedence. CC Thomas noted the County decided in 2005 to address this property however that action didn't move forward at the time due to concerns about the underground tank.

Motion by Austad, seconded Kohout to direct staff to draft an Intergovernmental Agreement and send on to the Finance Committee for funding. Motion carried by unanimous voice vote.

### **Entities that are Governmental Bodies for Purposes of Wisconsin's Open Meetings Law**

CC Thomas defined what constitutes a governmental body as set forth in section 19.82 of the Wisconsin State Statutes. Such bodies will follow the open meetings law. If there is a group of elected or appointed officials gathering at the direction of the County Board or County Board Chair or at limited times the direction of the County Administrator it would be wise to look at, and determine if, that particular group falls under the open meetings law. It is best to error on the side of caution and post meetings.

### **2019 Annual Report - \$767.405, Wis. Stats. Family Court Mediation Services**

CC Thomas reviewed information included in the meeting packet.

## **Human Resources**

### **Unemployment Insurance Review**

HR Director Hendee presented a brief review of unemployment and how it works.

### **Request to Refill – Zoning Administrator/Assistant Sanitarian – Land Use Services**

The request has been reviewed and approved.

Motion by Kohout, seconded by Fisher to approve the request to refill the Zoning Administrator/Assistant Sanitarian. Motion carried by unanimous voice vote.

**FYI: Letter of Resignation – Jeffrey Kussow**

**FYI: Letter of Resignation – Emma Lehman**

**FYI: Letter of Resignation – Blake Cihlar**

**FYI: Letter of Resignation – Mary LaLuzerne**

**FYI: Letter of Resignation – William O'Rourke**

Reviewed.

**FYI: Completion of Introductory Period – Jonathon Olson**  
**FYI: Completion of Introductory Period – Shauwn Rosendale**  
Reviewed.

**Personnel Transactions**  
Reviewed.

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

**Vouchers, Claims and Bills**  
Reviewed.

**Next Meeting Date(s)**  
Regular Meeting – February 18, 2020 – 10:00 a.m.

**Meeting Per Diem Code**  
136.

**Adjourn**  
Motion by Austad, seconded by Kohout to adjourn. Time: 11:20 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



## COUNTY OF DOOR

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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### Ken Pabich

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

TO: Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: February 18, 2020

RE: Conference Room Upgrades / Video Taping Meetings

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### Background

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

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

### Analysis:

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

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

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

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

While it would be ideal to have two rooms that have all of these capabilities, fiscally it just does not make sense. The cost for implementation and annual cost do not make it feasible for the volume of meetings that we have. Furthermore given the life of the equipment, it is a very sizable investment that re-occurs on close to 10-year cycle.

**Fiscal Impact:**

Before the fiscal impact can be completed, we need to determine the best method for moving forward long term for the County. Based on our discussion at the staff level, we would recommend the following:

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

Based on these assumptions above, the very rough costs are:

**County Board Room:**

Technology Upgrades	\$140,000
Software Changes	\$ 50,000
Furniture Changes	\$ TBD
Annual Maintenance	\$15,000

**Peninsula Room:**

Technology Upgrades	No Changes needed – audio updates included above
Furniture Changes	\$ TBD

**Justice Center:**

Technology Upgrades	\$ 83,000
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**Recommendations:**

At this point, staff is recommending that no formal decisions are made. We need input from the Committee on our assumptions and then we need more time to research the potential costs.

Given this will impact almost all of our operations, it is recommended that once a detailed plan is put together, that it is presented to the County Board for approval.



## County of Door HUMAN RESOURCES

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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

**To:** David Lienau, Board Chairman  
Administrative Committee

**From:** Kelly A. Hendee, Human Resources Director

**Date:** February 12, 2020

**Re:** County Administrator Evaluation Process

### Background:

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

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

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

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

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

### Recommendations:

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

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

3. To help automate the process and add more confidentiality, the questions should be added to our standard online platform called NeoGov. For those that do not want to complete the evaluation online, a paper version could be completed.
4. For conducting the actual review, there are two options:
  - a. Status quo: Human Resources would automate the evaluations on NeoGov and could assist the County Board Chair in compiling the desired reports. The reports could be provided to the Administrative Committee and then at County Board.

Fiscal Impact: None

- b. Remove Human Resources Director from the process: Human Resources Director would only setup the questions, but then Carlson Dettman would be responsible to compile the desired results to the County Board Chair. It would still go to Administrative and County Board. (Consultant would also enter in the paper copies submitted.)

Fiscal Impact: \$200 per hour or \$1,500 per day. This number could be managed once we have specific desired reports defined.

**PLEASE SEND ORIGINAL SIGNED PERFORMANCE EVALUATION TO HUMAN RESOURCES**

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

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

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

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

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

Thank you for your assistance in this matter

**Rating System:**

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

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

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

**Overall Rating:**

Rating System:

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

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

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

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

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

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

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

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

Thank you for your assistance in this matter

**Evaluation Feedback:**

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

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

Yes       No

Please explain

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

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

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

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

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

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

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

Thank you for your assistance in this matter

#### Rating System:

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

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

Name: Ken Pabich

Date August 2, 2019

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

4

Observations, Examples and Comments:

I am always updated on information or happenings that may affect my area.

8. Involves my department in appropriate decision-making.

4

Observations, Examples and Comments:

He keeps me included on meetings and information as it applies.

9. Gives me responsibility and delegates effectively.

4

Observations, Examples and Comments:

Ken does not hesitate to ask for reports or other information that he needs to ensure that he is informed and can respond appropriately to inquiries.

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

4

Observations, Examples and Comments:

I value Ken's input, I find having a person that is familiar with the organization and cares about it's human capitol, valuable to bounce ideas off of.

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

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

Observations, Examples and Comments:

**Overall Rating:**

Rating System:

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

**Additional Feedback**

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

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



## County of Door HUMAN RESOURCES

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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

**To:** David Lienau, Board Chairman  
Administrative Committee

**From:** Kelly A. Hendee, Human Resources Director 

**Date:** February 11, 2020

**Re:** County Administrator Contract Amendment Request

### Background:

In 2018, the County and County Administrator entered into a new contract for a five-year term. The five-year contract was designed to provide stability for both the County and the Administrator. When the contract was negotiated, the wages were adjusted to make the position competitive as it compared to the County Wage schedule and department head positions within the structure.

It is important to note that the County Administrator position is not part of the County Wage Structure – it is negotiated as part of the contract. This design was intentional since the County Administrator does not benefit from recommendations made to the wage structure. In essence, it was designed so the Administrator can make the best recommendations for the organization while not benefiting from them.

While this has been a best and recommended practice for the County, the market conditions have now created a situation where compression on the wage structure is impacting the intent of the 2018 contract. In short, with the past two years Cost of Living adjustments (or aging), some wages now surpass that of the Administrator. The County Administrator has requested that this be reviewed by the Administrative Committee and County Board.

### Recommendations:

Both the Administrator and the Human Resources Director have reviewed and touched base with Carlson Dettmann and believe that the best practice is to maintain keeping the Administrator position outside of the compensation structure. However, the Administrator is requesting the following be reviewed and amended in the contract:

1. In working with Corporation Counsel, that wording be added to the contract to the fact - that should the County Wage Schedule be aged or adjusted through a compensation study, that the Administrative Committee (and/or County Board) be allowed to consider making an adjustment to the contract wages.
2. Should the change be acceptable, the Administrator is requesting that the Administrative Committee and County Board, consider an adjustment given the past two years of Cost of Living adjustments.

## AGREEMENT TO AMEND COUNTY ADMINISTRATOR CONTRACT

This *Agreement*, by and between the County of Door (hereafter “County”) and Kenneth P. Pabich (hereafter “Administrator”) is effective August 3, 2018.

County and Administrator previously entered into a *County Administrator Contract* (attached hereto as *Appendix A*, and incorporated herein by reference). The Administrator’s appointment and the *County Administrator Contract* were approved by the Door County Board of Supervisor’s adoption of Resolution 2015-50 on June 23, 2015.

The *County Administrator Contract* (hereafter “*Contract*”) is hereby amended as follows:

- ❖ Paragraph I. A. of the *Contract* is amended to read as follows:
  - A. This *Contract* will be effective upon the Door County Board of Supervisors’ (hereafter “County Board”) adoption of a resolution approving this *Agreement* and will continue in full force and effect until December 31, 2022. Thereafter, this contract will continue from year-to-year unless terminated or extended.
  
- ❖ Paragraph IV. A. of the *Contract* is amended to read as follows:
  - A. The salary of the Administrator, subject to all other provisions of this agreement, will be:
    1. August 3, 2018 - through August 2, 2019 ... \$120,911.23;
    2. August 3, 2019 - through August 2, 2020 ... \$126,956.79
    3. August 3, 2020 - through August 2, 2021 ... \$129,495.93
    4. August 3, 2021 - through August 2, 2022 ... \$132,085.85
    5. August 3, 2022 - through December 31, 2023 ... \$134,727.57.

The foregoing is subject to County’s payroll practices applicable to salaried personnel.

- ❖ Paragraph IV. B. is amended to read as follows:
  - B. Annual salary increases set forth in Par. A. 1-5 above, beginning in 2019, are contingent upon Administrator receiving an overall “satisfactory rating” on annual performance evaluation (See: Par. V below).
  
- ❖ Paragraph IV. C. 1. is amended to read as follows:
  - C. Except as otherwise set forth herein, Administrator is entitled to all benefits afforded department heads as provided in County’s Employee Handbook and Administrative Manual.



M:\Compensation - Structures &amp; Studies\2020 Compensation Structure &amp; FLSA Wkst\2020 FINAL Compensation Structure w-annual salary (002).xlsx dc code

		Door County		Jan-20		2020 GRADE ORDER LIST STEP PLAN						
										Control Point		
JOB				87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	115.0%		
CODE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum		
	U			\$111,696.00	\$114,878.40	\$118,081.60	\$121,264.00	\$124,467.20	\$136,926.40		\$146,806.40	
010 001	U	County Administrator	County Administrator	\$53.70	\$55.23	\$56.77	\$58.30	\$59.84	\$65.83	→	\$70.58	
		for reference only - CA is under contract										
	T			\$104,187.20	\$107,182.40	\$110,156.80	\$113,131.20	\$116,105.60	\$119,080.00		\$136,947.20	
020 000	T			\$50.09	\$51.53	\$52.96	\$54.39	\$55.82	\$57.25	→	\$65.84	
	S			\$97,198.40	\$99,985.60	\$102,752.00	\$105,539.20	\$108,305.60	\$111,092.80		\$127,753.60	
030 001	S	Corporation Counsel	Corporation Counsel	\$46.73	\$48.07	\$49.40	\$50.74	\$52.07	\$53.41	→	\$61.42	
030 004	S	Health & Human Services Director	Health & Human Services	\$46.73	\$48.07	\$49.40	\$50.74	\$52.07	\$53.41	→	\$61.42	
	R			\$91,166.40	\$93,766.40	\$96,366.40	\$98,987.20	\$101,587.20	\$104,187.20		\$119,808.00	
040 001	R	Finance Director	Finance	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→	\$57.60	
040 002	R	Human Resources Director	Human Resources	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→	\$57.60	
040 003	R	Technology Services Director	Technology Services	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→	\$57.60	
	Q			\$86,112.00	\$88,566.40	\$91,020.80	\$93,475.20	\$95,950.40	\$98,404.80		\$113,172.80	
050 000	Q			\$41.40	\$42.58	\$43.76	\$44.94	\$46.13	\$47.31	→	\$54.41	
	P			\$82,056.00	\$84,406.40	\$86,756.80	\$89,107.20	\$91,436.80	\$93,787.20		\$107,848.00	
060 002	P	Highway & Airport Commissioner	Highway & Airport	\$39.45	\$40.58	\$41.71	\$42.84	\$43.96	\$45.09	→	\$51.85	
	O			\$78,020.80	\$80,246.40	\$82,472.00	\$84,718.40	\$86,944.00	\$89,169.60		\$102,544.00	
070 005	O	Child Support Director/Attorney	Child Support	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→	\$49.30	
070 001	O	Assistant Corporation Counsel	Corporation Counsel	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→	\$49.30	
070 003	O	Chief Deputy Sheriff	Sheriff's	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→	\$49.30	
	N			\$73,985.60	\$76,107.20	\$78,208.00	\$80,329.60	\$82,430.40	\$84,552.00		\$97,240.00	
080 002	N	Emergency Services Director	Emergency Services	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→	\$46.75	
080 005	N	Facilities & Parks Director	Facilities & Parks	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→	\$46.75	
080 003	N	Health & Human Services Deputy Director	Health & Human Services	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→	\$46.75	
080 004	N	Library Director	Library	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→	\$46.75	

**THOMAS, GRANT**

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**From:** Peterson, Bill <bill\_peterson@fws.gov>  
**Sent:** Tuesday, February 11, 2020 3:30 PM  
**To:** THOMAS, GRANT  
**Subject:** Pilot Island cormorant information  
**Attachments:** 11-7-19 Town of Liberty Grove Cormorant Letter to USFWS.pdf; 11-15-19 USFWS Letter to Town of Liberty Grove - signed.pdf; 8-30-19 USFWS Letter to Town of Washington - signed.pdf

Hi Grant,

It was good to talk to you this afternoon about nesting cormorants at Pilot Island, which is part of Green Bay National Wildlife Refuge. For your reference, I've attached the Town of Liberty Grove's Nov 7 letter to the US Fish and Wildlife Service regarding this issue. I've also attached the Service's Nov 15 response letter. As per our call, I plan to meet with officials from both towns later this winter to discuss cormorant management and any other concerns regarding Green Bay and Gravel Island National Wildlife Refuges.

Here is a link to the US Fish and Wildlife Service's advance notice of public rulemaking for the public scoping period to address conflicts between cormorants and wild fish <https://www.fws.gov/birds/management/managed-species/double-crested-cormorants.php>. This is a great opportunity for Door County residents to engage in national level cormorant management.

Please let me know if you have any follow up questions or would like to discuss anything else regarding Green Bay or Gravel Island National Wildlife Refuges.

Thank you.

Bill



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

5600 American Boulevard West, Suite 990  
Bloomington, Minnesota 55437-1458

IN REPLY REFER TO:  
NWRS/R3/RO

NOV 15 2019

Walter Kalms  
Town of Liberty Grove  
11161 Old Stage Road  
Sister Bay, WI 54234

Dear Mr. Kalms:

I received your November 7 letter regarding Pilot Island which is part of Green Bay National Wildlife Refuge. Thank you for your inquiry. In response, I am sending you a copy of a letter that I sent to the Town of Washington this summer. I hope that it gives a comprehensive answer to your questions about management of the national wildlife refuge. We are working with our partners in the state and USDA to manage cormorants in the Door Peninsula Area.

Please contact myself or the refuge manager if you need further information or wish to discuss in more detail. The refuge manager is Bill Peterson who can be reached at [bill\\_peterson@fws.gov](mailto:bill_peterson@fws.gov) or 920-387-6502. I can be reached at [cathy\\_nigg@fws.gov](mailto:cathy_nigg@fws.gov) or 612-713-5140.

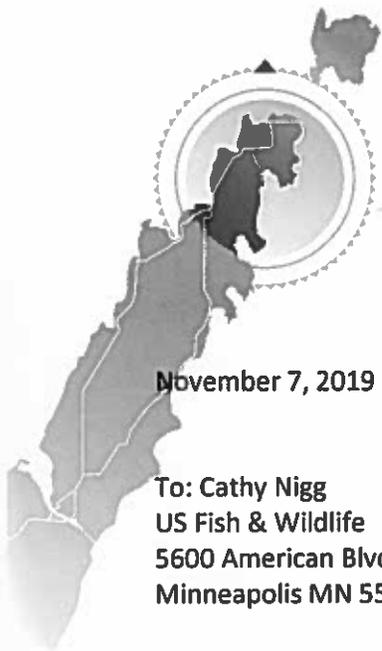
Sincerely,

Cathy Nigg

Refuge Supervisor

Cc: Bill Peterson

attachment



## Town of Liberty Grove

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*We're Like Nowhere Else*

November 7, 2019

To: Cathy Nigg  
US Fish & Wildlife  
5600 American Blvd  
Minneapolis MN 55437-1458

Ref: Pilot Island situation

Ms. Nigg:

We are writing to you regarding the infestation of cormorants on Pilot Island off the Towns of Liberty Grove and Washington in northern Door County, Wisconsin.

Our main concern here is for the impact on the environment with the denuded vegetation on the island, followed by economic impacts with the importance of commercial and sport fishing and the tourism industry. We would hope that Fish and Wildlife will not only continue but also increase their efforts to rid the island of these pests and work to restore the land to what it once was.

Town staff have interviewed people on the Liberty Grove mainland, who have attested to the fact that odors from the excrement on the island can be detected on the Town shores. We understand that other islands in the area are also affected by these birds.

Liberty Grove supports the Town of Washington in their request to remedy the cormorant situation. Our hope is that Fish and Wildlife keeps Pilot Island high on their list of issues to deal with.

Sincerely,

  
Walter Kalms, Administrator  
Town of Liberty Grove



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

5600 American Boulevard West, Suite 990  
Bloomington, Minnesota 55437-1458

IN REPLY REFER TO:

FWS/R3/ NWRS

AUG 30 2019

Richard E. Tobey  
Town of Washington  
P.O. Box 220  
Washington Island, Wisconsin 54246

Dear Mr. Tobey:

Thank you for your July 17th letter expressing the Town of Washington's appreciation for the U.S. Fish and Wildlife Service's (USFWS) partnership with the Friends of Plum and Pilot Islands (FOPPI) and the wider community to conserve wildlife and restore the historic structures on Plum Island. We greatly value our partnership with FOPPI and their members, who are part of the island community. I am confident that our recent partnership with the Washington Island Electric Cooperative to install new electric and internet lines through Plum Island is enhancing the Town of Washington's vitality. I am also confident that this summer's Plum Island improvements, including rehabilitating the island's well to provide future public drinking water and repainting the crew quarters, keeper's house, and paint house, are increasing our capacity to safely share this corner of the town's natural and cultural history with visitors and long-term residents.

I have attempted to address your concerns below. My answer is rather lengthy because these are complicated issues, but hopefully it provides sufficient information to assist with understanding the USFWS's management rationale. Pilot and Plum Islands were transferred from the U.S. Coast Guard to the USFWS in 2007 to become part of Green Bay National Wildlife Refuge. The refuge purpose, by law, is to protect migratory bird habitat and endangered species within the Great Lakes Basin ecosystem, thus the use as a migratory bird breeding ground. The island was a colonial nesting island prior to becoming part of the refuge. Double-crested cormorants are protected under the Migratory Bird Treaty Act and management actions are therefore regulated. Because they are not impacting other bird species nesting colonies on Pilot Island, the approach with our partners has been to focus on managing the overall Door Peninsula Area population instead. The Pilot Island bird colonies have been present for many years in numbers that would make control of cormorants unsustainable over time because of their site fidelity.

Our management of both islands is guided by the 2013 Comprehensive Conservation Plan for Gravel Island, Green Bay, Harbor Island, Huron, and Michigan Islands National Wildlife Refuges. The planning process for these national wildlife refuges mapped out the wildlife, habitat, and public use priorities for the next 15 years and incorporated public review and comment. Plum Island management efforts focus on increasing late successional forest habitat

Mr. Richard E. Tobey

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for migrating songbirds, restoring its historic structures, and promoting the appreciation of its natural and cultural resources through expanded public access to the island. In contrast, Pilot Island management efforts focus on supporting colonial nesting birds - primarily cormorants, gulls, and pelicans; maintaining the exterior of the historic lighthouse; and promoting the appreciation of the island's natural and cultural resources through off-site interpretation. Similar lighthouses are open to the public in the nearby area that provide information about the maritime history of the area.

We also completed a Visitor Services Plan for Green Bay National Wildlife Refuge earlier this year that describes visitor uses and amenities on the refuge. Pilot Island will remain closed to the public. This aims to prevent disturbing nesting birds. In addition, suitable infrastructure for safe public use is not present on this small island. Plum Island in contrast is open to the public and the refuge conducts environmental and cultural resource interpretation there.

Cormorant management in the Door Peninsula area, including on Green Bay and Gravel Island National Wildlife Refuges, is guided by the U.S. Fish and Wildlife Service's 2017 Environmental Assessment for Issuing Depredation Permits for Double-crested Cormorant Management (Eastern US EA). This EA supersedes previous environmental assessments. The Eastern US EA establishes each state's annual cormorant depredation permit allocation for take, the legal term for lethally controlling adult birds and/or eggs. Take is only permitted to protect human health and safety, prevent impacts to co-nesting species and/or vegetation, and to prevent property damage.

The refuge has coordinated for many years with the Wisconsin Department of Natural Resources and U.S. Department of Agriculture (USDA) Wildlife Services under a prior environmental assessment to determine management objectives for the area and determine the take allocation. Much of Wisconsin's annual permit allocation (3,354 cormorants) supports cormorant management in the Door Peninsula Area. The USDA Wildlife Service's Office in Waupun, Wisconsin administers requests for cormorant take in the state. The agencies identify where various levels of nesting cormorant management may occur in order to balance cormorant numbers while sustaining viable breeding colonies. Some islands are identified as breeding areas while others are managed to prevent the establishment of new cormorant nesting colonies. Refuge islands in the Door Peninsula Area include all or portions of Plum, Pilot, Hog, Gravel, Spider, Rocky, St. Martin, and Detroit (Figure 1). Other islands, including Cat, Hat, Jack, are not part of the refuge.

Cormorants, along with other colonial nesting birds have nested at Pilot Island since 1991 and at Spider Island since the mid-1980s. These refuge islands, plus Cat, Hat and Jack islands are managed to sustain viable nesting colonies of migratory birds. The coordinating agencies established nesting pair objectives capped at 1,000 nests for Cat Island, 500 nests for Hat Island and 500 nests for Jack Island. Cormorants and their nests are annually controlled by USDA Wildlife Services, through cooperation with USFWS, at these three islands. All other Door Peninsula Area islands are managed to prevent the establishment of new cormorant nesting colonies. We remain committed to preventing nesting cormorant impacts to forest and

Mr. Richard E. Tobey

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shrubland-nesting bird habitat on Door Peninsula Area refuge islands, outside of the existing Pilot and Spider Island colonies. To support this objective, all (613) Hog Island cormorant nests were taken in 2018 and have been removed annually to protect the islands' sensitive plant communities and to provide habitat for tree and shrub-nesting waterbirds such as great egrets and black-crowned night herons.

The management actions have contributed to a 31% decline in the nesting cormorant population in the Door Peninsula Area, from a high of 15,277 nesting pairs in 2009 to 10,470 nesting pairs in 2018. During the same period, the Pilot Island nesting cormorant population has declined by 33%, from 5,330 to 3,564 nesting pairs (Figure 2). While take has not occurred at Pilot Island, this decline may be partly related to inter-colony movement of cormorants to islands where control has occurred.

We recognize the importance of Pilot and Spider Islands in supporting nesting cormorants, a native migratory bird in the Great Lakes Basin ecosystem. The Pilot island bird colonies have been present for many years and the birds have high site fidelity. Control of cormorants on Pilot Island would likely be unproductive over time and potentially cause the colony to disperse and relocate to other islands. While the vegetation communities of these islands prior to European settlement are unknown, the current conditions of these sparsely-vegetated islands accurately represent historic colonial nesting bird islands in the Door Peninsula Area and provide high quality nesting habitat for other colonial nesting birds, including herring gulls and American white pelicans.

The numbers of birds on these islands can be impressive. The guano associated with this number of birds does produce a strong odor that I have experienced myself. Fortunately, this odor generally dissipates with increasing distance from the island. The northern portion of Detroit Island is approximately two miles from Pilot Island and Washington Island's closest point is approximately 3.5 miles from Pilot Island. At these distances, odors originating from Pilot Island may be infrequent and affected by weather conditions.

Newcastle disease is relatively common among cormorants. Although the cormorant-origin group of Newcastle disease viruses has the potential to infect other bird species, it appears to be highly adapted to cormorants and is rarely implicated with infections in domestic poultry. The USDA's Southeast Poultry Research Laboratory recently concluded that without some adaptation of the cormorant-origin group of Newcastle viruses, they appear unlikely to cause a serious disease outbreak in chickens. Cormorants usually contract the non-pathogenic form of the virus, which does not make them ill. Outbreaks of the pathogenic form primarily affect flightless cormorant chicks in the mid-summer. USFWS biologists monitor Spider and Pilot Islands for pathogenic Newcastle disease outbreaks. When outbreaks occur, we partner with the Wisconsin Department of Natural Resources, Wisconsin Veterinary Medical Association, and the USDA to alert poultry producers on the eastern side of Wisconsin. USFWS biologists follow the U.S. Geological Survey (USGS) National Wildlife Health Center's protocol for preventing

Mr. Richard E. Tobey

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their inadvertent spread of Newcastle disease from the affected island. Neither form of Newcastle disease poses a serious human health risk; however, the USGS's Wildlife Health Bulletin 2016-06 cautions that several Newcastle disease strains can cause mild conjunctivitis.

I understand the town's concerns about *E. coli* contaminated waters, both in the nearshore areas surrounding Detroit and Washington Islands and in those surrounding Pilot and Plum Islands. The Eastern US EA provides options for non-lethal and lethal cormorant control to protect human health and safety, in the event of a cormorant-linked *E. coli* outbreak. Prior to USDA considering cormorant control, a state agency must first substantiate the *E. coli* contamination. The Eastern US EA also provides options for non-lethal and lethal cormorant control to prevent damage to the Rock Island dock and other public or private property.

As a unit of the National Wildlife Refuge System, activities at Pilot Island must meet sound scientific principles and effectively achieve management objectives. The available data do not provide sufficient evidence that cormorants are the primary factor causing a decline in the Door County Area's brown trout, perch or whitefish populations. Lacking this sufficient evidence, cormorant control actions at Pilot Island to increase fish populations would conflict with the island's purpose of protecting native migratory bird habitat. Furthermore, the Eastern US EA does not permit cormorant take to protect free-swimming fish throughout the Eastern US; however, take for this purpose may be permitted in the future through a subsequent environmental assessment or environmental impact statement. The U.S. Fish and Wildlife Service is currently considering options for managing cormorant conflicts related to free swimming fish and working with experts to help fishery managers determine when and where cormorant management is appropriate for meeting fishery goals. Fortunately, Green Bay supports world-class walleye and smallmouth bass fisheries.

We support the Wisconsin Department of Natural Resources in recovering declining sport and commercial fish populations in the Door County Area. Recently, the DNR has begun stocking brown trout offshore near Marinette and Sturgeon Bay. This stocking strategy's primary objective is to reduce walleye predation on young fish; however it has the secondary benefit of reducing their vulnerability to gulls, cormorants, and other fish-eating birds.

I sincerely hope that the presence of the National Wildlife Refuge within the Town of Washington is an overall benefit to the area. Pilot Island is no longer regularly inhabited as it was when the U.S. Coast Guard managed it and the uses have changed. Pilot Island does look different than when it was staffed as a U.S. Coast Guard light station and it has returned to a valuable nesting island for migratory birds. National Wildlife Refuges preserve such areas for the American public. The presence of cormorants, in combination with other colonial nesting birds, is part of the Great Lakes island ecosystem. Many of the trees on Pilot Island were dead before the island became part of the refuge and it would be biologically difficult and costly to return the island to the vegetative state of 30 years ago. Such an effort would also reduce the island's suitability for colonial nesting birds, which is now the primary purpose as part of Green

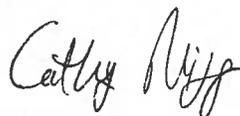
Mr. Richard E. Tobey

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Bay National Wildlife Refuge. We are working annually with USDA and the Wisconsin Department of Natural Resources to manage cormorants in the Door Peninsula Area. We must carefully balance wildlife control with a sustainable population.

In regards to providing historical maritime and environmental education, the USFWS is working to preserve historic structures and provide visitor amenities on Plum Island with the help of FOPPI. The overall history, including Pilot Island, is included in the refuge's interpretive information. Please let myself, or refuge complex manager Bill Peterson, know if you would like to discuss refuge management further. I can be contacted at [Cathy\\_Nigg@fws.gov](mailto:Cathy_Nigg@fws.gov) or at 612-713-5140. Bill can be contacted at [Bill\\_Peterson@fws.gov](mailto:Bill_Peterson@fws.gov) or 920-387-6502.

Sincerely,



Cathy Nigg  
Refuge Supervisor, Area 2

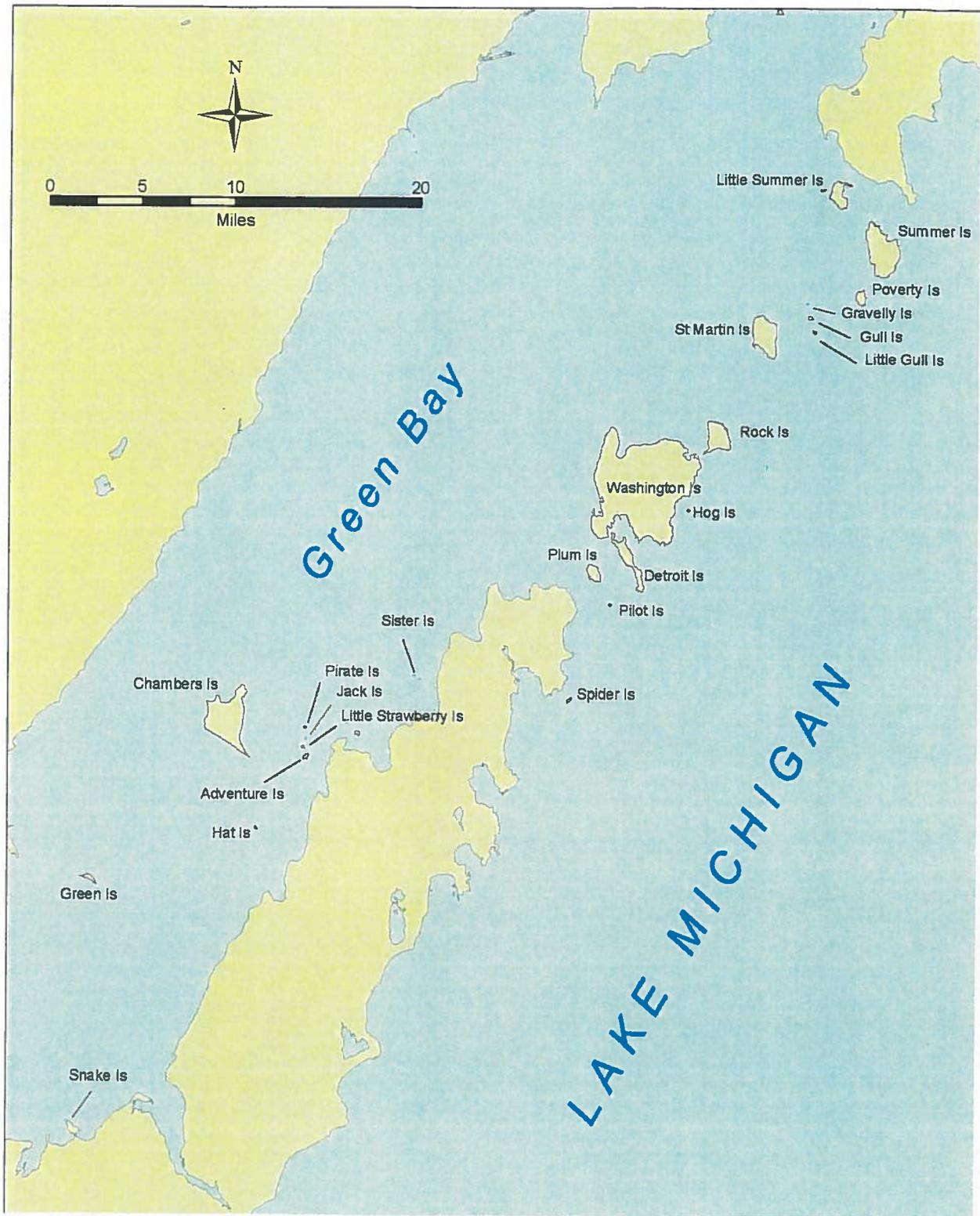


Figure 1. Map providing locations of Door County Area islands.

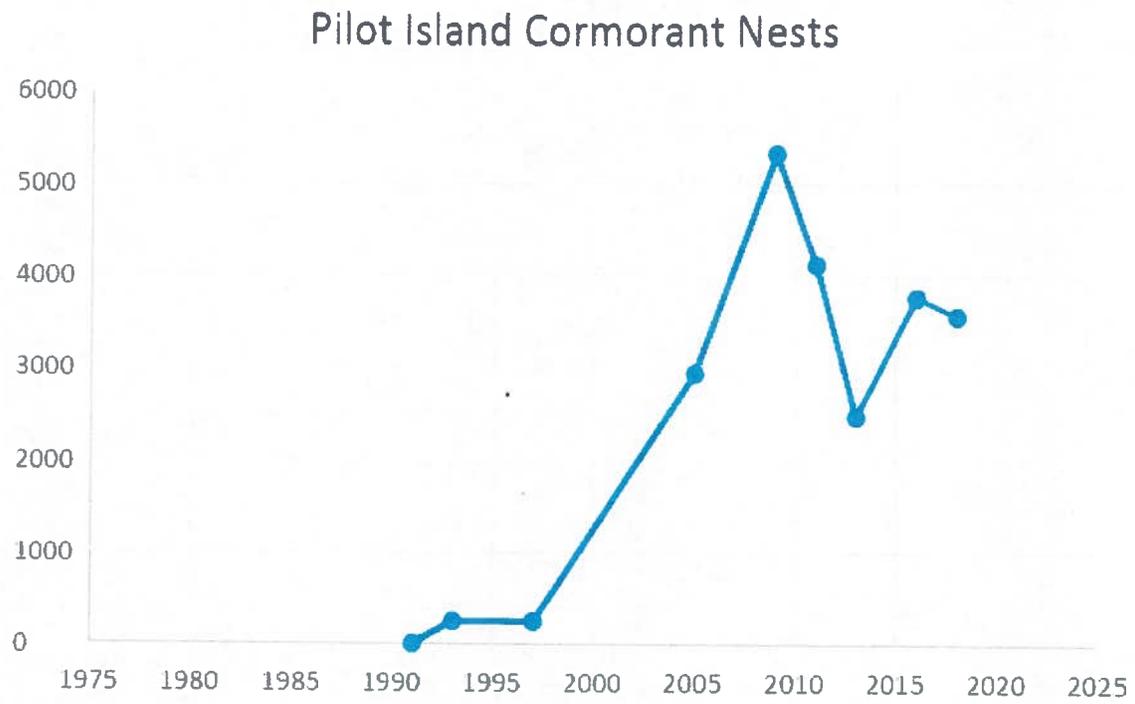


Figure 2. Cormorant population trends for Pilot Island, WI.

## INTERGOVERNMENTAL AGREEMENT

[Sturgeon Bay–Door County Economic Development Loan Program]

This Agreement is made the      day of February, 2020 by and between Door County ("County"), and the City of Sturgeon Bay ("City"), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including the encouragement and promotion of economic development within the City and County ; and

Whereas, this Agreement is deemed to be of benefit to each of the parties and is consistent with their powers or duties under law.

It is therefore agreed as follows:

1. This is an intergovernmental Agreement consistent with, and a cooperative arrangement as provided by, Section 66.0301, Wisconsin Statutes.
2. The initial minimum term of this Agreement shall be fifteen (15) years, beginning on March 1, 2020 and expiring at midnight on February 28, 2035. Thereafter, the Agreement shall be automatically renewed for successive fifteen (15) year terms, unless terminated by either the County or the City as provided in paragraph #15 supra.
3. On December 17, 2019, County adopted *Resolution No. 2019-86* authorizing close-out of its Community Development Block Grant Economic Development Revolving Loan Fund ("CDBG ED RLF") and creation of the Sturgeon Bay-Door County Economic Development Loan Program.
4. On December 3, 2019, 2019, City adopted a resolution authorizing disposition of its Community Development Block Grant Economic Development Revolving Loan Fund ("CDBG ED RLF") and creation of the Sturgeon Bay-Door County Economic Development Loan Program.
5. County and City hereby create the Sturgeon Bay-Door County Economic Development ("SBD CED") Loan Program consistent with the SBD CED Loan Program Policies and Procedures Manual, attached hereto as *Addendum A* and incorporated herein by reference.
6. The SBD CED Loan Program will initially be funded by the cash on hand and value of outstanding loans from the City's CDBG ED revolving loan fund (approximately eight hundred and seventy-five thousand dollars (\$875,000)). The City will provide an additional eight hundred and seventy-five thousand dollars (\$875,000) within the initial fifteen (15) years term of this Agreement.
7. Eligible applicants and eligible projects for SBD CED Loan Program shall be consistent with the SBD CED Loan Program Policies and Procedures Manual.
8. After final close-out of the SBD CED Loan Program (which cannot occur prior to the end of the initial minimum 15-year term absent mutual written assent of the City and County):
  - a. The parties have the option to either buy out outstanding loans or assign outstanding loans.
  - b. Any remaining funds will be distributed between the County and the City on a pro rata basis (i.e., a proportional allocation based on their contribution to the Loan Program).
9. The City will have non-competitive access to the County's CDBG ED RLF funds (of approximately one million four hundred thousand dollars (\$1,400,000)), through and subject to CDBG-CLOSE as a grant, for a qualifying CDBG-CLOSE project (e.g., the West Side School Housing Project) within the City limits.

10. The City, during the **initial 15-year** term of this Agreement, will provide matching funds (dollar for dollar) up to four hundred thousand dollars (\$400,000) to the County for a countywide housing program if the County elects to develop a county-wide housing program. The payment of the matching funds shall occur at the same time as the payment identified under paragraph #6.
11. This Agreement is intended to encourage and promote economic development, which is a public purpose for which public funds may be appropriated and other public resources expended.
12. The parties hereto agree to exercise good faith, make reasonable efforts, and take whatever cooperative action is necessary to fulfill the intent and purposes of this Agreement.
13. Any notices required or permitted hereunder shall be given in writing and shall be delivered (a) in person, with proof of service (b) by certified mail, postage prepaid, return receipt requested, (c) by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

a. City:

City Administrator  
 City Hall  
 421 Michigan Street  
 Sturgeon Bay, WI 54235

b. County:

County Administrator  
 County Government Center  
 421 Nebraska Street  
 Sturgeon Bay, Wisconsin 54235

Any notice shall be effective upon delivery.

14. Any party may terminate this Agreement for cause, if another party materially breaches any covenant or obligation set forth in this Agreement, and the terminating party: a) provides written notice of such to the breaching party; b) affords the breaching party a reasonable opportunity to cure such breach; and c) there is an ongoing material breach for a period of thirty (30) days after written notice is delivered.
15. **In addition to termination under paragraph #14, any party may, upon 90-days prior notice, terminate this Agreement after the initial 15-year term by adoption of a resolution. Funds remaining in the program and outstanding loans at the time of termination shall be distributed and disposed of in accordance with paragraph #8 supra.**
16. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this Agreement shall not constitute a waiver of any subsequent breach.
17. If a dispute between any party hereto arises out of or relating to this Agreement, and cannot be settled through direct discussions, each party agrees to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
18. If any covenant, condition, provision, or term of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this Agreement shall not be affected thereby, but each covenant, condition, provision, or term of this Agreement shall be valid and in force to the fullest extent permitted by law.
19. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, Door County, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.

- 20. This Agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.
- 21. The parties will work cooperatively, with due diligence, and in good faith to administer the SBD CED Loan Program, including the development and maintenance of, and adherence to, a SBD CED Loan Program Policies and Procedures Manual.
- 22. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020. Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

\_\_\_\_\_

Door County

City of Sturgeon Bay

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020. Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

\_\_\_\_\_

Ken Pabich  
Door County Administrator

Josh VanLieshout, Administrator  
City of Sturgeon Bay

February 12, 2020 Draft

INTERGOVERNMENTAL AGREEMENT  
[Muskat Property – P.I.N. 022 0228282641A]

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the County of Door ("County"), a body corporate under Section 59.01, Wisconsin Statutes, and the Town of Sevastopol ("Town") a body corporate and politic under Section 60.01, Wisconsin Statutes.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including abatement or elimination of a public nuisance by razing and removing deteriorated or dilapidated structures and restoration of the site; and

Whereas, this agreement is deemed to be of mutual benefit to the parties and is consistent with their powers or duties under law.

It is therefore agreed as follows:

1. This is an intergovernmental agreement consistent with, and a cooperative arrangement as provided by, Section 66.0301, Wisconsin Statutes.
2. This agreement shall become effective on 1<sup>st</sup> day of February, 2020, and shall remain in full force and effect, unless otherwise terminated or extended, through December 31, 2021.
3. This agreement concerns P.I.N. 022 0228282641A, situated in the Town of Sevastopol, County of Door, State of Wisconsin (hereinafter "site" or "subject property").
4. The Town intends to proceed under statutes that will allow it to raze the buildings located on the subject property that have deteriorated or are dilapidated to the extent that they are considered a public nuisance and restore the site.
5. The cost of razing the buildings and restoring the site may be charged in full or in part against the real estate upon which the building is located, and if that cost is so charged it may be a lien upon the real estate and may be assessed and collected as a special charge or special tax. The Town will make every effort to do so.
6. The Town has requested that the County contribute funds, up to \_\_\_\_\_ dollars (\$\_\_\_\_\_) toward the actual cost of razing the buildings and restoring the site. The County is amenable and hereby agrees to do so.
7. Any funds recovered (from any owner of the subject property, as a result of a special charge or special tax against the real estate, or otherwise) will be distributed between the County and the Town on a pro rata basis (i.e., a proportional allocation based on their contribution to the actual cost of razing the buildings and restoring the site).
8. Either party may terminate this agreement for cause, if the other party materially breaches any covenant or obligation set forth in this agreement, and the terminating party: a) provides written notice of such to the breaching party; b) affords the breaching party a reasonable opportunity to cure such breach; and c) there is an ongoing material breach for a period of thirty (30) days after written notice is delivered.
9. Each Party agrees to defend, indemnify and hold the other Party harmless from and against any and all claims, damage, liability or loss arising or resulting from the Party's negligence or willful misconduct. However, neither Party shall be indemnified or held harmless from any claim, damage, liability or loss resulting from its own negligence or willful misconduct. This section shall survive expiration of this agreement.
10. If a dispute between County and Town arises out of or relating to this agreement, and cannot be settled through direct discussions, County and Town agree to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
11. If any covenant, condition, provision, or term of this agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this agreement shall not be affected thereby, but each covenant, condition, provision, or term of this agreement shall be valid and in force to the fullest extent permitted by law.

- 12. All notices, demands or other writings shall be considered made when deposited in the U.S. Mail (registered mail with postage pre-paid) and addressed to: Attn: County Administrator, Door County Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin 54235 or Town Chairman, 4528 State Hwy. 57, Sturgeon Bay, WI 54235.
- 13. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, County of Door, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.
- 14. This agreement shall be subject and subordinate to applicable federal or state, -laws, codes, regulations, ordinances, rules and orders.
- 15. This agreement constitutes the entire agreement between the parties with respect to the subject matter of this agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020.

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Dan Woelfel, Chairperson  
Town of Sevastopol

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2020.

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Ken Pabich  
County Administrator  
County of Door

February 12, 2020 DRAFT

Door County Human Resources Form #: 2015-04	<b>Title: Request to Refill Position</b>
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Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.
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**DEPT. HEAD TO COMPLETE:**

Department Health and Human Services Position Title: Administrative Assistant 1 – PH Receptionist

Position Status:     Currently vacant             Will be vacant            Date Vacant: 2-14-20  
 Full Time             Part Time             New position            Hours per week: \_\_\_\_\_

Reason for Vacancy:     Termination     Transfer     Retirement             Resignation

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

Name of Current / Most Recent Incumbent: Wendy Williquette

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

Completed by: Joe Krebsbach Date 2-5-2020

**Financial Information:**

Salary Range: Grade D \$16.65 to \$19.03 Is the Position Budgeted:  Yes     No

Funding Source:  Levy % 100     Grant Funded % \_\_\_\_\_     Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 06 – Office/Clerical FLSA Status Non-Exempt

Human Resources has performed a position review? JA (HR initial) 2/11/20 Date

The Job Description has been updated and signed? JA (HR initial) 2/11/20 Date

**Approvals:**

County Administrator  Date 2-18-20

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door

### Administrative Assistant 1/ Public Health

<b>Job Title</b>	Administrative Assistant 1/ Public Health	<b>Last Revision</b>	02/05/2020
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	02/11/2020
<b>Division</b>	Public Health	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Public Health Manager/Health Officer	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	D	<b>EEO Code</b>	06 – Office/Clerical

#### **General Summary**

Performs a full range of front desk services, including attending to walk-in clients, answering telephones, billing, data entry, generating reports, registering clients for immunization clinics. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected. Provide truthful and accurate written and verbal communications.

#### **Duties and Responsibilities**

##### ***Essential Job Functions***

1. Serves as front desk receptionist providing direct customer service through face to face and telephone contact.
2. Enters all information and data into state immunization registry. Performs assessment reports for the state.
3. Screens and registers clients for immunization program and influenza clinics.
4. Collects and receipts checks and cash; processes receivables.
5. Maintains inventory of office and nursing supplies.
6. Enters invoices into the accounts payable system and prepares miscellaneous vouchers.
7. Makes appointments for WIC, Immunizations, Prenatal Care Coordination, Cholesterol Screening and other programs.
8. Provides support functions at meetings, such as taking minutes.
9. Assists at public health clinics, such as influenza clinics, as well as educational events at outreach sites throughout the county.
10. Clerical support for Public Health community assessment or educational events.

##### ***General Job Functions***

1. Files documents, reports, etc. in department files, and creates new files as directed.
2. Assists with correspondence as assigned.
3. Acts as backup for phone and general clerical duties in the absence of other local government employees.

#### **Requirements**

##### ***Training and Experience***

1. High school diploma or equivalent.
2. One year of progressive work experience in a public health office or clinic desired.
3. One (1) year of experience working with the general public including children.

## County of Door Administrative Assistant 1/ Public Health

4. Must obtain IS-700 National Incident Management System (NIMS) and Incident Command System-100 Certification (ICS) within the first year of hire.

### **Knowledge, Skills, and Abilities Required**

1. Ability to file accurately, and utilize computer programs including Microsoft Office, and WIR.
2. Capable of traveling throughout the county for agency related assignments.
3. Ability to deal effectively with families from all income levels and enjoy working with children. Ability to work with individuals of various social-economic and cultural backgrounds, and groups that may range from community-based service organizations to governmental agencies.
4. Capable of maintaining records of a confidential and personal nature.
5. Ability to work with many distractions due to walk-in clients with young children, phone-in clients, and requests from staff.
6. Ability to make decision in accordance with State rules, regulations and County policy.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Ability to read, comprehend, and communicate, both verbally and in writing, including knowledge of grammar, punctuation, and spelling in written documents.

### **Physical & Working Conditions**

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

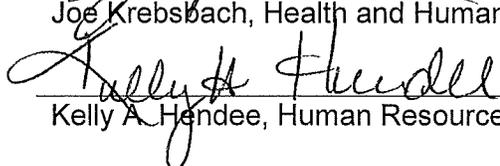
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

Noise distractions due to presence of infants and young children.

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

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

### *Approvals:*

 <hr/> Joe Krebsbach, Health and Human Services Director	2/11/2020 <hr/> Date
 <hr/> Kelly A. Hendee, Human Resources Director	4/11/2020 <hr/> Date

### REQUEST FOR FISCAL IMPACT INFORMATION

\_\_\_\_\_ RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**Administrative Ass't 1-Public Health Receptionist**  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Health & Human Services Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HHS Administrative Ass't Receptionist 1 Grade D-Level 1</b>									
1.00	\$16.65	34,725				30,859			65,584
<b>HHS Administrative Ass't 1 PH Receptionist Grade D-Budget</b>									
1.00	\$17.60	36,707				31,149			67,856
<b>Total Salary and Benefit Decrease</b>									<b>(2,272)</b>
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HHS Administrative Ass't 1 Receptionist Grade D-Control Point</b>									
1.00	\$19.03	39,689				31,584			71,273
<b>HHS Administrative Ass't 1 PH Receptionist Grade D-Budget</b>									
1.00	\$17.60	36,707				31,149			67,856
<b>Total Salary and Benefit Increase</b>									<b>3,417</b>

\_\_\_\_\_ Dept Head Signature St. Wynn Finance Director  
 \_\_\_\_\_ Date 2/7/2020

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

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

Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>
Date Created 02/06/2020	Date Revised 01/31/2020	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

**DEPT. HEAD TO COMPLETE:**

Department Sheriff's Office Position Title: Security Deputy

Position Status:  Currently vacant  Will be vacant Date Vacant: February 21<sup>st</sup>, 2020

Full Time  Part Time  New position Hours per week: 1947 Annually

Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

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

Name of Current / Most Recent Incumbent: Quinn Button

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Tammy Starnard Date 02-06-20

**Financial Information:**

Salary Range: \$27.00-\$32.10 Hourly Is the Position Budgeted:  Yes  No

Funding Source:  Levy % 100  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Law Enforcement FLSA Status non exempt

Human Resources has performed a position review? [Signature] (HR initial) 2/6/2020 Date

The Job Description has been updated and signed? [Signature] (HR initial) 2/6/2020 Date

**Approvals:**

County Administrator [Signature] Date 2.7.2020

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Security Deputy

<b>Job Title</b>	Security Deputy	<b>Last Revision</b>	12/13/2019
<b>Department</b>	Sheriff	<b>HR Reviewed</b>	12/13/2019
<b>Division</b>		<b>Employee Group</b>	Represented
<b>Report To</b>	Sheriff or his/her designee, Jail Lieutenant/Sergeant provide direct supervision	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	Deputies Assn Grade F	<b>EEO Code</b>	04 – Protective Services

### General Summary

Under the general direction of the Sheriff, and/or his/her designee. The Shift Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens; makes arrests; does criminal & process serving; completes routine public relations activities; performs various duties within the County Jail. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
2. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
3. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
4. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
5. Distribute prisoner medications, meals, laundry, mail and commissary.
6. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
7. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and courts.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

## County of Door Security Deputy

### **General Job Functions**

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Administer proper breathalyzer procedure.

### **Training and Experience**

1. High School diploma or equivalent.
2. Two (2) year Associate degree from an accredited Wisconsin technical college system or its accredited equivalent from another state or a minimum of sixty (60) fully accredited college level credits.
3. Successful completion of Correction Training Officer (CTO) training and evaluation program within the first six (6) months of hire.
4. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.

### **Knowledge, Skills and Abilities Required**

12. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
13. Knowledge of personal self-defense.
14. Knowledge of current policing jail methods and procedures.
15. Ability to use tact and discretion to optimize safety and control.
16. Ability to react quickly, both mentally and physically, to any situation.
17. Ability to prepare accurate reports.
18. Ability to operate a variety of jail equipment to include but not limited to: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment.
19. Knowledge and ability to use a computer and current software programs.
20. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
21. Ability to read, comprehend, and communicate, both verbally and in writing.

### **Physical and Work Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles, inspect buildings and jail cells, climb over and around obstacles, suddenly move out

### County of Door Security Deputy

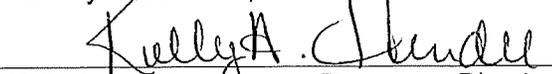
of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

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

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

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified." This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Door County retains and reserves any or all rights to change, modify, amend, add to or delete from the section of this document as it deems, in its judgment, to be proper.

*Approvals:*

	1-16-2020
_____ Tammy A. Stenard, Sheriff	Date
	1-17-2020
_____ Kelly A. Hendee, Human Resources Director	Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**Sheriff - Security Deputy**

\_\_\_\_\_ 6 Mo \_\_\_\_\_  
 \_\_\_\_\_ Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Sheriff - Security Deputy - Grade F - Level 1</b>										
1.00	\$27.00	52,792					37,596			90,388
<b>Sheriff - Security Deputy - Grade F - Budget</b>										
1.00	\$30.56	59,752					39,156			98,908
<b>Total Salary and Benefit Decrease</b>										<b>(8,520)</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Sheriff - Security Deputy - Grade F - Level 7</b>										
1.00	\$32.10	62,764					39,830			102,594
<b>Sheriff - Security Deputy - Grade F - Budget</b>										
1.00	\$30.56	59,752					39,156			98,908
<b>Total Salary and Benefit Increase</b>										<b>3,686</b>

\_\_\_\_\_ Dept Head Signature JK Wimpfheimer Finance Director  
 \_\_\_\_\_ Date 2/6/2020

**Disclaimer: This Fiscal Impact does not include Step 1 \$27.68, Step 2 \$28.37, Step 3 \$29.08, Step 4 \$29.81, Step 5 \$30.56, or Step 6 \$31.32 .**

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

Door County Human Resources Form #: 2015-04	Title: <b>Request to Refill Position</b>
Date Created 11/19/2014	Date Revised 01/31/2020
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

**DEPT. HEAD TO COMPLETE:**

Department Sheriff's Office Position Title: Security Deputy  
 Position Status:  Currently vacant  Will be vacant Date Vacant: February 3rd, 2020  
 Full Time  Part Time  New position Hours per week: 1947 Annually  
 Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

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

Name of Current / Most Recent Incumbent: Devin Hedsand

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

Completed by: Tammy Sternard Date 01-31-20

**Financial Information:**

Salary Range: \$27.00-\$32.10 Hourly Is the Position Budgeted:  Yes  No  
 Funding Source:  Levy % 100  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 04 - Protective Services FLSA Status Non-Exempt  
 Human Resources has performed a position review? [Signature] (HR initial) 2/4/2020 Date  
 The Job Description has been updated and signed? [Signature] (HR initial) 2/4/2020 Date

**Approvals:**

County Administrator [Signature] Date 2-4-20  
 Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Security Deputy

<b>Job Title</b>	Security Deputy	<b>Last Revision</b>	12/13/2019
<b>Department</b>	Sheriff	<b>HR Reviewed</b>	12/13/2019
<b>Division</b>		<b>Employee Group</b>	Represented
<b>Report To</b>	Sheriff or his/her designee, Jail Lieutenant/Sergeant provide direct supervision	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	Deputies Assn Grade F	<b>EEO Code</b>	04 – Protective Services

### General Summary

Under the general direction of the Sheriff, and/or his/her designee. The Shift Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens; makes arrests; does criminal & process serving; completes routine public relations activities; performs various duties within the County Jail. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
2. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
3. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
4. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
5. Distribute prisoner medications, meals, laundry, mail and commissary.
6. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
7. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and courts.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

## County of Door Security Deputy

### **General Job Functions**

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Administer proper breathalyzer procedure.

### **Training and Experience**

1. High School diploma or equivalent.
2. Two (2) year Associate degree from an accredited Wisconsin technical college system or its accredited equivalent from another state or a minimum of sixty (60) fully accredited college level credits.
3. Successful completion of Correction Training Officer (CTO) training and evaluation program within the first six (6) months of hire.
4. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.

### **Knowledge, Skills and Abilities Required**

12. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
13. Knowledge of personal self-defense.
14. Knowledge of current policing jail methods and procedures.
15. Ability to use tact and discretion to optimize safety and control.
16. Ability to react quickly, both mentally and physically, to any situation.
17. Ability to prepare accurate reports.
18. Ability to operate a variety of jail equipment to include but not limited to: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment.
19. Knowledge and ability to use a computer and current software programs.
20. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
21. Ability to read, comprehend, and communicate, both verbally and in writing.

### **Physical and Work Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles, inspect buildings and jail cells, climb over and around obstacles, suddenly move out

### County of Door Security Deputy

of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

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

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

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*Approvals:*

	1-16-2020
Tammy A. Starnard, Sheriff	Date
	1-17-2020
Kelly A. Hendee, Human Resources Director	Date

### REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

Sheriff - Security Deputy  
 \_\_\_\_\_ 6 Mo  
 \_\_\_\_\_ Sub Dept

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Sheriff - Security Deputy - Grade F - Level 1</b>									
1.00	\$27.00	52,792				37,589			90,381
<b>Sheriff - Security Deputy - Grade F - Budget</b>									
1.00	\$30.56	59,752				13,391			73,143
Total Salary and Benefit Increase									17,238
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Sheriff - Security Deputy - Grade F - Level 7</b>									
1.00	\$32.10	62,764				39,823			102,587
<b>Sheriff - Security Deputy - Grade F - Budget</b>									
1.00	\$30.56	59,752				13,391			73,143
Total Salary and Benefit Increase									29,444

\_\_\_\_\_ Dept Head Signature Stu Wimpfardt Finance Director  
 \_\_\_\_\_ Date 2/4/2020

**Disclaimer: This Fiscal Impact does not include Step 1 \$27.68, Step 2 \$28.37, Step 3 \$29.08, Step 4 \$29.81, Step 5 \$30.56, or Step 6 \$31.32 .**

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

Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

**DEPT. HEAD TO COMPLETE:**

Department Highway and Airport Department Position Title: Sign Man

Position Status:  Currently vacant  Will be vacant Date Vacant: January 25, 2020

Full Time  Part Time  New position Hours per week: \_\_\_\_\_

Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

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

Name of Current / Most Recent Incumbent: Blake Cihlar

Reviewed, updated, and submitted to Human Resources:

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

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

**Financial Information:**

Salary Range: \$21.98 to \$28.39 per hour Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other Client list \_\_\_\_\_ % 100

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 08 - Svc - Mnt. FLSA Status non exempt

Human Resources has performed a position review? Att (HR initial) 2/11/20 Date

The Job Description has been updated and signed? Att (HR initial) 2/11/20 Date

**Approvals:**

County Administrator  Date 2-11-20

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Sign Man

<b>Job Title</b>	Sign Man	<b>Last Revision</b>	02/15/2016
<b>Department</b>	Highway	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Highway Commissioner	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	G	<b>EEO Code</b>	08 – Service/Maintenance

### General Summary

Reports to the Patrol Superintendent and is responsible for the repair, installation and production of signs on State, County, Town and Village Roadways according to the Manual on Uniform Traffic Control Devices. Maintains sign inventory on County roads and other records pertaining to the sign department. Responsible for maintaining an economical inventory of needed signs and parts in stock. Responsible for keeping the facility areas associated with the signing operations clean and orderly. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Maintain computerized inventory and maintenance log for all signs located on County Roads.
2. Thorough understanding of the Federal Manual on Uniform Traffic Control Devices, and the Wisconsin Department of Transportation supplements that govern the proper placement and standards for traffic signing.
3. Installation of traffic control devices for construction and maintenance projects to provide required safety for workers and the public.
4. Order sign parts and supplies as needed and necessary. Large purchases of over \$1,000 are to be approved by the Highway Commissioner.
5. Submit proper and accurate invoices to Stockman and/or Accounts Payable Clerk for prompt payment to distributors and vendors from whom parts and supplies are purchased.
6. Recommend purchase of tools and equipment to Highway Commissioner.
7. Assist with annual and seasonal inventories as required insuring the accuracy of supplies on hand.
8. Operate computer and automated sign manufacturing equipment and table saws for the production and manufacturing of signs.
9. Operate the sign truck including all of its components including drilling auger for the installation of signs and sign assemblies on State, County, Town and Village Roads.
10. Operate grader or truck for winter snow and ice control.

#### *General Job Functions*

This position performs a variety of functions related to highway operations and maintenance. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients of the Department.

### REQUIREMENTS

#### *Training and Experience*

1. High School Diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. One (1) or more recent years working with computers and computer systems to set up functions, enter data, or process information.
4. Commercial Driver's License, Class A, B, C; endorsement N and H are desirable.
5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

**Knowledge, Skills, and Abilities Required**

1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing.
2. Able to operate trucks and other county owned road construction equipment in a safe and effective manner.
3. Knowledge of traffic laws and weight limits.
4. Knowledge of the rules and regulations of the Manual on Uniform Traffic Control Devices.
5. Knowledge of the location of state, county, city and town roads.
6. Capable of accepting varied assignments from one day to another.
7. Use tact and courtesy in dealing with other employees, county officials, taxpayers, and other county and outside agencies.

**Physical & Working Conditions**

1. Mostly outside work, subject to all weather conditions.
2. Must be able to lift up to 60 lbs. repeatedly, throughout the workday.
3. Subject to overtime call-in.
4. Nearly continuous standing and walking
5. Occasional crouching, bending and twisting.

Some work is performed with minimal exposure to the outside elements. Most work is performed in and outdoor environment with varying temperatures, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

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

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

Approvals:

		2/15/16
Name	Department Head	Date
		2/17/16
Name	Human Resources Director	Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

Highway Sign Man  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
 Sub Dept  
 \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Highway Sign Man Grade G-Step 1</b>									
1.00	\$21.98	45,841				39,355			85,196
<b>Highway Sign Man Grade G-Budget</b>									
1.00	\$23.17	48,323				40,091			88,414
<b>Total Salary and Benefit Decrease</b>									<b>(3,218)</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Highway Sign Man Grade G-Control Point</b>									
1.00	\$25.12	52,390				41,297			93,687
<b>Highway Sign Man Grade G-Budget</b>									
1.00	\$23.17	48,323				40,091			88,414
<b>Total Salary and Benefit Increase</b>									<b>5,273</b>

Dept Head Signature St. Wiggert  
 Date 1/13/2020

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$22.61, Step 3 \$23.24, Step 4 \$23.86, or Step 5 \$24.49.83.**

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

Door County Human Resources Form #: 2015-04	<b>Title: Request to Refill Position</b>
Date Created 11/19/2014	Date Revised 01/23/2019
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

**DEPT. HEAD TO COMPLETE:**

Department Facilities & Parks Position Title: Custodian  
 Position Status:  Currently vacant  Will be vacant Date Vacant: 06 JAN 2020  
 Full Time  Part Time  New position Hours per week: \_\_\_\_\_  
 Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

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

Name of Current / Most Recent Incumbent: Mary LaLuzerne

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

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

Completed by: Wayne J. Spritka Date 1-10-2020

**Financial Information:**

Salary Range: \$14.28 - \$16.32 Is the Position Budgeted:  Yes  No  
 Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 08 - Service/Maintenance FLSA Status Non-Exempt  
 Human Resources has performed a position review? KH (HR initial) 2/11/20 Date  
 The Job Description has been updated and signed? KH (HR initial) 2/11/20 Date

**Approvals:**

County Administrator  Date 2-11-20  
 Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Custodian

<b>Job Title</b>	Custodian	<b>Last Revision</b>	01/01/2018
<b>Department</b>	Facilities & Parks	<b>HR Reviewed</b>	01/01/2018
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Facilities & Parks Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	B	<b>EEO Code</b>	08 – Service/Maintenance

### General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing towelings and other supplies. Clean rest room fans, partitions and all ceiling defusers.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
7. Sweeps and mops floors, halls, offices bathrooms and stairways. Vacuum carpets, shampoo carpets. May strip, wax and buff floors. Operate floor equipment, floor scrubbing machines, rug shampooing machine and wet and dry vacuums.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.
10. Provide truthful and accurate written and verbal communications.

#### *Essential Job Functions of Shift Lead Person*

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

#### *General Job Functions*

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.

## County of Door Custodian

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver's license required.

#### *Knowledge, Skills, and Abilities Required*

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
4. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
5. Ability to work with limited supervision and make decisions concerning work priorities.
6. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
7. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

#### **Physical & Working Conditions**

May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

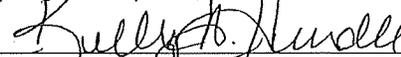
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

  
Wayne J. Spritka, Facilities & Parks Director

12-29-17  
Date

  
Kelly A. Hendee, Human Resources Director

12-29-17  
Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

Custodian  
 \_\_\_\_\_  
 6 Mo  
Facilities & Parks Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities &amp; Parks Custodian Grade B-Step 1</b>									
1.00	\$14.28	29,782				31,408			61,190
<b>Facilities &amp; Parks Custodian Grade B-Budget</b>									
1.00	\$20.07	42,695				33,841			76,536
Total Salary and Benefit Decrease									(15,346)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities &amp; Parks Custodian Grade B-Control Point</b>									
1.00	\$16.32	34,037				32,210			66,247
<b>Facilities &amp; Parks Custodian Grade B-Budget</b>									
1.00	\$20.07	42,695				33,841			76,536
Total Salary and Benefit Decrease									(10,289)

Dept Head Signature Stk Weppfentk  
 Date 1/13/2020

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$14.69, Step 3 \$15.10, Step 4 \$15.50, or Step 5 \$15.91.**

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

Door County Human Resources Form #: 2015-04		<b>Title: Request to Refill Position</b>	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
<b>DEPT. HEAD TO COMPLETE:</b>			
Department <u>Facilities &amp; Parks</u>		Position Title: <u>Custodian</u>	
Position Status: <input checked="" type="checkbox"/> Currently vacant <input type="checkbox"/> Will be vacant		Date Vacant: <u>06 JAN 2020</u>	
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>24</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>William O'Rourke</u>			
<input checked="" type="checkbox"/> I have invited the Chair of my Oversight Committee to participate in the interview process			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>Wayne J. Spritka</u>		Date <u>1-10-2020</u>	
<b>Financial Information:</b>			
Salary Range: <u>\$14.28 - \$16.32</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
<b>HR TO COMPLETE:</b>			
EEO 08 – Service/Maintenance _____		FLSA Status <u>Non-Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KH</u> (HR initial) <u>2/11/20</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>KH</u> (HR initial) <u>2/11/20</u> Date	
<b>Approvals:</b>			
County Administrator <u></u>		Date <u>2-11-20</u>	
Administrative Committee Chair _____		Date _____	

## County of Door Custodian

<b>Job Title</b>	Custodian	<b>Last Revision</b>	01/01/2018
<b>Department</b>	Facilities & Parks	<b>HR Reviewed</b>	01/01/2018
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Facilities & Parks Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	B	<b>EEO Code</b>	08 – Service/Maintenance

### General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing towelings and other supplies. Clean rest room fans, partitions and all ceiling defusers.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
7. Sweeps and mops floors, halls, offices bathrooms and stairways. Vacuum carpets, shampoo carpets. May strip, wax and buff floors. Operate floor equipment, floor scrubbing machines, rug shampooing machine and wet and dry vacuums.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.
10. Provide truthful and accurate written and verbal communications.

#### *Essential Job Functions of Shift Lead Person*

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

#### *General Job Functions*

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.

## County of Door Custodian

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver's license required.

#### *Knowledge, Skills, and Abilities Required*

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
4. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
5. Ability to work with limited supervision and make decisions concerning work priorities.
6. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
7. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.
8. Ability to use tact and courtesy in maintaining and effective working relationship with department employees, county supervisors, county officials, and general public.

### Physical & Working Conditions

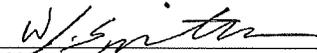
May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

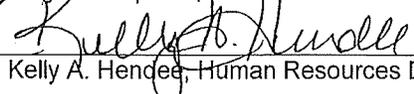
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

Approvals:

  
 \_\_\_\_\_  
 Wayne J. Spritka, Facilities & Parks Director

12-29-17  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Kelly A. Hendee, Human Resources Director

12-29-17  
 \_\_\_\_\_  
 Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

Custodian PT  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
Facilities & Parks Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities &amp; Parks Custodian PT Grade B-Step 1</b>									
0.60	\$14.28	17,869				19,910			37,779
<b>Facilities &amp; Parks Custodian PT Grade B-Budget</b>									
0.60	\$14.65	18,332				3,454			21,786
Total Salary and Benefit Increase									15,993
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities &amp; Parks Custodian PT Grade B-Control Point</b>									
0.60	\$16.32	20,422				20,391			40,813
<b>Facilities &amp; Parks Custodian PT Grade B-Budget</b>									
0.60	\$14.65	18,332				3,454			21,786
Total Salary and Benefit Increase									19,027

\_\_\_\_\_ Dept Head Signature Steve Wimpfheimer Finance Director  
 \_\_\_\_\_ Date 1/13/2020

**Disclaimer: This Fiscal Impact does not include Step 2 \$14.69, Step 3 \$15.10, Step 4 \$15.50, or Step 5 \$15.91.**

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Door County Human Resources  
Form #: 2015-04

Title: **New Position – Elimination of Social Worker**

Date Created: 11/19/2014      Date Revised: 01/23/2019

Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

**DEPT. HEAD TO COMPLETE:**

Department: Health and Human Services      Position Title: Social Work Supervisor – Children and Family Services Unit

Position Status:     Currently vacant     Will be vacant      Date Vacant: 12-31-2019  
 Full Time     Part Time     New position      Hours per week: 40

Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

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

Name of Current / Most Recent Incumbent: Emma Lehman

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

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

Completed by: Joseph Krebsbach      Date \_\_\_\_\_

**Financial Information:**

Salary Range: Grade J - \$27.82 - \$31.79      Is the Position Budgeted:  Yes     No  
Funding Source:     Levy % 10     Grant Funded % 90     Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 02 - Professionals \_\_\_\_\_      FLSA Status Exempt

Human Resources has performed a position review? [Signature] (HR initial) 2/11/20 Date

The Job Description has been updated and signed? [Signature] (HR initial) 2/11/20 Date

**Approvals:**

County Administrator [Signature]      Date 2.12.2020

Administrative Committee Chair \_\_\_\_\_      Date \_\_\_\_\_



**County of Door**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

County Government Center  
 421 Nebraska Street  
 Sturgeon Bay, WI 54235

**Joseph Krebsbach, Director**

(920) 746-7155

1<sup>st</sup> floor fax (920) 746-2355

2<sup>nd</sup> floor fax (920) 746-2439

dhs@co.door.wi.us

**Date: January 21, 2020**

**To:** Health and Human Services Board

**Cc:** Administrative Committee

**From: Joe Krebsbach**

**RE:** Request to Change Vacant Social Worker Position to Social Work Supervisor and Fill

Our Child Protection and Juvenile Justice Division has lost seven (7) workers due to resignation, transfer or retirement over the past two years. Currently, six positions are filled by staff who have been here less than one year, and two remain vacant. Our most senior social worker in the division has been here less than six years. The result is a significant amount of stress on the entire division in a particularly critical program area, where child safety and community safety are at stake. We have recently conducted an internal audit of conditions and believe that we need to provide an additional supervisor to support the manager and staff in this division. Our request is to change the currently vacant Social Worker position to a Social Work Supervisor and to fill this new role.

This new position would be a working supervisor, reporting to the Children & Families Manager. They would directly supervise four (4) staff, coordinate the Foster Care Program, and provide back-up to the division manager in administering the programs and supporting the remaining staff.

In 2018, Wisconsin County Human Service Association (WCHSA) completed a study recommending that a supervisor in Child Welfare should oversee no more than five (5) case-carrying social workers. Currently, our Child and Families Manager has 12 direct reports. Although they are not all social workers with direct caseload responsibilities, all provide direct service to children, youth and families and require a high level of support. Our review found that our manager is stretched too thin to provide the level of supervision needed, particularly for this less experienced staff.

For calendar year 2020 the county received just over \$135,000.00 of additional Children & Families Allocation funding from the state to address workload needs. This is expected to be an ongoing allocation adjustment. We budgeted \$83,333.00 to cover a new non-supervisory position to manage foster care coordination. The remainder went to offset the amount of levy needed by the department. Switching the position to include supervisory responsibilities would mean an increase of \$9641.00. We have the funding to support this in 2020 with the current vacancies in that division. We will make additional adjustments in the next year's budget to continue the position going forward.

**County of Door**  
**Social Work Supervisor – Children & Family Services Unit**

<b>Job Title</b>	Social Work Supervisor – Children & Family Services Unit	<b>Last Revision</b>	1/20/2020
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Children & Families	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Children and Families Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	J	<b>EEO Code</b>	02 – Professionals

### **General Summary**

This position works in conjunction with the Children and Families Manager to provide administration and leadership to the programs administered by the Children & Families Division. The position assists the Children and Families Manager with the development and implementation of short and long-range planning, operations, programming and supervision of staff and acts on behalf of the Manager in his/her absence. In addition, this position is directly responsible for Foster Care Coordination.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Partners with the Manager to provide leadership and oversight that promotes and enhances the operation of the Children and Families Division.
2. Supervises assigned agency staff providing social services to youth and their families affected by child maltreatment, juveniles in need of protection and services, or delinquency.
3. Provides support to all staff in the division, including training, case consultation, technical assistance, resource identification, client issues, and response to employee needs.
4. Along with the Children and Family Services Manager, acts as a lead screener for Child Protection, Child Welfare, and Youth Services reports, followed by assignment of those cases to the appropriate staff member(s).
5. Oversees and coordinates all Foster Care licensing for the county. Talks with prospective care providers, conducts SAFE home studies on new applicants, for foster care as well as renewal of licensed homes.
6. Coordinates and implements foster parent recruitment efforts in the community, including community-wide marketing campaigns and outreach events. Attends regional and state meetings of Foster Care Coordinators as well as local/regional advocacy groups.
7. Provides ongoing support to foster families to mitigate placement disruptions and ensure retention of an adequate supply of high-quality foster homes in the county. Maintains at least monthly contact with foster families; facilitates Foster Parent Support Group; plans and coordinates foster parent appreciation events; coordinates, plans and delivers foster parent trainings.
8. Prepare required statistics, reports, plans, budgets and reports for assigned programs as directed.
9. Backs up manager and staff, assists with other duties within Children and Families Division as needed during periods of staff shortage or overflow.

#### ***Other General Job Functions***

1. Approve worker documentation in the eWISACWIS computer database.
2. Participate in agency staff development and training.
3. Participate in continuing professional development as a supervisor.
4. Promote interagency cooperation and teaming on shared cases.
5. Represent the agency in community, regional and state-level meetings related to agency programs.
6. Strictly follow federal and state laws and regulations, as well as county and departmental policies and procedures in regard to information privacy, confidentiality and security.

## County of Door

### Social Work Supervisor – Children & Family Services Unit

#### Requirements

##### ***Training and Experience***

1. Graduate of an accredited college or university with a minimum of BA/BS degree in Social Work or closely related field. Master's Degree preferred.
2. Certification or eligibility for certification as a Social Worker in the State of Wisconsin, preferably at the Advanced Practice level or higher.
3. One to three years of work as a social worker in a public/non-profit social service agency, maintaining acceptable standards.
4. Training in Chapter 56 Foster Care licensing, Chapter 58 Kinship Care, and Structured Analysis Family Evaluation (SAFE) methodology within 1 year of hire is required.

##### ***Knowledge, Skills, and Abilities Required***

1. Knowledge of casework, principles and methods in the field of child welfare, family inter-relationships, juvenile delinquency, individual and group behavior, family preservation, permanency planning, and child / human development.
2. Thorough knowledge of state and federal laws, regulations, standards, and practices pertaining to social services programs.
3. Knowledge of community organization principles and methods.
4. Knowledge of individual medical information privacy, confidentiality, and security statutes, regulations, policies and procedures.
5. Skills in the areas of team building, leadership, and customer relations.
6. Ability to direct and supervise the work of others.
7. Ability to read, comprehend, and communicate, both verbally and in writing.
8. Ability to recognize individual differences in workers and to gauge their learning patterns and potential for independent work and then develop that potential.
9. Other desirable characteristics include but are not limited to: positive attitude, creativity, flexibility, innovation, and strengths-based philosophy in all aspects of social work practice.
10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

##### ***Physical & Working Conditions***

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

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

Potential for physical harm exists during home visits or when the worker is engaging hostile or emotionally irate clients. Limited office space may produce some overcrowding and may cause distraction. Lack of office privacy requires careful attention to confidentiality to safeguard client personal information.

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

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

**County of Door**  
Social Work Supervisor – Children & Family Services Unit

*Approvals:*

---

Joseph A. Krebsbach, Human Services Director

Date

---

Kelly A. Hendee, Human Resources Director

Date

DRAFT

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**Human Services - CPS**

\_\_\_\_\_ 6 Mo \_\_\_\_\_  
 \_\_\_\_\_ Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>CPS-Grade J-Level 1</b>									
1.00	\$27.82	58,021				36,689			94,710
<b>CPS-Grade H-Budget</b>									
1.00	\$23.93	49,908				35,161			85,069
Total Salary and Benefit Increase									9,641
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>CPS-Grade J-Control Point</b>									
1.00	\$31.79	66,301				38,249			104,550
<b>CPS-Grade H-Budget</b>									
1.00	\$23.93	49,908				35,161			85,069
Total Salary and Benefit Increase									19,481

\_\_\_\_\_ Dept Head Signature Stu Wynn Finance Director  
 \_\_\_\_\_ Date 1/25/2020

**Disclaimer: This Fiscal Impact does not include Step 2 \$28.61, Step 3 \$29.41, Step 4 \$30.20, or Step 5 \$31.00.**

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



February 5, 2020

Door County Health and Human Services  
Sue Powers  
Joe Krebsbach  
421 Nebraska St  
Sturgeon Bay WI 54235

Dear Sue and Joe,

With this letter I wish to inform you that I am resigning from my position as Administrative Assistant with Door County Health and Human Services as of February 14.

Thank you for the support and opportunities that you have given me. You and our team have created an environment that makes it a pleasure to come to work each morning and I will miss you all.

Sincerely,

A handwritten signature in black ink that reads "Wendy Williquette". The signature is written in a cursive style with a large, sweeping flourish at the end.

Wendy Williquette

Good morning,

I am resigning from my position as a Deputy with the Door County Sheriff's Office effective 2/21/20. Please let this letter 2/7/20 serve as my two-week notice.

Quinn Button

A handwritten signature in black ink, appearing to read "Quinn Button", written in a cursive style.

January 19, 2020

Devin Hedsand



Dear Sheriff Sternard:

I would like to inform you that I am resigning from my position as Security Deputy for the Door County Sheriff's Office, effective Monday, February 3<sup>rd</sup>, 2020.

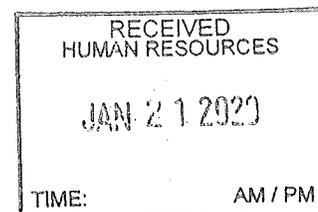
Thank you for the support and the opportunities that you have provided me during the last three and a half years; I have enjoyed my tenure with the county and serving its citizens.

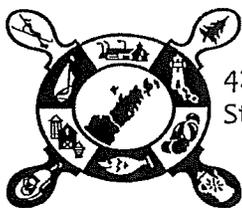
If I can be of any assistance during this transition, please let me know. I would be glad to assist in any way possible.

Sincerely,

Devin Hedsand

Cc: Human Resources





**DOOR COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**

421 Nebraska Street  
Sturgeon Bay WI 54235  
Main Line: 920-746-7155

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2439  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

January 22,2020

Kelly Hendee  
Human Resources  
421 Nebraska Street  
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee: Jennifer DeBroux  
Position: Administrative Assistant 1 – Human Services Receptionist  
Start Date: July 22,2019

As of January 22, 2020 Jennifer, DeBroux has successfully completed her introductory period as an Administrative Assistant 1 – Human Services Receptionist.

Jennifer has completed all orientation and introductory training required for her position and continues to learn and contribute to the department. She is meeting all expectations of the position and performing the assigned duties and responsibilities as required. She has demonstrated her ability to follow policies and procedures and does not hesitate to seek assistance when necessary.

Jennifer has a great positive attitude and has developed strong collaborative working relationships with other staff members. Her bright smile and warm hello are a comforting welcome to our clients that enter the Human Services clinic on a daily basis.

Without reservation, I recommend that Jennifer move to regular employment status effective January 22,2019.

Sincerely,

Julie Behnke  
Business Manager

CC: Joe Krebsbach, Health and Human Services Director  
Door County Health and Human Services Board  
Door County Administrative Committee



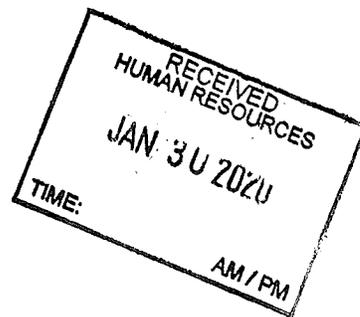
## Door County Health and Human Services

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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

January 30, 2020

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



RE: Completion of Introductory Period  
Employee Name: Debra Fehrman  
Position: Children's Long Term Support Case Manager  
Start Date: August 12, 2019

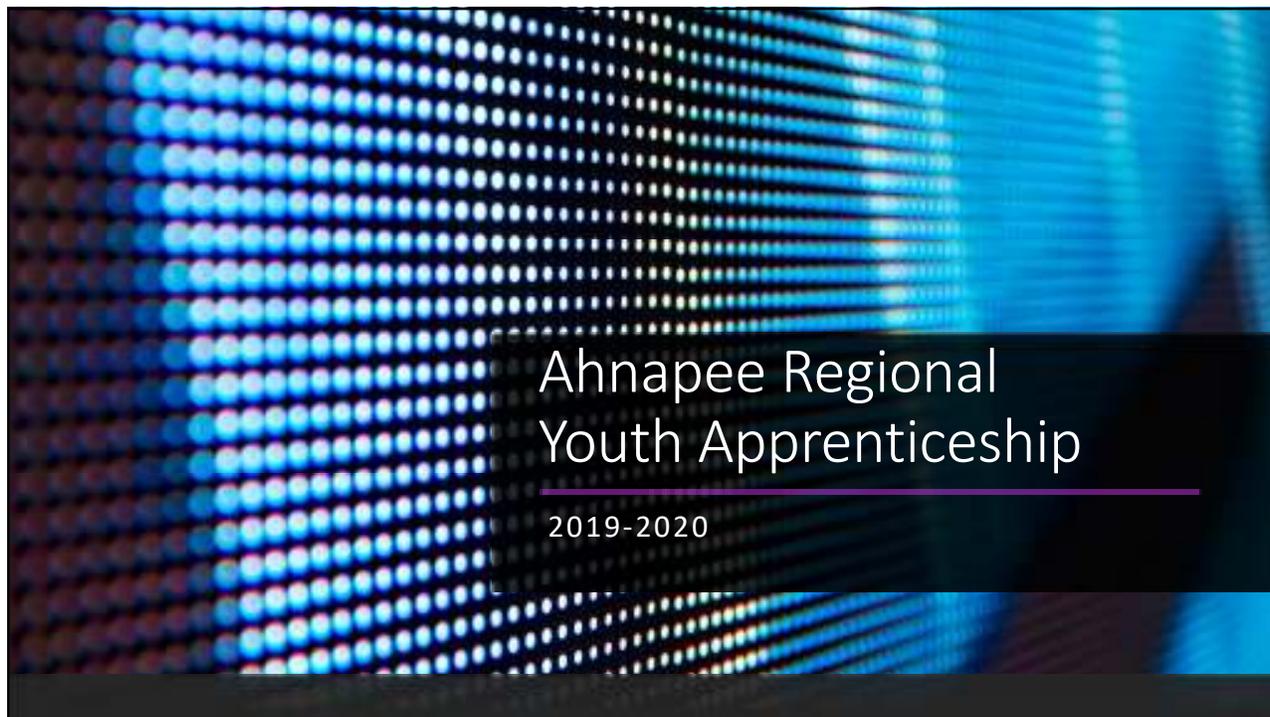
As of February 12, 2020 Debra Fehrman will have successfully completed her introductory period as a Children's Long Term Support Case Manager in the Door County Department of Health and Human Services. Deb has completed all orientation and introductory training required of her position. She is meeting all responsibilities of the case manager position and is performing assigned duties and responsibilities at a consistently high level.

Deb is a strong asset to our team. She is responsible in her duties as a case manager, supporting the children and their families on her caseload. She is a creative case planner and communicates clearly with her team and families. She is a very reliable and a dependable employee. I recommend, that Debra Fehrman move to regular employment status effective February 12, 2020.

Sincerely,

Beth Chisholm  
Children's Services Program Manager  
Door County Health and Human Services

Cc: Joe Krebsbach, Human Services Director  
Cori McFarlane, Human Services Deputy Director  
Human Services Board  
Administrative Committee



## Welcome to Youth Apprenticeship

Welcome to the Ahnapee Regional Youth Apprenticeship Program.

- This module has been created to explain the youth apprenticeship program in its entirety, the processes we utilize to ensure a successful partnership with schools, students, and employers, along with the benefits and highlights of participating in the Youth Apprenticeship Program.



# Career Cluster Areas

## 16 Career Clusters



## Approved for Youth Apprenticeship

- [Agriculture, Food & Natural Resources](#)
- [Architecture & Construction](#)
- [Art, A/V Technology & Communications](#)
- [Finance Health Science](#)
- [Hospitality, Lodging & Tourism](#)
- [Information Technology](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering & Mathematics \(STEM\)](#)
- [Transportation, Distribution & Logistics](#)

# Youth Apprenticeship Data

**27,000+**  
STUDENTS HAVE GRADUATED FROM THE PROGRAM



Unique Students Count	Unique Employers Count
22,363	10,291

### Top 3 Areas in Wisconsin

1. Manufacturing
2. Health Science
3. Agriculture, Food & Natural Resources

## Youth Apprenticeship Overview

➤ Youth Apprenticeship (YA) is a highly successful talent acquisition strategy in which employers hire high school juniors or seniors for a one or two-year apprenticeship. During the apprenticeship, the student continues toward high school graduation and takes courses related to the profession as a way of enhancing what is being learned on the job. The YA Program is coordinated locally by regional consortia and overseen by the Wisconsin Department of Workforce Development (DWD).

Program Framework	Program Timeline
<ul style="list-style-type: none"> <li>➤ Industry-developed skill standards</li> <li>➤ Exposure to multiple aspects of the industry</li> <li>➤ Skilled mentors assigned to train the students</li> <li>➤ Paid on-the-job work experience</li> <li>➤ Related classroom instruction concurrent with work-based learning; guidelines for all programs</li> <li>➤ Performance evaluation of demonstrated competencies</li> <li>➤ State-issued skill certificate</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Level One:</b> <ul style="list-style-type: none"> <li>○ Junior OR Senior year of High School; can begin as early as June after sophomore year</li> <li>○ 450 hours of work-based learning MINIMUM</li> <li>○ 2 semesters of related classroom instruction must be completed by high school graduation</li> <li>○ Earned school credit – treated as elective</li> </ul> </li> <li>➤ <b>Level Two (standard YA program):</b> <ul style="list-style-type: none"> <li>○ Junior AND Senior year of High School</li> <li>○ 900 hours of work-based learning MINIMUM</li> <li>○ 4 semesters of related classroom instruction</li> <li>○ Must be completed by high school graduation</li> <li>○ Earned school credit – treated as elective</li> </ul> </li> </ul>

## Child Labor Laws – Student Learner Law

Student employment in the Youth Apprenticeship Program is supported in the Student Learner Law.

1. A "student learner" is a student of an accredited school who is employed on a part-time basis to obtain both scholastic credit and employment training under a bona fide written school-work training program agreement.
2. You must comply with all state child labor laws as outlined in the [Student Learner Law](#).
3. Review the guidelines to fully understand your student worker parameters as it pertaining to when the student can work, the number of hours, liability, and prohibited equipment and tasks.

## Legal Requirements of YA

---

- **Work Permits:** Not required in Wisconsin for anyone 16 years of age and older as of June 23, 2017.
- **Hours Allowed:** Youth apprentices and their employer work out their schedules, ensuring that students may continue working toward high school graduation and school board policies are followed. Wisconsin no longer limits the number of hours of or which hours youth ages 16 and 17 may work.
- **Wages:** As employees, youth apprentices must be paid at least the minimum wage.
- **Workers Compensation:** Youth apprentices are covered by their employer's workers compensation insurance policy. Note: Workers compensation rates are not affected by the age of the employees, but rather the industry in which the employer operates.



## Legal Requirements Continued

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- **Unemployment Insurance Benefits:** If a youth apprentice is enrolled full time in an educational institution and receives school credit for their participation in the YA Program, they are NOT eligible to file for Unemployment Insurance benefits from their YA employer.
- **Student Learner Law:** Youth apprentices are considered student learners which allows them to perform some work that otherwise would be off-limits to minors.



EMPLOYER  
BENEFITS

## Benefits to Employers

- The YA Program has been connecting employers with high school student talent for over 25 years
- Employers extend permanent job offers to more than 75 percent of the graduating youth apprentices annually, making YA an excellent pipeline for recruiting and retaining loyal, well-trained talent.
- Employers continually report a high level of satisfaction, and cite these program benefits:
  - Increase visibility of employer's industry / business.
  - Access to young workers who are eager to learn and have interest in the profession.
  - Quality, prescreened youth apprentices who receive ongoing support during their apprenticeship.
  - A method to address future hiring needs in a cost-effective and timely manner.
  - Opportunity to prepare future workers.
  - Opening to help educational personnel develop job-specific proficiencies.
  - Chance to become involved with worksite curriculum.
  - The chance to shape the skills, expectations and habits of youth apprentices at a young age.



YA would not exist without the commitment by local employers to develop the next generation of workers

## Employer Responsibilities

- Interview and hire YA student(s)
- Sign [Employer Training Agreement](#)
- Participate in mentor training session – 1.5 Hours
- Provide on the job training to YA student(s)
- Pay YA student(s) at least minimum wage
- Participate in regular Progress Reviews with youth apprentice(s) at least 4 times per year
- Ensure 450 hours per year of worksite training/work hours
- Comply with employment of minors (a.k.a. child labor) laws
- Ensure [Skills Checklist](#) is completed
- Track YA student hours on a quarterly basis.





## Student Responsibilities

1. Complete the Youth Apprenticeship Application and Waiver Form.
2. Meet with Youth Apprenticeship Coordinator/School Counselor to discuss your future career goals, education path, and ideal opportunities
3. Action items created
  - Develop Resume
  - Interviewing Skills/Mock Interviews
  - Consultation on education requirements
  - Conduct job shadows
4. Once student is ready, Youth Apprenticeship Coordinator will provide contact information for potential opportunities
5. Student responsibility to contact and schedule interview
6. When student hired,
  - Student will coordinate with employer their hiring requirements and hours they will work.
  - Student will be accountable to get the Employer Training Agreement signed
7. Student will meet quarterly with their youth apprenticeship coordinator to discuss performance in their academic sector as well as Youth Apprenticeship Sector. Develop goals and work on certain employability skills necessary for continued success.



## Putting It All Together

As a partner, you will.....

- Help your business with the staffing shortage that will continue in the State of Wisconsin
- Receive qualified workers interested in the line of work you prefer
- Build learner's interest in industry/field/occupation, RETENTION
- Know your youth apprenticeship student will be on a steep learning curve but with your guidance and feedback, they will soon be an independent worker and will be an asset to your business.

**Staffing, Interested, Retention & Evaluate**

## Questions / Concerns?

---



## Thank You Page

---

**THANK YOU** for considering the Ahnapee Regional Youth Apprenticeship Program!

Come along on our journey to success and be involved in shaping the future work force!







**DOOR COUNTY**

**Resolution No. 2020-**

**SALARIES OF ELECTIVE OFFICIAL**

**TO THE DOOR COUNTY BOARD OF SUPERVISORS:**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
HEIM PETER			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
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 proposed rates for 2021 represent an increase of \$653 total over the 2020 budget, with an additional total increase of \$1,319 for 2022, an additional total increase of \$1,346 for 2023, and an additional total increase of \$1,373 for 2024. 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 25th day of February, 2020 by the Door County Board of Supervisors.

\_\_\_\_\_  
Jill M. Lau  
County Clerk, Door County

1                    **WHEREAS**, Sec. 59.22 Wis. Stats. requires that compensation for certain  
2 elective county officials be established by the County Board of Supervisors  
3 "...before the earliest time for filing nomination papers for such elective office."

4  
5                    **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of  
6 Supervisors does hereby establish the total annual compensation for the  
7 enumerated elective officials, effective the first day of a term of office that begins  
8 after the date this resolution is adopted, as follows:  
9

<b>Elective Official</b>	<b>2020 Rate</b>	<b>2021 Rate</b>	<b>2022 Rate</b>	<b>2023 Rate</b>	<b>2024 Rate</b>
Treasurer	\$65,334	\$65,987	\$67,306	\$68,652	\$70,025

10  
11  
12                    **BE IT FURTHER RESOLVED**, That each elective official is entitled to  
13 participate in the Wisconsin Retirement System ("WRS") as authorized by law.  
14 Each elective official is required to pay their share of the total WRS required  
15 contribution. Door County will pay only its share of the total required WRS  
16 contribution. It is expressly recognized that these shares may change, when the  
17 required WRS rate is adjusted, as authorized by law. These contributions will be  
18 pre-tax.

19                    **BE IT FURTHER RESOLVED**, That each elective official is conditionally  
20 eligible for, and may elect to receive, health insurance through Door County's  
21 Group Health Insurance Plan. This eligibility for health insurance coverage is  
22 expressly subject to the same terms and conditions (e.g., premium contribution,  
23 deductibles, co-pays, etc.) as full-time non-represented employees' of Door  
24 County.

25                    **BE IT FURTHER RESOLVED**, That each elective official is eligible for, and  
26 may elect to participate in, the fringe benefit package provided to full-time non-  
27 represented employees of Door County. Such eligibility and participation is subject  
28 to the same terms and conditions as full-time non-represented employees of Door  
29 County.

**SUBMITTED BY:  
ADMINISTRATIVE COMMITTEE**

_____ Dave Lienau, Chairman	_____ Susan Kohout
_____ Ken Fisher	_____ John Neinas
_____ Dan Austad	_____ Nancy Robillard
_____ Joel Gunnlaugsson	

Comp Study Counties used in 2017 DC	2017 Rank	Register of Deeds 2017 Rate	2020 Rank	Register of Deeds 2020 Rate	2017 Rank	County Clerk 2017 Rate	2020 Rank	County Clerk 2020 Rate	2017 Rank	Treasurer 2017 Rate	2020 Rank	Treasurer 2020 Rate
Brown	2	73,700.00	3	75,700.00	3	73,700.00	3	75,700.00	2	73,700.00	3	75,700.00
Calumet	9	65,341.00	9	69,340.00	9	65,341.00	9	69,340.00	9	65,341.00	9	69,340.00
Dodge	8	68,057.00	6	71,167.00	8	68,057.00	8	71,167.00	8	68,057.00	6	71,167.00
<b>DOOR</b>	<b>11</b>	<b>63,100.00</b>	<b>11</b>	<b>65,334.00</b>	<b>11</b>	<b>63,100.00</b>	<b>11</b>	<b>65,334.00</b>	<b>11</b>	<b>63,100.00</b>	<b>11</b>	<b>65,334.00</b>
Fond du Lac	5	70,774.00	4	73,642.00	5	70,774.00	5	73,642.00	4	70,774.00	4	73,642.00
Jefferson	7	68,848.00	7	70,928.00	1	77,563.20	1	79,913.60	7	68,848.00	7	70,928.00
Kewaunee	12	62,164.00	12	65,132.00	12	62,164.00	12	65,132.00	12	62,164.00	12	65,132.00
Langlade	17	56,984.20	#VALUE!	N/A	17	56,984.20	#VALUE!	N/A	17	56,984.20	#VALUE!	N/A
Manitowoc	10	64,073.14	10	67,329.00	10	64,073.14	10	67,329.00	10	64,073.14	10	67,329.00
Marinette	13	61,000.00	14	62,220.00	13	61,000.00	14	62,220.00	13	61,000.00	14	62,220.00
Oconto	14	60,606.00	15	62,010.00	14	60,606.00	15	62,010.00	14	60,606.00	15	62,010.00
Oneida	15	60,480.00	13	63,243.00	15	60,480.00	13	63,243.00	15	60,480.00	13	63,243.00
Outagamie	3	72,850.61	2	76,178.31	6	70,729.00	4	73,960.06	3	72,850.61	2	76,178.31
Shawano	16	57,584.00	16	61,108.00	16	57,584.00	16	61,108.00	16	57,584.00	16	61,108.00
Sheboygan	6	70,107.00	8	70,107.00	4	71,716.00	7	71,716.00	5	70,327.00	8	70,327.00
Waupaca	4	70,853.00	5	72,507.00	7	69,000.00	6	72,507.00	6	69,000.00	5	72,507.00
Winnebago	1	73,751.00	1	77,120.00	2	73,751.00	2	77,120.00	1	73,751.00	1	77,120.00
<b>AVERAGE</b>		<b>65,898.41</b>		<b>68,941.58</b>		<b>66,271.91</b>		<b>69,465.10</b>		<b>65,802.35</b>		<b>68,955.33</b>

Signify positions are not paid equally

Compared to County Wage Plan					
	Start	Control	Max	EO Salary	Placement
2017 Grade K	28.04	32.05	36.86	29.60	92.4%
2020 Grade K	29.75	34	39.10	31.41	92.4%
GME at control point assuming meets requirements					
2017		32.05		32.05	100.0%
2020		34.00		35.82	105.4%

Compared to County Wage Plan					
	Start	Control	Max	EO Salary	Placement
2017 Grade J	26.22	29.96	34.45	29.60	98.8%
2020 Grade J	27.82	31.79	36.56	31.41	98.8%
GME at control point assuming meets requirements					
2017		29.96		29.96	100.0%
2020		31.79		33.48	105.3%

Grade Order List

Door County		Jan-20	2020 GRADE ORDER LIST STEP PLAN						
GRADE	JOB TITLE	DEPARTMENT	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	Control Point 100.0% Step 6	115.0% Maximum
U	County Administrator	County Administrator	\$53.70	\$55.23	\$56.77	\$58.30	\$59.84	\$61.37	→ \$70.58
T			\$50.09	\$51.53	\$52.96	\$54.39	\$55.82	\$57.25	→ \$65.84
S	Corporation Counsel Health & Human Services Director	Corporation Counsel Health & Human Services	\$46.73	\$48.07	\$49.40	\$50.74	\$52.07	\$53.41	→ \$61.42
R	Finance Director Human Resources Director Technology Services Director	Finance Human Resources Technology Services	43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→ \$57.60
Q			\$41.40	\$42.58	\$43.76	\$44.94	\$46.13	\$47.31	→ \$54.41
P	Highway & Airport Commissioner	Highway & Airport	\$39.45	\$40.58	\$41.71	\$42.84	\$43.96	\$45.09	→ \$51.85
O	Child Support Director/Attorney Assistant Corporation Counsel Chief Deputy Sheriff	Child Support Corporation Counsel Sheriff's	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→ \$49.30
N	Emergency Services Director Facilities & Parks Director Health & Human Services Deputy Director Library Director	Emergency Services Facilities & Parks Health & Human Services Library	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→ \$46.75
M	Register in Probate/Family Court Commissioner Behavioral Health Program Manager Land Use Services Director Field Services Lieutenant Sheriff Jail Lieutenant Sheriff	Circuit Court Health & Human Services Land Use Services Sheriff's Sheriff's	\$33.64	\$34.60	\$35.56	\$36.52	\$37.48	\$38.44	→ \$44.21
L	Emergency Management & Communications Director Captain (2 positions) Assistant Finance Director Community Services Program Manager Comprehensive Community Services Program Mgr. Public Health Manager/Health Officer County Conservationist	EM & Communications Emergency Services Finance Health & Human Services Health & Human Services Health & Human Services Soil & Water Conservation	\$31.68	\$32.59	\$33.49	\$34.40	\$35.30	\$36.21	→ \$41.64
K	Parks & Facilities Superintendent ADRC/Aging Program Director AODA Coordinator Behavioral Health Therapist (Certified) Business Manager Children Services Program Manager Social Work Manager Patrol Superintendent Veterans Service Officer	Facilities & Parks Health & Human Services Health & Human Services Health & Human Services Health & Human Services Health & Human Services Highway & Airport Veteran Services	\$29.75	\$30.60	\$31.45	\$32.30	\$33.15	\$34.00	→ \$39.10

Grade Order List

Door County		Jan-20	2020 GRADE ORDER LIST STEP PLAN						
GRADE	JOB TITLE	DEPARTMENT	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	Control Point 100.0% Step 6	115.0% Maximum
J	Assistant ADRC Director	Health & Human Services	\$27.82	\$28.61	\$29.41	\$30.20	\$31.00	\$31.79	\$36.56
	Behavioral Health Therapist (Uncertified)	Health & Human Services						→	
	Comprehensive Community Services Coord	Health & Human Services							
	Economic Support Manager	Health & Human Services							
	Construction Superintendent	Highway & Airport							
	Shop Superintendent	Highway & Airport							
	Transportation Manager	County Administrator							
Facilities Supervisor (newly created 7-2019)	Facilities & Parks								
I	Accountant	Finance	\$25.87	\$26.61	\$27.35	\$28.09	\$28.83	\$29.57	\$34.01
	Accountant Health & Human Services	Finance							
	AODA Counselor	Health & Human Services							
	Birth to Three Educator Service Coordinator	Health & Human Services							
	Community Supp Program Nurse	Health & Human Services							
	WIC Director/Nutritionist	Health & Human Services							
	Airport Manager	Highway & Airport							
	GIS/Land Information Coordinator	Land Use Services							
	Planner	Land Use Services							
	Adult Services Librarian	Library							
	Head of Circulation	Library							
Youth Services Librarian	Library								
TS Manager/Network Coordinator	Technology Services								
H	Administrative Supervisor Child Support	Child Support	\$23.93	\$24.62	\$25.30	\$25.98	\$26.67	\$27.35	\$31.45
	Administrative Supervisor District Attorney	District Attorney							
	Telecommunicator Supervisor	EM & Communications							
	Case Manager Behavioral Health	Health & Human Services							
	Case Manager Children and Families	Health & Human Services							
	Case Manager Community Supp Program	Health & Human Services							
	Case Manager Comprehensive Community Services	Health & Human Services							
	Case Manager Long Term Support	Health & Human Services							
	Personal Care Program Nurse	Health & Human Services							
	Public Health Nurse	Health & Human Services							
	Registered Sanitarian/Health Educator	Health & Human Services							
	Social Worker Adult Protective Services	Health & Human Services							
	Social Worker Child & Family Services Intake	Health & Human Services							
	Social Worker Child & Family Services Ongoing	Health & Human Services							
	Mechanic	Highway & Airport							
	Human Resources Generalist	Human Resources							
	Real Property Lister	Land Use Services							
	Zoning Administrator/Assistant Sanitarian	Land Use Services							
	Branch Manager 2	Library							
Conservationist	Soil & Water Conservation								
Network Technician (4 positions)	Technology Services								

**59.18 COUNTIES**

Updated 17–18 Wis. Stats. 12

removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

(2) **DUTIES AND POWERS.** The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

(3) **ADMINISTRATIVE SECRETARY TO COUNTY ADMINISTRATOR; STAFF.** The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

(4) **COMPENSATION OF COUNTY ADMINISTRATOR AND STAFF.** The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.

(5) **MESSAGE TO THE BOARD; SUBMISSION OF ANNUAL BUDGET.** The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

(6) **QUALIFICATIONS FOR APPOINTMENT.** The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

(7) **REMOVAL.** The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a suc-

cessor. The action of the board in removing the county administrator shall be final.

(8) **VACANCY, HOW FILLED.** A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.

**History:** 1983 a. 192 ss. 118, 303 (2); 1985 a. 29, 176; 1989 a. 273; 1991 a. 316; 1995 a. 201 s. 102; Stats. 1995 s. 59.18; 2017 a. 207 s. 5.

A county board can abolish the office of county administrator by majority vote. 61 Atty. Gen. 322.

Sub. (2) (b) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may "employ" a system manager. In a county with a county administrator, the solid waste management board is purely an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1-12.

**59.19 Administrative coordinator.** In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

**History:** 1985 a. 29; 1995 a. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1-11.

**59.20 County offices and officers. (1) ELIGIBILITY FOR COUNTY OFFICE.**

No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold a county elective office who is not an elector of the county. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

(2) **COUNTY OFFICERS; TERMS.** (a) Beginning in 2008 and quadrennially thereafter, a register of deeds, county clerk, and county treasurer shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2008 and quadrennially thereafter, a surveyor shall be chosen at the general election by the electors of each county in which the office of surveyor is filled by election, for the term of 4 years. No surveyor shall be elected in counties having a population of 750,000 or more. The regular term of office of each register of deeds, county clerk, county treasurer, and county surveyor shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(am) Beginning in 2012 and quadrennially thereafter, a comptroller shall be chosen at the spring election by the electors of each county having a population of 750,000 or more for the term of 4 years. The regular term of office of each comptroller shall commence on the 3rd Tuesday in April next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2006 and quadrennially thereafter, a coroner shall be chosen at the general election by the electors of each county in which there is a coroner, for the term of 4 years. No coroner shall be elected in counties having a population of 750,000 or more or in counties in which a medical examiner system is instituted. The regular term of office of each sheriff and coroner shall commence on the first Monday in January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(bm) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as pro-

vided by law. The regular term of office of each clerk of circuit court shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(c) In counties that elect a surveyor, the surveyor shall be a professional land surveyor. In lieu of electing a surveyor in any county having a population of less than 750,000, the board may, by resolution, designate that the duties under ss. 59.45 (1) and 59.74 (2) be performed by any professional land surveyor employed by the county. Any surveyor employed by a county having a population of 750,000 or more shall be a professional land surveyor.

(d) Except as provided in par. (b), in any county containing one town only, the county board may, by resolution, designate any county office a part-time position, combine 2 or more county offices, and, if concurred in by the town board, combine the offices of county clerk and town clerk and any other county and town offices, provided that the offices combined are not incompatible and the combination is not expressly forbidden by law. If the town board so concurs, the election may be for the combined office and no separate election for the town office shall be held until after the county board has by resolution decided to abandon the combination and the town board has concurred by resolution.

**(3) OFFICES WHERE KEPT; WHEN OPEN.** (a) Every sheriff, clerk of the circuit court, register of deeds, treasurer, comptroller, register of probate, clerk, and county surveyor shall keep his or her office at the county seat in the offices provided by the county or by special provision of law; or if there is none, then at such place as the board directs. The board may also require any elective or appointive county official to keep his or her office at the county seat in an office to be provided by the county. All such officers shall keep their offices open during the usual business hours of any day except Sunday, as the board directs. With proper care, the officers shall open to the examination of any person all books and papers required to be kept in his or her office and permit any person so examining to take notes and copies of such books, records, papers, or minutes therefrom except as authorized in par. (c) and ss. 19.36 (10) and (11) and 19.59 (3) (d) or under ch. 69.

(b) If any officer described in par. (a) neglects or refuses to comply with any of the provisions of this subsection, the officer shall forfeit \$5 for each day that the noncompliance continues. Actions for the collection of a forfeiture under this paragraph may be brought upon the complaint of the district attorney of the proper county or of any party aggrieved by the officer's refusal or neglect.

(c) Any board may, by ordinance, provide that the cutoff reception time for the filing and recording of documents shall be advanced by one hour in any official business day during which time the register of deeds office is open to the public, in order to complete the processing, recording, and indexing to conform to the day of reception. Any register of deeds may provide in his or her notice under s. 19.34 (1) that requests for inspection or copying of the records of his or her office may be made only during a specified period of not less than 35 hours per week. For all other purposes, the register of deeds office shall remain open to the public during usual business hours.

(d) Any register of deeds who in good faith makes an erroneous determination as to the accessibility of a portion of a record, to members of the public under s. 19.36 (6), is not subject to any penalty for denial of access to the record under s. 19.37 (4).

**History:** 1995 a. 201 ss. 248, 249, 251, 268; 1995 a. 225 s. 145; 1997 a. 35; 2003 a. 47, 321, 322; 2005 a. 41; 2007 a. 158; 2011 a. 62; 2013 a. 358; 2017 a. 59; 2017 a. 207 s. 5.

**NOTE:** 2003 Wis. Act 47, which affects this section, contains extensive explanatory notes.

Section 59.14, [now s. 59.20 (3)] is a legislative declaration granting those persons who come under its coverage an absolute right of inspection subject only to reasonable administrative regulations. State ex rel. Bilder v. Town of Delavan, 112 Wis. 2d 539, 334 N.W.2d 252 (1983).

A newspaper had the right to intervene to protect its right to examine sealed court files. State ex rel. Bilder v. Town of Delavan, 112 Wis. 2d 539, 334 N.W.2d 252 (1983).

Courts must apply the open records balancing test to questions involving disclosure of court records. Under the test, the party seeking nondisclosure must show that

public interests favoring secrecy outweigh those favoring disclosure. C. L. v. Edson, 140 Wis. 2d 168, 409 N.W.2d 417 (Ct. App. 1987).

The appointment of a county surveyor under this section is constitutional. Ripley v. Brown, 143 Wis. 2d 686, 422 N.W.2d 608 (1988).

"Books and papers required to be kept" are not all those that the custodian is obliged merely to retain or preserve; rather they are only those that the custodian is obliged to maintain or engender. The requester has the burden of showing the authority requiring that the record be maintained or engendered. State ex rel. Schultz v. Bruendl, 168 Wis. 2d 101, 483 N.W.2d 238 (Ct. App. 1992).

To overcome the legislatively mandated policy favoring open records and to persuade the circuit court to exercise its inherent authority, the party seeking to close court records bears the burden of demonstrating, with particularity, that the administration of justice requires that the records be closed. Once documents are filed in the court they become a judicial record subject to the access accorded such records. Even the possibility that the parties may attempt to rescind a settlement agreement if the record is unsealed does not outweigh the public's right to inspect public documents. There are no requirements of a showing of harm to the public or that the inquiry must have indicia of public concern. Krier v. EOG Environmental, Inc. 2005 WI App 256, 288 Wis. 2d 623, 707 N.W.2d 915, 04-2670.

After a transcript of a court proceedings is filed with the clerk of court, any person may examine or copy the transcript. 68 Atty. Gen. 313.

A sheriff's criminal investigation files are not covered by a blanket exemption from the public records law. Denial of access may be justified on a case-by-case basis. 77 Atty. Gen. 42.

**59.21 Official oaths and bonds.** (1) Each county officer named in this chapter, except county supervisors, shall execute and file an official bond and take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which the officer is elected or appointed, or the board may provide a schedule or blanket bond that includes any or all of these officials, except county supervisors, and a blanket bond may also include members of a county veterans service commission under s. 45.81 (1) and a county veterans service officer under s. 45.81 (2). Every county supervisor shall take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which he or she is elected or appointed. Every deputy appointed by any such officer shall take and file the official oath and if the deputy neglects to do so, he or she shall forfeit \$100. If the board does not provide a schedule or blanket bond, the official bonds shall be in sums and with sureties, as follows:

(a) Clerk, not less than \$2,000.

(b) Treasurer, if the bond is furnished by individual sureties, not less than the amount nor exceeding twice the amount of all taxes directed by the board to be levied therein and to be received by the treasurer during the ensuing year, with 3 or more sureties; or, if the bond is furnished by a surety company in an amount not less than 10 percent of all taxes directed by the board to be levied therein, and to be received by the treasurer during the ensuing year, or \$500,000, whichever is smaller.

(c) Sheriff, not less than \$5,000 nor more than \$25,000, with not less than 3 sureties.

(d) Coroner, not less than \$500 nor more than \$10,000, with not less than 2 sureties.

(e) Clerk of the circuit court, not less than \$5,000, with 2 or more sureties.

(g) Register of deeds, in counties containing less than 150,000 population, \$3,000, with 2 or more sureties. In counties containing 150,000 or more population, not less than \$3,000, with 2 or more sureties, conditioned for the accuracy of the register's work and the faithful, correct and impartial performance of the register's duties, and in addition thereto a bond of not less than \$10,000, with 2 or more sureties, conditioned for the faithful accounting for and paying over to the treasurer all moneys which may come into the register's hands as register of deeds, or into the hands of the register's deputy or assistants.

(h) Surveyor, \$5,000.

(i) County abstractor, \$5,000, with 2 or more sureties.

(j) Comptroller, not less than \$5,000 nor more than \$20,000 with not less than 3 sureties.

(2) Each official bond described in sub. (1) shall be in a sum fixed by law; or if not fixed by law, in a sum fixed by resolution

Board of Supervisors can provide, fix, or change the pay of unclassified employees, unless and until board action interferes with the Milwaukee County Executive's day-to-day control of a county department or subunit. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

The Milwaukee County Executive's day-to-day control power under s. 59.794 (3) (a) has the express intent of removing and clarifying some authority of the Milwaukee County Board of Supervisors (Board) under sub. (2) and increasing and clarifying the authority of the Milwaukee County Executive. The Milwaukee County Executive's day-to-day control power prevents the Board from taking actions that effectively direct what duties may or must be accomplished by employees or officers or how they may or must perform those duties, even when a Board action may result in a compensation change. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

A county ordinance implementing a collective bargaining agreement providing for the payment to county employees, upon their leaving government employment, compensation for accumulated sick leave, earned both before and after the effective date of the ordinance, is valid. 59 Atty. Gen. 209.

A county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office. 61 Atty. Gen. 165, 403.

When it is the duty of a county traffic officer to testify or assist in the prosecution of county traffic offenses, the officer is not entitled to witness fees but may be paid additional compensation if a court appearance takes place outside regular working hours. 62 Atty. Gen. 93.

A county board may not deny a salary to an elected official during a period of sickness. A board does not have power to establish sick leave and vacation benefits for elected county officials. 65 Atty. Gen. 62.

The authority to establish salaries for the staff employed by a county's 51.42/51.437 board lies with that board, subject to the general budgetary control of the county board. 65 Atty. Gen. 105.

Discretionary authority to grant increases to elected county officials based upon performance or length of service may not be delegated to a committee of the county board because the board itself lacks the authority to establish such a compensation scheme. 80 Atty. Gen. 258.

**59.23 Clerk. (1) DEPUTIES; SALARIES; VACANCIES.** (a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

(c) If a clerk is incapable of discharging the duties of office the board shall appoint an acting clerk within 90 days after the board adopts a resolution finding that the clerk is incapable of discharging the duties of the office. The acting clerk shall serve until the disability is removed. If the board is not in session at the time of the incapacity, the chairperson of the board may appoint an acting clerk, whose term shall not extend beyond the next regular or special meeting of the board. A person appointed as acting clerk or appointed to fill a vacancy in the office of clerk, upon giving an official bond with sureties as required of a clerk, shall perform all of the duties of the office; and thereupon the powers and duties of the deputy of the last clerk shall cease.

**(2) DUTIES. The clerk shall:**

(a) *Board proceedings.* Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

(b) *Recording of proceedings.* Record at length every resolution adopted, order passed and ordinance enacted by the board.

(c) *Orders for payment.* Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).

(cm) *Apportionment of taxes.* Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(d) *Accounts.* File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.

(de) *Property.* To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(dg) *Dogs.* Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

(di) *Marriage licenses, domestic partnerships.* Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.

(e) *Reports of receipts and disbursements.* Record the reports of the treasurer of the receipts and disbursements of the county.

(f) *Recording receipts and disbursements.* Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.

(g) *Payments to treasurer.* Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(h) *Books of account.* Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.

(i) *Chief election officer; election duties.* As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.

(L) *Duplicate receipts.* Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.

(m) *Certified copies; oaths and bonds; signatures.* 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.

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(n) *Taxes.* Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(nm) *Timber harvest notices.* Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) *Report, receipts and disbursements to board.* Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) *Proceedings to historical society.* Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.

(q) *County highway commissioner; notify of election.* Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.

(r) *County tax for road and bridge fund.* Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.

(s) *List of local officials.* Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.

(t) *General.* Perform all other duties required of the clerk by law.

**History:** 1995 a. 201 ss. 261, 263, 264, 275; 1995 a. 225 ss. 147 to 150; 1997 a. 27; 1999 a. 9; 2013 a. 373; 2019 a. 19.

Under s. 59.17 (8) [now s. 59.23 (2) (h)], the clerk keeps only those accounts designated by the board. *Harbick v. Marinette County*, 138 Wis. 2d 172, 405 N.W.2d 724 (Ct. App. 1987).

Except for their elected superior's power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. *Oncida County v. WERC*, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00-0466.

Statutory powers of the county clerk with respect to budgeting and record keeping cannot be transferred by the county board to a new position of finance officer. 63 Atty. Gen. 196.

A county board can only grant powers of indirect supervision to a finance director with respect to the accounting or bookkeeping duties of a county clerk. 65 Atty. Gen. 132.

**59.24 Clerks of counties containing state institutions to make claims in certain cases.** The clerk of any county that is entitled to reimbursement under s. 16.51 (7) shall make a certified claim against the state, without direction from the board, in all cases in which the reimbursement is directed in s. 16.51 (7), upon forms prescribed by the department of administration. The forms shall contain information required by the clerk and shall be filed annually with the department of corrections on or before June 1. If the claims are approved by the department of corrections, they shall be certified to the department of administration and paid from the appropriation made by s. 20.410 (1) (c), if the claim is for reimbursement of expenses involving a prisoner in a state prison named in s. 302.01, or from the appropriation under s. 20.410 (3) (c), if the claim is for reimbursement of expenses involving a juvenile in a juvenile correctional facility, as defined in s. 938.02 (10p).

**History:** 1989 a. 31, 359; 1995 a. 27, 77; 1995 a. 201 s. 265; Stats. 1995 s. 59.24; 1997 a. 35; 2005 a. 344.

**59.25 Treasurer. (1) ELIGIBILITY.** No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk or member of the board shall be eligible to the office of treasurer or deputy treasurer.

**(2) DEPUTIES; OATH; SALARY; TEMPORARY VACANCY.** (a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer's direction, in the discharge of the duties of the office of treasurer. The appointment shall be in writing and shall be filed and recorded in the treasurer's office. Such deputy, in the absence of the treasurer from the treasurer's office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person treasurer who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

**(3) DUTIES.** The treasurer shall do all of the following:

(a) 1. Receive all moneys from all sources belonging to the county, and all other moneys which by statute or county ordinance are directed to be paid to the treasurer, and, except in counties having a population of 750,000 or more, in the case of the payment of delinquent property taxes or the redemption of land subject to a tax certificate, make out and deliver to the clerk duplicate receipts therefor, and file in the treasurer's office the duplicate receipts delivered to the treasurer by the clerk for money received by the clerk.

2. In counties having a population of 750,000 or more, file a duplicate receipt in the treasurer's office.

(b) Pay out all moneys belonging to the county only on the order of the board, signed by the clerk and countersigned by the chairperson, except when special provision for the payment thereof is otherwise made by law; and, except in counties having a population of 750,000 or more, pay out all moneys belonging to the county road and bridge fund on the written order of the county commissioner of highways, signed by the clerk and countersigned by the chairperson of the board.

(c) Pay all county orders described in par. (b) in the order of time in which they are presented for payment; but where 2 or more are presented at the same time, give precedence to the order of the oldest date, but the treasurer shall receive of municipal treasurers all county orders issued in the county, which the municipal treasurers may present in payment of county taxes, to the amount of the county taxes actually collected by any municipal treasurer in the year for which the orders are offered in payment, which amount shall be determined by the affidavit of the municipal treasurer.

(d) Keep a true and correct account of the receipt and expenditure of all moneys which come into the treasurer's hands by virtue of the treasurer's office in books kept therefor, specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment; keep also in like manner a separate account of all fees received, a separate account of all moneys received for taxes, and a separate account of money received upon redemption of lands from sales thereof for nonpayment of taxes, further specifying in the 2 last accounts the description of the property on account of which such money was paid, which books shall be open at all times to the inspection of the board or any member thereof and to

all county and state officers; make in writing a fully itemized statement and report, verified by the treasurer's oath, to the board on the first day of the annual board meeting and at such other times as the board directs, of all moneys of whatever nature received and disbursed by the county treasurer; exhibit the treasurer's vouchers therefor to be audited and allowed, and settle with the board the treasurer's accounts as treasurer; and exhibit to the board all moneys in the custody or control of the treasurer as treasurer, and, if required, make oath that such moneys are the funds of the county.

(e) Annually by March 15, furnish to the department of revenue the completed tax roll settlement sheets prescribed under s. 70.09 (3).

(f) 1. Except as provided in subd. 2., transmit to the secretary of administration at the time required by law to pay the state taxes a particular statement, certified by the county treasurer's personal signature affixed or attached thereto, of all moneys received by him or her during the preceding year and which are payable to the secretary of administration for licenses, fines, forfeitures, or on any other account, and at the same time pay to the secretary of administration the amount thereof after deducting the legal fees.

2. For all court imposed fines and forfeitures, plus costs, fees, and surcharges imposed under ch. 814, required by law to be deposited in the state treasury, transmit to the secretary of administration a statement of all moneys required by law to be paid on the actions entered during the preceding month on or before the first day of the next succeeding month, certified by the county treasurer's personal signature affixed or attached thereto, and at the same time pay to the secretary of administration the amount of the money transmitted.

(g) Deposit all moneys for jail assessments received under s. 302.46 (1) in a county jail fund and make payments from the fund for purposes of s. 302.46 (2) on order of the board under par. (b).

(gm) Deposit all moneys received under s. 973.0455 (2) into a crime prevention fund and, on order of the crime board under s. 59.54 (28) (d), make grant payments as the crime board directs.

(h) Cause to be insured, when directed by the board, at the expense of the county, the county buildings or any of them in the name of the county; and, in case of loss, demand and receive the money due on account of such insurance for the use of the county; and all such money shall be applied to rebuilding or repairing such county buildings.

(i) Make annually, on the 3rd Monday of March, a certified statement, and forward the statement to each municipal clerk in the county, showing the amount of money paid from the county treasury during the year next preceding to each municipal treasurer in the county. The statement shall specify the date of each payment, the amount thereof and the account upon which the payment was made. It shall be unlawful for any county treasurer to pay to the treasurer of any town any money in the hands of the county treasurer belonging to the town from the 3rd Monday of March until 10 days after the annual town meeting except upon the written order of the town board.

(j) Retain 10 percent for fees in receiving and paying into the state treasury all money received by the treasurer for the state for fines and forfeitures, except that 50 percent of the state forfeitures and fines under chs. 341 to 347, 349, and 351 shall be retained as fees, and retain the other fees for receiving and paying money into the state treasury that are prescribed by law.

(k) Forward 40 percent of the state forfeitures and fines under ch. 348 to the secretary of administration for deposit in the transportation fund under s. 25.40 (1) (ig).

(L) Forward all money received under s. 66.0114 (3) (c) to the secretary of administration for deposit in the transportation fund under s. 25.40 (1) (ig).

(m) Forward 50 percent of the fees received under s. 351.07 (1g) to the secretary of administration for deposit in the transportation fund under s. 25.40 (1) (im).

(n) Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

(o) On the first day of each month pay into the county treasury the fees received by the treasurer.

(p) Pay to the secretary of administration on his or her order the state percentage of fees received from the clerk of the circuit court under s. 59.40 (2) (m) and if any such moneys remain in his or her hands when he or she is required to pay the state percentage of fees, pay such moneys therewith to the secretary of administration.

(q) Perform all other duties required of the treasurer by law.

(s) Exercise any investment authority delegated to the treasurer by the board under s. 59.62.

(t) Notify municipalities of payments made under ss. 74.29 and 79.10 in respect to property tax levies originally certified to the municipality for collection.

**History:** 1995 a. 201 ss. 266, 267, 269, 270, 284; 1995 a. 225 ss. 151 to 153; 1995 a. 227 s. 202; 1995 a. 269 s. 2; 1995 a. 408 s. 1; 1995 a. 448 s. 60; 1997 a. 27, 35, 135, 211, 237, 248; 1999 a. 9, 32, 74; 1999 a. 150 s. 672; 2001 a. 16; 2001 a. 30 s. 108; 2001 a. 56, 105; 2003 a. 33, 139, 326; 2013 a. 20; 2015 a. 55; 2017 a. 150; 2017 a. 207 s. 5.

Section 59.20 (8) [now s. 59.25 (3) (j)], as to retention of 50 percent of traffic fines and forfeitures is valid. State ex rel. Commissioners of Public Lands v. Anderson, 56 Wis. 2d 666, 203 N.W.2d 84 (1973).

Except for their elected superior's power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. Oneida County v. WERC, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00-0466.

The entire amount of bail forfeited under s. 969.13 (4) is to be retained by the county treasurer and no part is to be paid to the state treasurer. 62 Atty. Gen. 247.

Section 59.20 (13) [now s. 59.25 (3) (rm)] refers to national forest, which are monies received under Title 16 of the United States Code, and does not control the distribution of monies received from the federal government under Title 31. 67 Atty. Gen. 277.

A county that has received payments from the federal government under Title 31 of the United States Code cannot distribute those payments to the towns in which national forest lands are located. 68 Atty. Gen. 23.

**59.255 Comptroller. (1) ELIGIBILITY.** (a) No person may hold the office of comptroller unless he or she is either a certified public accountant, licensed or certified under ch. 442, or has a master's degree or a doctorate degree in accounting or finance from a regionally accredited, nonprofit, post-secondary educational institution.

(b) No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk, or member of the board shall be eligible to hold the office of comptroller or deputy comptroller.

(c) This section applies only to a county with a population of 750,000 or more.

**(2) DUTIES AND RESPONSIBILITIES.** (a) The comptroller is the chief financial officer of the county, and the administrator of the county's financial affairs. The comptroller shall oversee all of the county's debt.

(b) The comptroller shall appoint one deputy to aid the comptroller, under the comptroller's direction, in the discharge of the duties of the office of comptroller. The appointment shall be in writing and shall be filed and recorded in the comptroller's office. Such deputy, in the absence of the comptroller from the comptroller's office or in case of a vacancy in said office or any disability of the comptroller to perform the duties of the office of comptroller, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the office of comptroller until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(c) If any comptroller is incapable of discharging the duties of the office of comptroller, the county executive shall appoint a per-

the county executive with the concurrence of a majority of the members–elect of the board. The corporation counsel may also be dismissed at any time by a majority vote of the board. If the county executive vetoes an action by the board to dismiss the corporation counsel, the board may override the veto by a two–thirds vote of the members–elect of the board. The corporation counsel shall appoint deputies, assistants and clerical and stenographic help. Deputy corporation counsels shall have, according to their rank and seniority, the powers and duties of the corporation counsel in his or her absence or disability. The corporation counsel and deputy corporation counsels shall take and file the constitutional oath of office.

(b) The duties of the corporation counsel and assistant corporation counsels shall be, without limitation because of enumeration, to:

1. Prosecute and defend all civil actions, proceedings, applications and motions in any court, commission, board, tribunal or body in any jurisdiction of this or other states or of the nation in which the county or any board, commission, committee or officer thereof is interested or a party by virtue of the office; and shall in like manner represent or assist in representing the state, or any commission, board, agency or tribunal of the state, in such civil actions or proceedings when requested to do so by the attorney general or when the district attorney of the county is required by any statute to do so.

2. Give advice to the board, county park commission, county department under s. 46.215 or 46.22 and other departments, boards, commissions, committees, agencies or officers of the county, when requested, in all civil matters in which the county or state is interested or relating to the discharge of the official duties of such departments, boards, commissions, committees, agencies or officers; examine all claims against the county for officers', interpreters', witnesses' and jurors' fees in civil actions and examinations, when presented to the county board of supervisors, and report in writing thereto as to the liability of the county for any and all claims of whatever nature filed against it; and act as legislative counsel for the county board of supervisors when so authorized by it.

3. Serve as legal adviser to the county highway commissioner and county highway committee, draw all papers required in the performance of their duties and attend to all civil legal matters in and out of court where the commissioner or committee is a party or wherein the acquisition of lands for state or county highway purposes is concerned.

4. Perform all duties in connection with civil matters relating to the county or any agency, board, commission or officer thereof or to the state within the county that are imposed by any statute upon the district attorney of the county and for such purposes the term "district attorney" wherever it appears in the statutes relating to duties of a civil nature shall, with regard to counties containing a population of 750,000 or more, mean the corporation counsel. Opinions of the corporation counsel shall have the same force and effect as opinions of the district attorney except that in matters relating to elections the district attorney shall have the right of review. After May 17, 1957, the district attorney's powers and duties as to civil matters shall cease to the extent that they are conferred upon the corporation counsel and the district attorney shall be relieved of the responsibility of performing such duties. The corporation counsel may request the attorney general to consult and advise with the corporation counsel in the same manner as district attorneys under s. 165.25 (3).

5. Review and countersign all contracts to verify that the contracts comply with all statutes, rules, ordinances, and the county's ethics policy. This subdivision applies only in a county with a population of 750,000 or more.

(3) CORPORATION COUNSEL; ATTORNEY DESIGNEE. In lieu of employing a corporation counsel under sub. (1) or in addition to employing a corporation counsel under sub. (1) or (2) (a), a board shall designate an attorney to perform the duties of a corporation counsel as the need arises. Two or more counties may jointly des-

ignate an attorney to perform the duties of a corporation counsel. If an attorney has been designated to perform the duties of a corporation counsel, that person may exercise any powers and perform any duties of the corporation counsel.

**History:** 1995 a. 201 ss. 158, 324, 329, 330, 332, 333; 2011 a. 62; 2017 a. 207 s. 5.

Under s. 59.07 (44) [now 59.42 (1)], a corporation counsel may apprise a county board of the consequences, both civil and criminal, that result from specific actions of the board. *State v. Davis*, 63 Wis. 2d 75, 216 N.W.2d 31 (1974).

A corporation counsel should provide legal advice and representation to ss. 51.42/51.437 boards, as well as to the county board. 63 Atty. Gen. 468.

Appointment, supervision, and removal of a corporation counsel is discussed. 72 Atty. Gen. 161.

In a county with a population of under 500,000 [now 750,000] with a county executive and a salaried corporation counsel, the county board may retain the services of a private attorney to provide legal services in civil matters to the county board and human resources department. The county board must authorize, approve, and establish the parameters for such contracts; contract negotiation and administration are duties performed by the county executive. OAG 1–13.

### 59.43 Register of deeds; duties, fees, deputies.

(1b) DEFINITION. In this section, "book," if automated equipment is used, may include forms, tab or computer printed sheets as well as cards and other supply forms which although processed separately may be bound after preparation.

(1c) REGISTER OF DEEDS; DUTIES. Subject to sub. (1m), the register of deeds shall:

(a) Record or cause to be recorded in suitable books to be kept in his or her office, correctly and legibly all deeds, mortgages, instruments, and writings authorized by law to be recorded in his or her office and left with him or her for that purpose, provided the documents have plainly printed or typewritten on the document the names of the grantors, grantees, witnesses, and notary. The register of deeds shall record or file or cause to be recorded or filed all plats and certified survey maps that are authorized to be accepted for recording or filing in his or her office. Any county, by a resolution adopted by the board, may combine the separate books or volumes for deeds, mortgages, miscellaneous instruments, attachments, lis pendens, sales and notices, certificates of organization of corporations, plats, or other recorded or filed instruments or classes of documents as long as separate indexes may be produced. Notwithstanding any other provisions of the statutes, any county adopting a system of microfilming or like process or a system of recording documents by optical imaging or electronic formatting under ch. 228 may substitute the headings, reel, disc, or electronic file name and microfilm image (frame) for volume and page where recorded and different classes of instruments may be recorded, reproduced, or copied on or transferred to the same reel, disc, or electronic file or part of a reel or disc. All recordings made prior to June 28, 1961, that would have been valid under this paragraph, had this paragraph then been in effect, are validated by this paragraph.

(b) Perform the duties that are related to vital records under ss. 69.05 and 69.07.

(c) State upon the record of any conveyance of real estate the real estate transfer fee paid or, if the conveyance is not subject to a fee, the reason for the exemption, citing the relevant subsection of s. 77.25.

(d) Keep safely and maintain the documents, images of recorded documents and indexes mentioned in this section and in s. 84.095 in the manner required.

(e) Endorse upon each instrument or writing received by the register for record a certificate of the date and time when it was received, specifying the day, hour and minute of reception, which shall be evidence of such facts. Instruments shall be recorded in the order in which they are received.

(f) Endorse plainly on each instrument a number consecutive to the number assigned to the immediately previously recorded or filed instrument, such that all numbers are unique for each instrument within a group of public records that are kept together as a unit and relate to a particular subject.

(g) Safely keep and return to the party entitled thereto, on demand within a reasonable time, every instrument that is left with

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the register for record not required by law to be kept in the register's office.

(h) Register, file and index all marriages contracted, deaths and births occurring in the county.

(i) Make and deliver to any person, on demand and upon payment of the required fees, a certified copy, with the register's official seal affixed, of any record, paper, file, map or plat in the register's office.

(j) File and safely keep in the register's office all of the records, documents and papers of any post of the Grand Army of the Republic and of any historical society in the register's county.

(k) Keep an index of all organizational documents of corporations, fraternal societies, religious organizations, associations, and other entities, and all amendments of the documents, that are allowed or required by law to be filed or recorded in the register's office. The index shall be accessible and searchable by the name of the corporation, fraternal society, religious organization, association, or other entity and shall contain a reference to the document number of the organizational document or amendment and, if given on the document, the volume and page where the organizational document or amendment is filed or recorded in the register's office.

(L) Record all documents pertaining to security interests, as defined in s. 401.201 (2) (t), that are required or authorized by law to be recorded with the register. Except as otherwise prescribed by the department of financial institutions under subch. V of ch. 409, these documents shall be executed in a manner that satisfies the requirements set forth in sub. (2m) (b) 1. to 5.

(m) Keep these chattel documents in consecutive numerical arrangement, for the inspection of all persons, endorsing on each document the document number and the date and time of reception.

(n) Upon the recording of a financing statement or other document evidencing the creation of a security interest, as defined in s. 401.201 (2) (t), required to be filed or recorded with the register under s. 409.501 (1) (a), index the statement or document in the real estate records index under sub. (9).

(o) Upon the filing of an assignment, continuation statement, termination statement, foreclosure affidavit, extension, or release pertaining to a filed financing statement or other chattel security document, index the document in the real estate records index under sub. (9).

(p) Perform all other duties that are required of the register of deeds by law.

(q) Record and index writings that are submitted according to s. 289.31 (3), evidencing that a solid or hazardous waste disposal facility will be established on the particular parcel described in the writings.

(r) Record and index marital property agreements under ch. 766 and statements and revocations under s. 766.59.

(s) Record and index statements of claim and perform the other duties specified under s. 706.057 (7).

(t) Upon commencement of each term, file his or her signature and the impression of his or her official seal or rubber stamp in the office of the secretary of state.

(u) Submit that portion of recording fees collected under sub. (2) (ag) 1. and (e) and not retained by the county to the department of administration under s. 59.72 (5).

(v) Record and index statements of authority under s. 184.05.

**(1g) AUTHORITY TO REJECT ENTIRE GROUP OF RELATED DOCUMENTS.** If the register of deeds is presented with a group of related documents that has been identified by the person submitting the documents by any reasonable method as representing a single transaction and one or more documents within the group may not be recorded because of a failure to comply with any provision of sub. (2m), the register of deeds may return the entire group of documents unrecorded.

**(1m) RESTRICTIONS ON RECORDING INSTRUMENTS WITH SOCIAL SECURITY NUMBERS.** (a) Except as otherwise provided in this subsection, a register of deeds may not record any instrument offered for recording if the instrument contains the social security number of an individual.

(b) If a register of deeds is presented with an instrument for recording that contains an individual's social security number, and if the register of deeds records the instrument but does not discover that the instrument contains an individual's social security number until after the instrument is recorded, the register of deeds may not be held liable for the instrument drafter's placement of an individual's social security number on the instrument and the register of deeds may remove or obscure characters from the social security number such that the social security number is not discernable on the instrument.

(c) If a register of deeds records an instrument that contains the complete social security number of an individual, the instrument drafter is liable to the individual whose social security number appears in the recorded public document for any actual damages resulting from the instrument being recorded.

(cm) If a register of deeds is presented with an instrument for recording that contains an individual's social security number the register of deeds may, prior to recording the instrument, remove or obscure characters from the social security number such that the social security number is not discernable on the instrument.

(d) Paragraphs (a) to (c) do not apply to a federal income tax lien.

(e) Paragraphs (a) to (c) do not apply to vital records under subch. I of ch. 69.

(f) Paragraphs (a) to (c) do not apply to certificates of discharge or release recorded under s. 45.05.

**(2) REGISTER OF DEEDS; FEES.** Every register of deeds shall receive the following fees:

(a) 1. In this subsection, "page" means one side of a single sheet of paper.

2. Any instrument that is submitted for recording shall contain a blank space at least 3 inches by 3 inches in size for use by the register of deeds. If the space is not provided, the register of deeds may add a page for his or her use and charge for the page a fee that is established by the county board not to exceed an amount reasonably related to the actual and necessary cost of adding the page.

(ag) 1. Subject to s. 59.72 (5), for recording any instrument entitled to be recorded in the office of the register of deeds, \$30, except that no fee may be collected for recording a change of address that is exempt from a filing fee under s. 185.83 (1) (b) or 193.111 (1) (b).

2. In the event of conflict in the statutes regarding recording fees, subd. 1. shall control, except that subch. V of ch. 409 and s. 409.710 shall control this section.

(ar) No person may record under this section a single instrument that contains more than one mortgage, or more than one mortgage, being assigned, partially released or satisfied.

(b) For copies of any records or papers, \$2 for the first page plus \$1 for each additional page, plus \$1 for the certificate of the register of deeds, except that the department of revenue is exempt from the fees under this paragraph.

(c) Notwithstanding any other provision of law the register of deeds with the approval and consent of the board may enter into contracts with municipalities, private corporations, associations, and other persons to provide noncertified copies of the complete daily recordings and filings of documents pertaining to real property for a consideration to be determined by the board which in no event shall be less than cost of labor and material plus a reasonable allowance for plant and depreciation of equipment used.

(d) For performing functions under s. 409.523, the register shall charge the fees provided in s. 409.525, retain the portion of the fees prescribed under s. 409.525, and submit the portion of the

fees not retained to the state. A financing statement and an assignment or notice of assignment of the security interest, offered for filing at the same time, shall be considered as only one document for the purpose of this paragraph. Whenever there is offered for filing any document that is not on a standard form prescribed by ch. 409 or by the department of financial institutions or that varies more than 0.125 inch from the approved size as prescribed by sub. (1c), the appropriate fee provided in s. 409.525 or an additional filing fee of one-half the regular fee, whichever is applicable, shall be charged by the register.

(e) Subject to s. 59.72 (5), for filing any instrument which is entitled to be filed in the office of register of deeds and for which no other specific fee is specified, \$30.

(f) The fees for processing vital records or for issuing copies of vital records shall be as provided in s. 69.22.

(g) For making a new tract index upon the order of the board, the amount that is fixed by the board, to be paid from the county treasury.

(h) For recording and filing a cemetery plat under s. 157.07, a subdivision plat under s. 236.25 or a condominium plat under s. 703.07, \$50.

(j) All fees under this subsection shall be payable in advance by the party procuring the services of the register of deeds, except that the fees for the services performed for a state department, board or commission shall be invoiced monthly to such department, board or commission.

(k) For recording a transportation project plat under s. 84.095, \$25.

**(2m) STANDARD FORMAT REQUIREMENTS FOR RECORDED DOCUMENTS.** (a) Except as provided in pars. (d) and (e), no document may be recorded in the office of a register of deeds unless it substantially complies with all of the following on the first page of the instrument:

1. The name of the instrument is clear and is located not less than 0.5 inch nor more than 3 inches from the top of the document. If more than one instrument name is given, the first name given shall be used for indexing purposes.

2. A horizontal area within 3 inches of the top of the instrument in the upper left corner of the instrument, not less than 0.5 inch by 2 inches, is left blank for the unique document number.

3. An area in the upper right corner of the instrument, at least 3 inches by 3 inches, is left blank for recording information.

4. A horizontal area for the return address, at least one inch by 3 inches, is on the instrument in one of the following areas:

a. Directly below the recording information area described under subd. 3.

b. Directly below the document number area described under subd. 2.

c. Directly below the name of the instrument if the return address does not extend further than 3 inches from the top of the instrument.

5. a. Subject to subd. 5. b. and c., a space and a line are provided directly below the return address information and the line is labeled as “parcel identifier number”, “parcel identification number”, “parcel ID number”, “parcel number” or “PIN”.

b. If multiple parcels are affected by the instrument, the line described under subd. 5. a. may be used to refer the reader to another area of the instrument where the parcel identifier number is located.

c. Subdivision 5. a. applies only in a county whose board requires the use of a parcel identifier number.

(b) Except as provided in pars. (d) and (e), no document may be recorded in the office of a register of deeds unless it substantially complies with all of the following:

1. The paper is white and is at least 20 pound weight.

2. The page width is 8.5 inches and the page length is either 11 inches or 14 inches. The maximum deviation from any of these measurements may not exceed 0.25 inch.

3. A multipage instrument is not hinged or otherwise joined completely at the top or sides.

4. The entire document is clear and the letters, numbers, symbols, diagrams and other representations in the document are large enough and dense enough to be reproduced or read by a copy machine and a microfilm camera or optical scanner to the extent that the image captured is legible.

5. The ink is black, blue, or red, except that signatures and coded notations on maps may be other colors.

6. The top margin of each page is 0.5 inch, except that company logos may appear within this margin if they do not interfere with any of the other requirements of this subsection.

7. The bottom and side margins of each page are at least 0.25 inch.

(c) The register of deeds shall provide, upon request, a blank form which a person may complete and use as the first page of an instrument that the person seeks to record. The blank form shall be provided without charge and shall conform to the provisions of pars. (a) and (b).

(d) Paragraphs (a) and (b) do not apply to any of the following instruments:

1. Copies of documents that are certified by the state or by a city, village, town or county, or by a subunit or instrumentality of any of the foregoing.

3. Filed documents.

4. Federal income tax lien form 688 (Y) (c).

(e) Every instrument that the register of deeds accepts for recording under this subsection shall be considered recorded despite its failure to conform to one or more of the requirements of this subsection, if the instrument is properly indexed in a public index maintained in the office of the register of deeds.

**(3) REGISTER OF DEEDS; DEPUTIES.** Every register of deeds shall appoint one or more deputies, who shall hold office at the register's pleasure. The appointment shall be in writing and shall be recorded in the register's office. The deputy or deputies shall aid the register in the performance of the register's duties under the register's direction, and in case of the register's vacancy or the register's absence or inability to perform the duties of the register's office the deputy or deputies shall perform the duties of register until the vacancy is filled or during the continuance of the absence or inability.

**(4) REGISTER OF DEEDS; MICROFILMING AND OPTICAL DISK AND ELECTRONIC STORAGE.** (a) Except as provided in par. (b), upon the request of the register of deeds, any county, by board resolution, may authorize the register of deeds to photograph, microfilm, or record on optical discs or in electronic format records of deeds, mortgages, or other instruments relating to real property or may authorize the register of deeds to record on optical discs or in electronic format instruments relating to security interests in accordance with the requirements of s. 16.61 (7) or 59.52 (14) and to store the original records within the county at a place designated by the board. The storage place for the original records shall be reasonably safe and shall provide for the preservation of the records authorized to be stored under this paragraph. The register of deeds shall keep a photograph, microfilm, or optical disc or electronic copy of such records in conveniently accessible files in his or her office and shall provide for examination of such reproduction or examination of a copy generated from an optical disc or electronic file in enlarged, easily readable form upon request. Compliance with this paragraph satisfies the requirement of sub. (1c) (a) that the register of deeds shall keep such records in his or her office. The register of deeds may make certified copies reproduced from an authorized photograph, from a copy generated

## 59.43 COUNTIES

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from optical disc or electronic storage, or from the original records.

(b) The register of deeds may microfilm or record on optical discs or in electronic format notices of lis pendens that are at least one year old, in accordance with the requirements of s. 16.61 (7) or 59.52 (14) (b) to (d). The register of deeds shall keep a microfilm or optical disc or electronic copy of notices of lis pendens in conveniently accessible files in his or her office and shall provide for examination of such reproduction or examination of a copy generated from optical disc or electronic storage in enlarged, easily readable form upon request. Compliance with this paragraph satisfies the requirement of sub. (1c) (a) that the register of deeds shall keep such records in his or her office. The register of deeds may make certified copies reproduced from a copy generated from microfilm or from optical disc or electronic storage. The register of deeds may destroy or move to off-site storage any notice of lis pendens that has been microfilmed or recorded on optical disc or in electronic format under this paragraph.

(c) With regard to any instrument filed with or recorded by a register of deeds before April 1, 2006, which the register of deeds makes available for viewing or download on the Internet, the register of deeds shall make a reasonable effort to make social security numbers from the transferred instrument's electronic format not viewable or accessible on the Internet.

(d) No later than March 31 annually, every register of deeds of a county that has not completed making social security numbers from electronic format records not viewable or accessible on the Internet under par. (c) shall submit to the department of administration a report regarding the progress made by the county during the preceding year in making social security numbers from electronic format records not viewable or accessible on the Internet under par. (c), including a statement of the number of instruments transferred to an electronic format in the preceding year, the number of these instruments from which social security numbers were made not viewable or accessible on the Internet in the preceding year, the number of instruments remaining from which social security numbers remain to be made not viewable or accessible on the Internet, and the estimated time needed to review the remaining instruments for making social security numbers not viewable or accessible on the Internet.

(5) INCLUDING NAME OF PERSON DRAFTING INSTRUMENT. (a) No instrument by which the title to real estate, or any interest therein or lien thereon, is conveyed, created, encumbered, assigned or otherwise disposed of shall be recorded by the register of deeds unless the name of the person who, or governmental agency which, drafted such instrument is printed, typewritten, stamped or written thereon in a legible manner. An instrument complies with this subsection if it contains a statement in the following form: "This instrument was drafted by .... (name) ...."

(b) Paragraph (a) does not apply to an instrument executed before May 9, 1957, or to:

1. A decree, order, judgment or writ of a court.
3. An instrument that is executed or acknowledged outside of this state.
4. A transportation project plat that conforms to s. 84.095.

(6) EFFECT OF CERTAIN OMISSIONS IN REGISTERS' RECORDS. The validity and effect of the record of any instrument in the office of register of deeds shall not be lessened or impaired by the fact that the name of any grantor, grantee, witness or notary was not printed or typed on the instrument or by the fact that it does not comply with sub. (5).

(7) INCLUDING PARCEL IDENTIFICATION NUMBER. (a) In counties with a population of 750,000 or more where parcel identification numbers are used in the tax roll for taxes based on the value of property in municipalities, any conveyance, as defined in s. 706.01 (4), of any interest in real estate located in such a municipality shall contain reference to the parcel identification number affected. The parcel identification number shall be required for the recording of the conveyance.

(b) In counties with a population of less than 750,000 where parcel identification numbers are used in the tax roll for taxes based on the value of property in municipalities, any conveyance, as defined in s. 706.01 (4), of any interest in real estate located in such a municipality shall contain reference to the parcel identification number affected if the county in which the parcel is located enacts an ordinance that requires the use of such a number in a conveyance. The parcel identification number shall be required for the recording of the conveyance, for administrative purposes only, if the county enacts an ordinance under this paragraph.

(8) REQUIRED SIGNATURE AND SEAL ON SURVEY DOCUMENT FOR FILING OR RECORDING. It is unlawful for the register of deeds of any county or any proper public authority to file or record a map, plat, survey, or other document within the definition of the practice of professional land surveying under s. 443.01 (6s), which does not have impressed thereon, and affixed thereto, the personal signature and seal of a professional land surveyor under whose responsible charge the map, plat, survey, or other document was prepared. This subsection does not apply to any deed, contract, or other recordable document prepared by an attorney, or to an order, including any map or other document filed with the order, that is recorded under subch. I or VI of ch. 77.

(9) REAL ESTATE RECORDS INDEX. (a) 1. A register of deeds shall maintain an index for the real estate record series that contains at least all of the following:

am. Document number assigned under sub. (1c) (f) to the instrument that is consecutive and unique within the record series and, if given on the instrument, the volume and page where the instrument is recorded or filed.

- b. Time and date of the instrument's acceptance.
- c. Name of the grantor.
- d. Name of the grantee.
- e. Description of the land.
- f. Name of the instrument.
- h. To whom the instrument is delivered, unless the document is kept on file.
- i. The amount of fees received.

2. The index shall be accessible and searchable by at least all of the following means:

- a. Name of the grantor.
- b. Name of the grantee.
- c. Document number assigned to the instrument under sub. (1c) (f) and, if given on the instrument, the volume and page where the instrument is recorded or filed.
- d. By tract of land parcel if the county has a tract index.

(b) With regard to assignments, satisfactions, partial releases, and subordinations of mortgages, the index under par. (a) shall also contain the document number of the original mortgage instrument and, if given on the original mortgage instrument, the volume and page where the original mortgage instrument is recorded or filed whenever the original mortgage instrument is referenced on the assignment, satisfaction, partial release, or subordination.

(c) With regard to affidavits of correction of previously filed or recorded documents, the register of deeds shall include on the previously filed or recorded document a notation of the document number of the affidavit of correction, the date when the affidavit of correction is filed or recorded, and, if the affidavit of correction is assigned a volume and page number, the volume and page where the affidavit of correction is filed or recorded.

(11) RECORD OF ATTACHMENTS, LIS PENDENS, ETC. A register of deeds shall file or record, and index in the real estate records index, every writ of attachment or certified copy of such a writ and certificate of real estate attached, every certificate of sale of real estate, and every notice of the pendency of an action affecting real estate, which may be filed or recorded in the register's office.

(12) DESTRUCTION, TRANSFER OF DOCUMENTS; RECORDING, INDEXING DOCUMENTS. (a) The board of any county may, upon request of the register of deeds, authorize the destruction of all

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obsolete documents pertaining to chattels antedating by 6 years, including final books of entry.

(b) A board may, upon request of the register of deeds, authorize the destruction of all documents pertaining to town mutual insurance companies that were formerly required to be filed under ch. 202, 1971 stats., and that under s. 612.81 no longer have to be filed and all documents pertaining to stock corporations that were formerly required to be recorded under ch. 180, 1987 stats., and that under ch. 180 no longer have to be recorded. At least 60 days prior to the proposed destruction, the register of deeds shall notify in writing the state historical society which may order delivery to it of any records of historical interest. The state historical society may, upon application, waive the notice.

(c) Notwithstanding this subsection, sub. (1c), and ss. 16.61 (3) (e), 19.21 (1) and (5), and 59.52 (4), the board may authorize the transfer of the custody of all records maintained by the register of deeds under s. 342.20 (4), 1979 stats., to the department of transportation.

(d) In a county where the board has established a system of recording and indexing by means of electronic data processing, machine printed forms, or optical disc storage, the process of typing, keypunching, other automated machines, or optical imaging may be used to replace any handwritten entry or endorsement as described in this subsection or in sub. (1c). The various documents and indexes may also be combined into a general document file with one numbering sequence and one index at any time.

(12m) TRACT INDEX SYSTEM. (a) The board by ordinance may require the register of deeds to keep a tract index such that records containing valid descriptions of land may be searched by all of the following:

1. Quarter-sections of land or government lots within the county, the boundaries of which refer to the public land survey system or a recorded private claim, as defined in s. 236.02 (9m).
2. Recorded and filed certified survey map and lot or outlot number.
3. Recorded and filed plat, by name and lot, block, outlot or unit within the plat, according to the description of the land.

(b) No index established under par. (a) may be discontinued, unless the county establishing the index adopts, keeps and maintains a complete abstract of title to the real estate in the county as a part of the records of the office of the register of deeds of that county.

(c) If the board determines that a tract index system is unfit for use, the board may, by resolution, establish a new and corrected tract index. Any person who is authorized by the board to compile the new tract index shall have access to the old tract index and any other county records that may assist the person in compiling the new tract index. Upon completion, and approval by the board, of the new tract index system, the old tract index system shall be preserved as provided in s. 59.52 (3) (b). The resolutions of the board ordering, approving and adopting the new tract index systems, certified by the clerk, shall be recorded in each volume of the new tract index system and upon the resolution of the board adopting the new system, such a system is the only lawful tract index system in the register of deeds' office.

**History:** 1995 a. 201 ss. 326, 327, 335, 338 to 353, 355, 361, 367, 369, 375, 377 to 380, 382 to 384; 1995 a. 225 ss. 159, 160, 162; 1995 a. 227; 1997 a. 27 ss. 2164am to 2164e, 9456 (3m); 1997 a. 35, 79, 140, 252, 282, 303, 304; 1999 a. 96; 2001 a. 10; 2001 a. 16 ss. 1999m to 2001m, 4041b; 2003 a. 33 s. 2811; 2003 a. 48 ss. 10, 11; 2003 a. 206 ss. 1 to 7, 23, 24; 2005 a. 25 ss. 1231 to 1234, 2493; 2005 a. 41, 139, 441; 2009 a. 98, 314, 320; 2013 a. 20, 92, 358; 2015 a. 48, 196; 2017 a. 102; 2017 a. 207 s. 5; 2017 a. 334.

**Cross-reference:** See s. 779.97 for fees for filing federal liens and releases of liens.

**Cross-reference:** See s. 182.01 (3) for the requirement that certain corporate documents must bear the name of the drafter of the instrument before it may be filed by the department of financial services.

The express powers to appoint and discharge deputies under this section are separate from those of the county and are not subject to a collective bargaining agreement entered into by the county. Crawford County v. WERC, 177 Wis. 2d 66, 501 N.W.2d 836 (Ct. App. 1993).

Crawford County v. WERC is restricted to its facts. Deputized employees, apart from a chief deputy, are exempt from the terms of collective bargaining agreements

only to the extent that they are managerial or supervisory employees. Eau Claire County v. AFSCME Local 2223, 190 Wis. 2d 298, 526 N.W.2d 802 (Ct. App. 1994).

Except for their elected superior's power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. Oneida County v. WERC, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00-0466.

A register of deeds does not have authority to correct an original recording of a deed made by a predecessor. 61 Atty. Gen. 189.

Section 59.513 [now s. 59.43 (5)] does not apply unless the instrument affects real estate in the manner described in the statute. 63 Atty. Gen. 594.

In a county maintaining a tract index system, the register of deeds must enter into the index any deed, mortgage, or other recorded instrument that affects title to or mentions an indexed tract or any part thereof. 63 Atty. Gen. 254.

Registers of deeds have no obligation to file or record "common-law liens" or "common-law writs of attachment." 69 Atty. Gen. 58.

Registers of deeds entering into contracts under sub. (2) (c) may insist on provisions protecting the identity and integrity of records obtained under the contracts and protecting the public. Authority to require provisions directly prohibiting the contracting party from selling or disseminating copies of the records is not prohibited and may reasonably be implied from the general contracting authority under sub. (2) (c). OAG 1-03.

The fee requirements of sub. (2) (b), not those of s. 19.35 (3), apply to electronic copies of records obtained pursuant sub. (4), unless the requester has entered into a contract authorized by sub. (2) (c). OAG 1-03.

Under s. 706.05 (1), only instruments that affect an interest in land are entitled to be recorded. A land patent is the instrument by which the government conveys title to portions of the public domain to private individuals. "Land patents," "updates of land patent" and other, similarly-titled documents filed by private individuals that purport to be grants of private land from private individuals to themselves or other private individuals are not true land patents and are invalid on their face and not entitled to recording under s. 706.05 (1). OAG 4-12.

**59.44 County abstractor; appointment; duties; fees.**

(1) (a) Except as provided under par. (b), whenever any county adopts a tract index system or any recognized chain of title system, the board may create a department to be known as an abstract department, either in connection with or independent of the office of the register of deeds, as the board considers advisable. The board may appoint a competent person for a term of 2 years, who shall be known as the county abstractor, and shall have charge of and operate the abstract department. The board shall furnish a seal for the abstractor, who shall place the seal on every abstract issued by the abstractor.

(b) In any county with a county executive or a county administrator, if the county creates an abstract department under par. (a), the county executive or county administrator shall appoint and supervise the county abstractor. Such appointment shall be subject to confirmation by the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(2) The register of deeds shall be eligible to hold the office of county abstractor and may hold both offices at the same time.

(3) The county abstractor shall make and deliver to any person an abstract of title to any land in the county, upon the payment of the required fee.

(4) The board shall fix the salary of said abstractor, provide such clerical assistance as may be necessary and fix their compensation and shall fix the fees to be received for the compiling and furnishing of abstracts and may at any time prescribe regulations for the operation and conduct of said department. All fees received for the compiling and furnishing of abstracts shall be paid into the county treasury.

(5) The board may by two-thirds vote of all the members of the board discontinue furnishing abstracts.

**History:** 1985 a. 29; 1991 a. 316; 1995 a. 201 s. 387; Stats. 1995 s. 59.44; 1995 a. 225 s. 163; 1997 a. 35.

**59.45 County surveyor; duties, deputies, fees.**

(1) SURVEYOR; DUTIES. (a) The county surveyor shall do all of the following:

1. Execute, personally or by a deputy, all surveys that are required by the county or by a court. Surveys for individuals or corporations may be executed at the county surveyor's discretion.

2. Make, personally or by a deputy, a record, in books or on drawings and plats that are kept for that purpose, of all corners that are set and the manner of fixing the corners, of each survey made personally, by deputies or by other professional land surveyors



## County of Door HUMAN RESOURCES

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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**To:** Administrative Committee  
**From:** Kelly A. Hendee, Human Resources Director  
**Date:** February 12, 2020  
**Re:** County Identification Policy

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### **Background**

The County adopted a policy in compliance with County Ordinance 27-80 to provide a means by which priorities shall be given to designated elected officials and County employees for passage to specified facilities to insure protection of life and property and insure continuity of government during emergency conditions.

This policy and ordinance are under review by Human Resources and County Administration to create and provide an updated version for recommendation to County Board.

### **Current**

Human Resources is in the process of updating the badges in coordination with Technology Services who have been installing the new Linier Security System that allows entry to County facilities.

As part of the policy update, Administration is recommending a cost be passed on to employee's should they lose their initial identification card. This cost should reflect replacement value.

New identification cards will begin to be distributed beginning the end of February.



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

<b>Acct No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Prepaid</b>
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	February 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.54102	Cardmember Service	<i>none this month</i>		
100.11.1101.53101	Staples Business Advantage	<i>none this month</i>		
100.06.1161.59185	Brown County C-LEC dba Nsight Teleservices	Fiber to Washington Island, Matching funds per Resoluiton #2019-05 approved 1/23/18	\$1,000.00	X
<b>County Administrator Vouchers:</b>				
100.49.1115.53106	Staples Business Advantage	<i>none this month</i>		
100.49.1115.52462	Cardmember Service	Lodging - Ken, WEDA Legislative Day 1/15/20	\$102.00	
<b>Transportation Vouchers:</b>				
71-Transportation	Cellcom Wisconsin RSA	Jan 2020 Cell charges	\$39.00	X
71-Transportation	Staples Advantage	Jan 2020 Office Supplies - Transportation	\$2.54	X
<b>TOTAL:</b>			<b>\$10,045.79</b>	



Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 100 - General Fund</b>											
Department <b>25 - Court Systems</b>											
Sub-Department <b>1340 - Clerk of Courts</b>											
Account <b>52101 - Professional Services</b>											
3629 - ERICKSON PRIBYL S.C.	2020-00000001	Court Appointed Attorney Fees	Paid by Check # 670908		01/02/2020	01/03/2020	12/31/2019	01/07/2020		4,766.45	
6957 - REETZ LAW OFFICE	2020-00000024	Court Appointed Attorney Fees	Paid by Check # 671230		01/16/2020	01/17/2020	12/31/2019	01/21/2020		1,322.58	
									Account <b>52101 - Professional Services</b> Totals	Invoice Transactions 2	\$6,089.03
Account <b>52130 - PS-Guardian Ad Litem</b>											
3629 - ERICKSON PRIBYL S.C.	2020-00000001	Court Appointed Attorney Fees	Paid by Check # 670908		01/02/2020	01/03/2020	12/31/2019	01/07/2020		791.00	
15303 - NINA MARTEL SC	2020-00000002	Court Appointed Attorney Fees	Paid by Check # 670909		01/02/2020	01/03/2020	12/31/2019	01/07/2020		641.31	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000020	Court Appointed GAL Fees	Paid by Check # 671227		01/16/2020	01/17/2020	12/31/2019	01/21/2020		1,904.00	
9682 - PINKERT LAW FIRM LLP	2020-00000022	Court Appointed Atty Fees	Paid by Check # 671229		01/16/2020	01/17/2020	12/31/2019	01/21/2020		91.00	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000025	Court Appointed GAL Fees	Paid by Check # 671444		01/17/2020	01/17/2020	01/31/2020	01/30/2020		182.00	
									Account <b>52130 - PS-Guardian Ad Litem</b> Totals	Invoice Transactions 5	\$3,609.31
Account <b>52402 - Membership Dues</b>											
691 - WCCCA	2020-00000028	WCCCA 2020 Membership Dues	Paid by Check # 671447		01/17/2020	01/17/2020	01/31/2020	01/30/2020		125.00	
									Account <b>52402 - Membership Dues</b> Totals	Invoice Transactions 1	\$125.00
Account <b>52425 - Interpreter Services</b>											
13733 - SWITS, LTD	2020-00000006	Interpreter Services	Paid by Check # 670912		01/02/2020	01/03/2020	12/31/2019	01/07/2020		56.00	
16111 - THE SIGN LANGUAGE GROUP	2020-00000004	Interpreter Fees	Paid by Check # 670913		01/02/2020	01/03/2020	12/31/2019	01/07/2020		497.40	
21104 - JV TRANSLATOR, LLC	2020-00000021	Interpreter Fees	Paid by Check # 671228		01/16/2020	01/17/2020	12/31/2019	01/21/2020		247.42	
19805 - SPAN WISH, LLC	2020-00000027	Interepreter Fees	Paid by Check # 671446		01/17/2020	01/17/2020	01/31/2020	01/30/2020		206.10	
15825 - SUSAN G RASCON	2020-00000042	Interpreter Fees	Paid by Check # 671579		01/31/2020	01/31/2020	02/03/2020	02/04/2020		87.50	
									Account <b>52425 - Interpreter Services</b> Totals	Invoice Transactions 5	\$1,094.42
Account <b>53106 - Office Supplies</b>											
28170 - SCHWAAB INC	2020-00000005	Office Supplies - Notary Stamp	Paid by Check # 670910		01/02/2020	01/03/2020	12/31/2019	01/07/2020		40.25	
15069 - STAPLES ADVANTAGE	2020-00000003	Office Supplies	Paid by Check # 670911		01/02/2020	01/03/2020	12/31/2019	01/07/2020		299.99	

# Clerk of Court A/P January 2020

Invoice Date Range 01/01/20 - 01/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>100 - General Fund</b>										
Department <b>25 - Court Systems</b>										
Sub-Department <b>1340 - Clerk of Courts</b>										
Account <b>53106 - Office Supplies</b>										
28170 - SCHWAAB INC	2020-00000026	Office Supplies	Paid by Check # 671445		01/17/2020	01/17/2020	01/31/2020		01/30/2020	394.20
							Account <b>53106 - Office Supplies</b> Totals	Invoice Transactions	3	<u>\$734.44</u>
							Sub-Department <b>1340 - Clerk of Courts</b> Totals	Invoice Transactions	16	<u>\$11,652.20</u>
							Department <b>25 - Court Systems</b> Totals	Invoice Transactions	16	<u>\$11,652.20</u>
							Fund <b>100 - General Fund</b> Totals	Invoice Transactions	16	<u>\$11,652.20</u>
							Grand Totals	Invoice Transactions	16	<u>\$11,652.20</u>

\* = Prior Fiscal Year Activity

Door County

## Accounts Payable Invoice Report

Payment Date Range 01/01/20 - 01/31/20  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>14 - Corporation Counsel</b>									
Batch Number <b>2019-0000658</b>		Batch Date 12/31/2019			Entered by User Amanda Sawdo				
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>14 Corporation Counsel</b>									
90317	December 2019 copier usage	Paid by Check #670917		12/31/2019	12/31/2019	12/31/2019		01/07/2020	258.66
Sub-Department <b>14 Corporation Counsel</b> Totals						Invoices	1		0
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals						Invoices	1		\$258.66
Batch Number <b>2019-0000658</b> Totals						Invoices	1		\$258.66
Batch Number <b>2019-0000663</b>									
Vendor <b>22286 - BOERNER CONSULTING LLC</b>		Batch Date 12/31/2019			Entered by User Amanda Sawdo				
Sub-Department <b>14 Corporation Counsel</b>									
2830	Professional Services	Paid by Check #670914		12/31/2019	12/31/2019	12/31/2019		01/07/2020	618.75
Sub-Department <b>14 Corporation Counsel</b> Totals						Invoices	1		0
Vendor <b>22286 - BOERNER CONSULTING LLC</b> Totals						Invoices	1		\$618.75
Vendor <b>8852 - GAY PUSTAVER</b>									
Sub-Department <b>14 Corporation Counsel</b>									
12-2019	Mediation Services December 2019	Paid by Check #670915		12/31/2019	12/31/2019	12/31/2019		01/07/2020	570.00
Sub-Department <b>14 Corporation Counsel</b> Totals						Invoices	1		0
Vendor <b>8852 - GAY PUSTAVER</b> Totals						Invoices	1		\$570.00
Batch Number <b>2019-0000663</b> Totals						Invoices	2		\$1,188.75
Batch Number <b>2020-0000002</b>									
Vendor <b>15069 - STAPLES ADVANTAGE</b>		Batch Date 01/03/2020			Entered by User Amanda Sawdo				
Sub-Department <b>14 Corporation Counsel</b>									
3433394427	12-9-19 order - Legal Size Paper	Paid by Check #670916		12/31/2019	12/31/2019	12/31/2019		01/07/2020	37.92
Sub-Department <b>14 Corporation Counsel</b> Totals						Invoices	1		0
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals						Invoices	1		\$37.92
Batch Number <b>2020-0000002</b> Totals						Invoices	1		\$37.92
Batch Number <b>2020-0000033</b>									
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b>		Batch Date 01/17/2020			Entered by User Amanda Sawdo				
Sub-Department <b>14 Corporation Counsel</b>									
841569302	Government Select on Westlaw-Wpack (December 2019)	Paid by Check #671231		01/17/2020	01/17/2020	12/31/2019		01/21/2020	1,597.68
Sub-Department <b>14 Corporation Counsel</b> Totals						Invoices	1		0
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b> Totals						Invoices	1		\$1,597.68
Batch Number <b>2020-0000033</b> Totals						Invoices	1		\$1,597.68
Batch Number <b>2020-0000035</b>									
		Batch Date 01/17/2020			Entered by User Amanda Sawdo				

# Accounts Payable Invoice Report

Payment Date Range 01/01/20 - 01/31/20  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>11671 - MADISON COUNTY SHERIFF'S OFFICE</b>									
Sub-Department <b>14 Corporation Counsel</b>									
RE:Paper Service	Personal Service Fee	Paid by Check #671307		01/17/2020	01/17/2020	01/17/2020		01/22/2020	20.00
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices	1		0
		Vendor <b>11671 - MADISON COUNTY SHERIFF'S OFFICE</b> Totals				Invoices	1		<u>\$20.00</u>
		Batch Number <b>2020-00000035</b> Totals				Invoices	1		<u>\$20.00</u>
Batch Number <b>2020-00000051</b> Batch Date 01/29/2020 Entered by User Amanda Sawdo									
Vendor <b>5529 - COOK COUNTY SHERIFF'S DEPT</b>									
Sub-Department <b>14 Corporation Counsel</b>									
20SC35 Service	Service of Summons and Complaint	Paid by Check #671369		01/29/2020	01/29/2020	01/29/2020		01/29/2020	60.00
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices	1		0
		Vendor <b>5529 - COOK COUNTY SHERIFF'S DEPT</b> Totals				Invoices	1		<u>\$60.00</u>
		Batch Number <b>2020-00000051</b> Totals				Invoices	1		<u>\$60.00</u>
		Department <b>14 - Corporation Counsel</b> Totals				Invoices	7		<u>\$3,163.01</u>
<b>14 Corporation Counsel</b> _____									
				Grand Totals		Invoices	7		<u><u>\$3,163.01</u></u>

Door County

*J. Moeller*  
11/30/2020

*K. Ladd*  
1/30/20

11/31/2020 Batch

# Accounts Payable Invoice Report

G/L Date Range 02/03/20 - 02/03/20

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>25 - Court Systems</b>									
Batch Number <b>2020-0000058</b>		Batch Date 01/29/2020			Entered by User Jennifer Moeller				
Vendor <b>14343 - BLAZKOVEC, BLAZKOVEC &amp; DOWNEY</b>									
Sub-Department <b>25 Court Systems</b>									
8935	19GN3 Guardian ad Litem	Edit		01/29/2020	02/03/2020	02/03/2020			71.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>14343 - BLAZKOVEC, BLAZKOVEC &amp; DOWNEY</b> Totals	Invoices	1	<u>\$71.00</u>
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1207	transcripts	Edit		01/29/2020	02/03/2020	02/03/2020			806.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>6197 - HOLLY M JEWELL</b> Totals	Invoices	1	<u>\$806.00</u>
Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b>									
Sub-Department <b>25 Court Systems</b>									
3210	Evaluations and travel	Edit		01/29/2020	02/03/2020	02/03/2020			3,400.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b> Totals	Invoices	1	<u>\$3,400.00</u>
Vendor <b>2674 - LISA A HARTEL</b>									
Sub-Department <b>25 Court Systems</b>									
1720	transcripts	Edit		01/29/2020	02/03/2020	02/03/2020			31.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>2674 - LISA A HARTEL</b> Totals	Invoices	1	<u>\$31.00</u>
Vendor <b>20086 - MARSHALL J BALES</b>									
Sub-Department <b>25 Court Systems</b>									
4979	Evaluations and testimony	Edit		01/29/2020	02/03/2020	02/03/2020			1,455.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>20086 - MARSHALL J BALES</b> Totals	Invoices	1	<u>\$1,455.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>25 Court Systems</b>									
3435876876	toner cartridge for printer	Edit		01/29/2020	02/03/2020	02/03/2020			101.06
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals	Invoices	1	<u>\$101.06</u>
Vendor <b>2669 - WI JUVENILE COURT CLERKS ASSN</b>									
Sub-Department <b>25 Court Systems</b>									
04012020	WJCCA Annual Dues	Edit		01/29/2020	02/03/2020	02/03/2020			40.00
						Sub-Department <b>25 Court Systems</b> Totals	Invoices	1	0
						Vendor <b>2669 - WI JUVENILE COURT CLERKS ASSN</b> Totals	Invoices	1	<u>\$40.00</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 02/03/20 - 02/03/20

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
	Batch Number		<b>2020-0000058</b>	Totals		Invoices	7		\$5,904.06
	Department		<b>25 - Court Systems</b>	Totals		Invoices	7		\$5,904.06
<b>25 Court Systems</b>									
				Grand Totals		Invoices	7		\$5,904.06



**HUMAN RESOURCES DEPARTMENT  
VOUCHER LISTING: February 2020**

Acct No.	Vendor	Description	Prepaid	Amount
59176	HRI, dba Humana Wellness	Go365 Beacon YMCA Fee	X	\$ 60.00
59109	Aurora Medical Group	Pre Employment Physical	X	\$ 369.00
52146	Bellin Health	Drug Screening	X	\$ 125.00
52401	ABR Employment Services	Finance Dept., week ending 01/12/2020	X	\$ 226.44
52401	ABR Employment Services	Finance Dept., week ending 01/19/2020	X	\$ 113.22
52121	Diversified Benefit Services	Administrative Svcs -January 2020	X	\$ 813.50
59120	Employee Resource Center	Case #165047 (Two Visits)	X	\$ 280.00
59169	Prevea Health Occupational Helath	Pre-work screening	X	\$ 268.00
53106	Baudville	Years of Service Pins	X	\$ 606.12
51403	Cardmember Service	New Employee Lunch - Fatzos	X	\$ 97.30
52149	Door County Medical Center	Chair Massages	x	\$ 160.00
53106	Staples	Office Supplies	X	\$ 73.94
55107	Wisconsin Document Imigaing	Human Resources Copies & Base Rate	x	\$ 469.38
53109	Peninsula Pulse	Custodian Ad - two weeks	x	\$ 35.61
59119	Wis. Dept. of Justice	Background Checks	x	\$ 57.00
TOTAL:				\$ 3,754.51

I hereby approve payment of the  
monthly bills for the  
HUMAN RESOURCES DEPARTMENT  
as listed on this document.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Lienau, Chairman  
Administrative Committee

