

Notice of Public Meeting
Tuesday, October 18, 2016
9:00 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 September 13, 2016 Regular Administrative Committee Meeting, September 20, 2016 Joint Administrative/RPC/IS/LCC/BOH Meeting, and October 11, 2016 Special Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - A. **County Administrator**
 - ◆ Monthly Update
 - ◆ FYI: Out-of-State Travel: West Point, MS – Amy LeFevre – Human Services
 - ◆ Compensation Plan
 - B. **County Board**
 - ◆ WCA Reimbursement
 - C. **Corporation Counsel**
 - ◆ CC-GPT Gone Until 10-25-2016
 - ◆ Ozone Non-Attainment Designation
 - Proposed Presentation by Attorney Arthur Harrington, Godfrey & Kahn, S.C. on the likely impacts of New National Ambient Air Quality Standards (NAAQS) for Ozone and What may, from a practical standpoint, be done to mitigate these impacts?
 - ◆ Effect of ACC-David P. Hemery's Departure --- The Dequaine Perspective
 - D. **Human Resources**
 - ◆ Request to Refill Deputy Clerk of Courts
 - ◆ Recommendation New Position(s); IS Reorganization, and Increase of Hours Per Position Requests for 2017
 - ◆ Recommendation for Part Time Pay Increases
 - ◆ FYI-Letter of Resignation: Karrie Anthony - Clerk of Courts
 - ◆ FYI-Letter of Resignation: Mary Bittorf – Human Services
 - ◆ FYI-Letter of Retirement: Ruth Neinas – Planning
 - ◆ FYI-Letter of Retirement: Becca Berger – Library
 - ◆ FYI-Letter of Retirement: Donna Gruner - Library
 - ◆ FYI-Letter of Retirement: Cheryl Jome – Clerk of Courts
 - ◆ Successful Completion of Introductory Period - Jennifer Fitzgerald, Sr. Resource Center
 - ◆ FYI: Personnel Transactions
 - ◆ FYI: Vouchers – September
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: tbd
12. **Adjourn**

Deviation from order shown may occur

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Committee.

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

AGENDA Posted _____, 2016 by _____

MINUTES
Tuesday, September 13, 2016

**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

Chairman Lienau called the Tuesday, August 16, 2016 meeting of the Administrative Committee to order at 8:30 a.m.

Establish a Quorum ~ Roll Call

Members present: David Lienau, Dan Austad, Joel Gunnaugsson, Kathy Schultz, John Neinas, and Ken Fisher. Richard Virlee was excused.

Others present: Administrator Ken Pabich, CC Grant Thomas, Finance Director Mark Janiak, HR Director Kelly Hendee, Building & Grounds Director Wayne Spritka, IS Director Tim Ullman, County Clerk Jill Lau, and Media Representative Peter Devlin.

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

Adopt Agenda / Properly Noticed

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

Approve Minutes of August 16, 2016 Regular Administrative Committee Meeting and the August 16, 2016 Joint Administrative/Finance Meeting

Motion by Schultz, seconded by Neinas to approve the minutes of the August 16, 2016 Regular Administrative Committee meeting and the August 16, 2016 joint Administrative/Finance Committee meeting. Motion carried by unanimous voice vote.

Correspondence

Supervisor Fisher received a question regarding salary for the Chief Deputy in the Sheriff's Department. Concerns expressed that sergeants in the department are at a higher pay scale than the chief deputy position.

Public Comment

No one from the public commented.

Old Business

No old business was presented.

New Business (Review / Action)

Review and Recommendation re: Administrative Oversight Department Budgets for 2017:

Child Support

Court Systems

District Attorney

County Administrator

County Clerk

County Board

Corporation Counsel

Human Resources

Medical Examiner

Veterans Services Office

Administrator Pabich presented a brief overview of each budget. Relatively no changes in any of the budgets other than County Clerk reduction due to the number of elections expected in 2017, Human Resources increased in expenses due to additional training resources and County Board due to capital outlay reduction.

Motion by Austad, seconded by Fisher to approve all budgets listed as presented and send on to the Finance Committee. Motion carried by unanimous voice vote.

County Board

Boys & Girls Club Proclamation "Lights on Afterschool Day"

Chairman Lienau explained the Boys & Girls Club is requesting a proclamation from the County Board. Information in the packet was reviewed. Supervisor Fisher questioned if any funding was requested; Chairman Lienau noted this is simply a request for a proclamation.

Motion by Gunnlaugsson, seconded by Schultz to approve the proclamation and send to County Board. Motion carried by unanimous voice vote.

Letter from Town of Washington for Level of Support for Police Department

Administrator Pabich presented an analysis of the expenses related to costs per municipality for police protection. Pabich reviewed the funding provided to the town. The town requested additional support up to \$150,000. After analysis and discussions with Administrator Pabich, Sheriff Delarwelle recommends remaining at the current funding level of \$100,000. The request will be considered at the next meeting of the Law Enforcement Committee.

Corporation Counsel

Ozone Non-Attainment Designation

CC Thomas explained non-attainment was a 2004 issue. An effort was made to overturn the initial decision by the EPA. In 2010, the status was changed to attainment. In 2010, the standards were reviewed and eventually changed in 2014-2015. EPA is currently in the process of taking ozone measurements. CC Thomas expects the County will be designated as non-attainment again. CC Thomas will be in contact with DCEDC and outside counsel to discuss the situation.

Litigation (Pending and Contemplated)

Foreclosure of Tax Liens by Action In Rem (P.I.N. 014-01-15302714B2) Door County Case Number 2016-GF-3

CC Thomas explained the former owner was not willing to relinquish the property. The Court has issued a Writ of Assistance. The property owner will be notified. If they do not vacate the property the Sheriff will be involved to remove the property owner.

"Door County v. Lo Artisan Distillery, LLC, Charlotte D. Vang, and Po C. Lo" - Door County Case # 2016-CV-104

CC Thomas explained the County was unable to negotiate an agreement. The County has a default judgement in hand which and will attempt to enforce. The business is operating; the owners are not paying on the debt owed. Approximate amount owed is \$33,000; both owners and the corporation are liable for the debt.

County of Door vs. Margaret L. Frank - Door County Case Number 2016-CV-144

CC Thomas filed a complaint on August 11. A hearing is scheduled for November 15. Thomas is working with Mrs. Frank to have her vacate voluntarily.

§ 95.21, Wis. Stats. Rabies Control Program Cases

The rabies control program is the responsibility of the county. The Door County Humane Society is the quarantine agency. The Humane Society attempts to collect costs associated with a quarantine from the owners of the animal upon release of the animal. If the owners do not pay, the County is responsible for the debt. The County can then, through the court system small claims, attempt to collect from the owner.

Shoreland Zoning Ordinance Re-Draft

CC Thomas explained the ordinance will be in front of RPC this week and before County Board this month.

Human Resources

Request to Refill – Administrative Assistant II-PT-District Attorney

HR Director Hendee explained the position is the assistant to the Assistant DA.

Motion by Fisher, seconded by Schultz to approve the request. Motion carried by unanimous voice vote.

Request to Refill – PC Network Specialist Position with IS Help Desk Representative Position

HR Director Hendee explained the position has been reviewed at length. The position description is in draft form with further review needed by the IS Director and HR Director. This position is expected to be refilled this year. The position was vacated due to a resignation.

Motion by Gunnlaugsson, seconded by Austad to approve the request. Administrator Pabich noted this is an important position to fill. The department did undergo an audit and currently the Administrator is analyzing the data from the audit. Motion carried by voice vote with Supervisor Neinas voting no.

Compensation Update – Special Meeting Request

HR Director Hendee requested a special meeting be held to present the information to the committee. Administrator Pabich and HR Director Hendee have met with the department heads. It was suggested a special meeting be held on October 11 at 10:00 a.m. or earlier if possible. The meeting will include a presentation by the consultant.

Successful completion of Introductory periods – Karen Dallman and Dylan Jennerjohn-EMS

FYI.

FYI: Personnel Transactions

Reviewed without comment.

FYI: Vouchers-August

Reviewed without comment.

Closed Session

Convene into closed session pursuant to § 19.85(1)(c), Wis. Stats, for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Performance Evaluation of County Administrator Ken Pabich

Motion by Schultz, seconded by Fisher to adjourn into closed session. Motion carried by roll call vote with all members voting yes.

Time: 9:41 a.m.

Reconvene in Open Session

Motion by Fisher, seconded by Austad to reconvene in open session. Motion carried by roll call vote with all members voting yes.

Time 10:18 a.m.

Discussion and Decision (if any)

Motion by Fisher, seconded by Gunnlaugsson to recommend the raise for the Administrator as agreed upon in closed session and move on to the County Board in closed session for final approval. Motion carried by unanimous voice vote.

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

Nothing as of this meeting

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date(s)

Special Meeting – October 11, 2016 – 9:00 a.m.

Regular Meeting - October 18, 2016 – 9:00 a.m.

Adjourn

Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time: 10:18 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

<p style="text-align: center;">MINUTES</p> <p style="text-align: center;">Tuesday, September 20, 2016</p>	<p style="text-align: center;">JOINT MEETING:</p>	<p style="text-align: center;">ADMINISTRATIVE COMMITTEE RESOURCE PLANNING COMMITTEE INFORMATION SYSTEMS COMMITTEE LAND CONSERVATION COMMITTEE BOARD OF HEALTH</p>
<p style="text-align: center;"><i>Door County Government Center • County Board Room, 1st floor, • 421 Nebraska Street, Sturgeon Bay, WI</i></p>		

Call Meeting to Order

The joint meeting was called to order by Administrative Chairman David Lienau at 10:00 a.m.

Establish a Quorum ~ Roll Call

Administrative Members present: David Lienau, Ken Fisher, Dan Austad, Joel Gunnlaugsson, John Neinas, Kathy Schultz, and Richard Virlee.

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

RPC Members present: Ken Fisher, David Enigl, Susan Kohout, and Mark Moeller. Don Sitte was excused.

IS Members present: David Enigl, Jon Koch, David Englebert, Linda Wait, and Mark Moeller. Richard Haines and Don Sitte were excused.

LCC Members present: Ken Fisher, Randy Halstead, Richard Virlee, and John Neinas. Mike Vandenhouten was excused.

Board of Health Members present: Helen Bacon, Joel Gunnlaugsson, Steve Sohns, Susan Kohout, Megan Lundahl, and Lawrence Leporte. James Heise and Jody Boes were excused.

Adopt Agenda / Properly Noticed

Motion by Moeller, seconded by Bacon to approve the agenda. Motion carried by unanimous voice vote.

Land Management Departments [Planning, Sanitarian, and Soil & Water Conservation]

Study & Resulting Recommendations for Future Operations

Administrator Pabich explained a lot of research has been done in previous years. Recent research includes succession planning and budget review. A team was established to study and recommend any changes including staffing levels, office locations and services. Administrator Pabich reviewed the current and proposed organization chart included in the meeting packets.

Recommendations include

1. Soil and Water Department remains a stand-alone department; there is no advantage to combine with any other department as S&W truly performs work that doesn't overlap with any other department.
2. Move Assistant Sanitarians under the Planning Department once the Sanitarian Department Head retires
3. Real Property Lister office moves under Planning Department effective January 1, 2017
4. LIO office moves under Planning Department effective January 1, 2017. There is a significant amount of work that happens between LIO and RPL.
5. RPL and LIO relocate to the current Sanitarians office once the Sanitarian Department Head retires
6. When positions become vacant they will be reviewed to determine if they are truly needed
7. Oversight Committee changes include RPL, LIO and eventually Sanitarians move under RPC. Minimal change to IS and BOH (reduction of RPL, LIO, and eventually Sanitarian). No change to LCC.
8. The Sanitarian DH will not be replaced and a part-time position within Planning will be eliminated

It was noted when the switch of the Sanitarian to Planning occurs sanitarian reports to the Board of Health will be shared. RPL Hansen will no longer be considered a department head she will report to Planning Director Goode. Responsibilities, salary and supervision of staff remain the same. Supervisors D. Englebert and Moeller questioned why the Register of

Deeds was not involved in the study given the interaction between RPL and ROD. Administrator Pabich explained involvement was limited because the ROD is an elected official and because of the offices physical location. Based off of workflow and operations the recommendations presented are the best options now. There are no physical changes for the time from the public's standpoint; physical changes will be implemented through planning succession. Supervisor Fisher noted the streamlining of operations has been discussed for many years. It was noted that the structure and rules of the county board committees will be reviewed and amended in November or December.

Discussion and Decisions

Motion by Fisher, seconded by Gunnlaugsson to proceed with the organization plan as presented. CC Thomas will draft a resolution for reorganization. Motion carried by roll call vote of each committee with all members voting yes.

Adjourn

Motion by Gunnlaugsson, seconded by Enigl to adjourn. Time: 10:34 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES**Tuesday, October 11, 2016****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, October 11, 2016 Administrative Committee Meeting was called to order by Vice-Chairman Ken Fisher at 10:00 a.m.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, Kathy Schultz, John Neinas, Ken Fisher, and Richard Virlee. David Lienau and Joel Gunnlaugsson were excused.

Others present: Supervisor Susan Kohout, Supervisor Nancy Robillard, Administrator Ken Pabich, Finance Director Mark Janiak, HR Director Kelly Hendee, Child Support Director/Assistant Corp Counsel Rod Dequaine, Register in Probate Jennifer Moeller, IS Director Tim Ullman, County Clerk Jill Lau, Carlson-Dettman Rep Patrick Glynn and Media Representative Peter Devlin.

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

Adopt Agenda / Properly Noticed

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

Public Comment

No one from the public commented.

New Business (Review / Action)**Compensation Plan****Presentation / Discussion by Carlson-Dettman on Compensation Plan**

Patrick Glynn presented a PowerPoint reviewing the project scope, age profile, service profile, market comparisons, commuting patterns, benchmark vs. non-benchmark jobs, market placement, pay structure anchors, preface to plan design, steps to internal consistency, job evaluation factors, market rate (control point), observations/recommendations, implementation strategy, and employee appeals.

Review / Action on 2017 Compensation Plan**Review / Action on 2017 Pay for Performance**

Information included in the meeting packet was reviewed including the proposed 2017 compensation plan and the previous/current plan dated 2016. Administrator Pabich explained an initial review was performed on the original Compensation Plan it was determined an update to the Compensation Plan was needed. A comprehensive review and update was performed. It is expected if the new proposed plan is adopted it can be maintained for approximately 10 years before another comprehensive review is needed.

If County Board adopts the new plan employees will be moved into the new pay plan in 2017. Administrator Pabich reviewed the pay plan and the Pay for Performance. Implementing the proposed plan has been built into the 2017 budget.

Discussion regarding if Door County can continue to do business status quo going forward. The County will need to determine mandated services and other services and make a determination if we can continue to provide for non-mandated services. In addition the County needs to review each job and determine if efficiencies can be found by consolidating positions into one job rather than refilling each individual position.

Motion by Austad, seconded by Virlee to approve the 2017 Compensation Plan as presented. Motion carried by unanimous voice vote.

Motion by Austad, seconded by Virlee to approve the 2017 Pay for Performance plan and move it forward to the County Board for approval. Motion carried by unanimous voice vote.

Human Resources**FYI – Letter of Resignation – David Hemery – Assistant Corporation Counsel**

HR Director Hendee explained David Hemery has resigned to accept a new position.

Request to Refill – Assistant Corporation Counsel

Motion by Austad, seconded by Schultz to approve the request to refill and any subsequent vacancies upon review and approval.
Motion carried by unanimous voice vote.

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

Nothing as of this meeting.

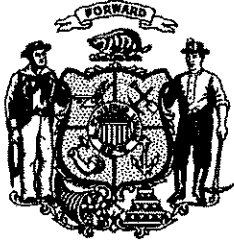
Next Meeting Date(s)

Regular Meeting – October 18, 2016 – 9:00 a.m.

Adjourn

Motion by Schultz, seconded by Austad to adjourn. Time: 11:36 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
 MADISON, WI 53707

September 21, 2016

Gina McCarthy
 Administrator
 U.S. Environmental Protection Agency
 1200 Pennsylvania Avenue, NW
 Mail Code: 1101A
 Washington, DC 20460

Subject: Designation of 2015 Ozone National Ambient Air Quality Standard (NAAQS)
 Nonattainment Areas in Wisconsin

Dear Administrator McCarthy:

On October 1, 2015, the United States Environmental Protection Agency (EPA) revised both the primary and secondary ozone National Ambient Air Quality Standards (NAAQS). I am sending this letter in accordance with section 107(d)(1)(A) of the Clean Air Act, which requires the governor of each state to submit designation recommendations within one year from the date of promulgation of a new federal standard. EPA's 2015 ozone final rule is currently being litigated by several states, including Wisconsin. Submission of these recommendations should not be considered as support of the 2015 ozone rule.

Recommendation

Based on the rationale provided below, I recommend that all counties in Wisconsin be designated as attainment for the 2015 ozone NAAQS.

Rationale

This recommendation is based on the following considerations:

1. Ozone levels in Wisconsin have greatly improved.

Wisconsin has historically been a national leader in improving air quality and has put in place many important air pollution regulations to reduce emissions. These actions have resulted in a measurable improvement in monitored ozone levels. With two exceptions, all areas of Wisconsin are currently attaining the previous (2008) ozone standard, and the state recently submitted a request to EPA to redesignate one of the two remaining areas (eastern Kenosha County) to attainment. Given the positive trend in statewide ozone levels, and the continued cost and effort needed to implement the 1997 and 2008 ozone standards, it is unnecessary for EPA to designate additional nonattainment areas at this time.

2. Wisconsin has already significantly reduced ozone-causing emissions.

Wisconsin has enacted many permanent and enforceable control measure programs to reduce the nitrogen oxides (NOx) and volatile organic compound (VOC) emissions that contribute to ozone formation. This includes NOx reasonably available control technology (RACT), VOC RACT, and EPA's transport rules for NOx. State-implemented programs have been very effective in reducing VOC emissions from mobile sources.

Wisconsin also operates one of the most well-controlled utility systems in the country. Many facilities operated by Wisconsin utilities are in binding agreements to operate their selective catalytic reduction controls (SCRs) and to utilize low-NOx combustion systems. The state also has adopted two iterations of NOx emission limits for large point sources within previous ozone nonattainment areas.

Given the many actions Wisconsin has already taken to reduce emissions contributing to ozone, it is both unnecessary and unwarranted for EPA to designate additional nonattainment areas in the state. Such action would require these areas to seek additional reductions that, while costly and burdensome, would be unlikely to improve ozone conditions (see below).

3. Elevated ozone levels in Wisconsin are primarily due to emissions originating from other states.

As the state has repeatedly noted to EPA, Wisconsin's air quality is heavily impacted by ozone precursors originating from out of state.¹ Wisconsin's lakeshore counties, in particular, continue to suffer the consequences of diminished air quality and resulting nonattainment due to emissions originating beyond Wisconsin's borders. EPA's limited efforts to resolve this problem have proved to be inadequate. The result of EPA's inaction is that many areas of Wisconsin are threatened with the additional regulation that comes with a nonattainment designation with no ability to meaningfully influence the situation.

An example of this circumstance is Sheboygan County. Regional modeling estimates that Wisconsin sources are responsible for only 13% of the ozone measured at Sheboygan Kohler-Andrae monitor. EPA's own modeling for the proposed Cross-State Air Pollution Rule Update (80 FR 75706) predicts that Sheboygan will not attain the 2008 ozone NAAQS, primarily due to the out-of-state emissions the rule purports to control. As stated above, Wisconsin has already taken a wide range of actions to reduce emissions from sources it can control. Unless and until EPA takes action to fully address downwind state attainment issues, Wisconsin sources must not be required to reduce emissions further in order to meet EPA's new standard.

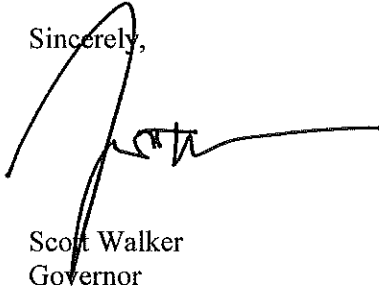
These reasons justify a designation of "attainment" for all counties in Wisconsin for this NAAQS. However, if EPA elects to designate areas of the state as nonattainment, EPA should ensure that the geographic areas covered by such designations are minimized through the use of partial county designations, alternative designations (e.g., rural transport areas), or other flexibilities that may be available. The state reserves the right to update these recommendations, or provide additional information to EPA, if deemed appropriate.

Please contact Gail Good, Director of the Air Management Program at the Wisconsin Department of Natural Resources, at (608) 264-8537 if you have any questions related to this letter. Thank you for

¹ See Wisconsin's comments on EPA's 2008 ozone proposed rule (March 17, 2015) and request for reconsideration of EPA's final rule (December 18, 2015).

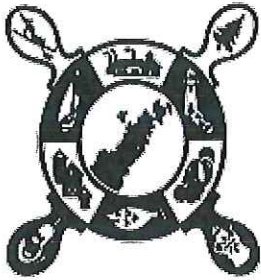
the opportunity to submit the State of Wisconsin's recommendations on this important air quality matter.

Sincerely,

A handwritten signature in black ink, appearing to be "Scott Walker", written over the word "Sincerely,".

Scott Walker
Governor

cc: Robert Kaplan, Acting Administrator, Region V, US EPA
Senator Robert Cowles, Chair, Senate Committee on Natural Resources and Energy
Representative Jeffrey Mursau, Chair, Assembly Committee on Environment and Forestry
Cathy Stepp, Secretary, Department of Natural Resources
Patrick Stevens, Administrator, Air & Waste Division, Department of Natural Resources
Gail Good, Director, Air Management Program, Department of Natural Resources



County of Door
CLERK OF CIRCUIT COURTS

Justice Center
 1205 S. Duluth Avenue
 Sturgeon Bay, WI 54235

RECEIVED

OCT 04 2016

DOOR COUNTY
 ADMINISTRATOR

Connie DeFere

Clerk of Circuit Court
 (920) 746-2205

connie.defere@wicourts.gov

County Administrator Ken Pabich
 HR Director Kelly Hendee

October 3, 2016

Dear Mrs. Hendee and Mr. Pabich,

I am writing to explain the two requests for refill position forms I am submitting.

We had the part time position training to move into the full time position for when that full time position retires. The full time employee stated she will be retiring the end of December 2016.

Being that the part time position left for full time employment else where our office is in a bind. The full time position has some time sensitive duties that will now need to be learned such as tax intercept. At this time I plan on learning that position knowing that no one else covers these duties. This will put a big strain on the office as financials, adjustments, payment plans are everyday occurrences. Please note I am eager to learn the financials, although, this means I will be the only one in the office handling financials until I can train another. It would be very beneficial to the Clerk of Courts office to get the full time position filled as soon as possible and the part time position full filled at a later date.

Financially, the part time position budget will not be withdrawn from for approximately 15 weeks. I am hoping to get the full time position filled for the last 6 weeks of the year. If we could determine a pretty close hire date I can have finance figure the actual impact. The financial impact could be little to none, but the impact to our office would be substantial.

Sincerely,

Connie DeFere

Connie DeFere
 Clerk of Circuit Court

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

DEPT. HEAD TO COMPLETE:

Department Clerk of Court Position Title: Deputy Clerk of Court

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: January 1, 2016

☒ Full Time ☐ Part Time ☐ Limited Term ☐ Project Hours per week: 40

Reason for Vacancy: ☐ Separation ☐ Transfer ☒ Retirement ☐ Resignation ☐ Death

Discuss turnover with the department in the previous 18-24 months: Many years between turn overs in this full time position

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

Name of Current / Most Recent Incumbent: Ms. Cheryl Jome

Is office space, furniture, and office equipment available? ☒ Yes ☐ No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources: Both AQ and Description should be on file from December 2015

☐ Job Analysis Questionnaire

☐ Job Description

Completed by: Connie DeFere Date October 3, 2016

Financial Information:

Salary Range: Pay range 14 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 - Clerical FLSA Status non-exempt

☒ Human Resources has performed a position review? HH (HR initial)

☒ The Job Analysis and Job Description have both been updated and signed? HH (HR initial)

Approvals:

County Administrator [Signature] Date 10-27-16

Oversight Committee Chair _____ Date _____

☐ I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

☐ I want to participate ☐ I do not wish to participate

Administrative Committee Chair _____ Date _____

☐ I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

☐ I want to participate ☐ I do not wish to participate

County of Door

Deputy - Clerks of Court

Job Title	Deputy – Clerks of Court	Last Revision	09/18/2015
Department	Clerk of Courts	HR Reviewed	09/18/2015
Division		Employee Group	General Municipal Employee
Report To	Clerk of Courts	FLSA Status	Non-Exempt
Pay Range	14	EEO Code	06 – Office/Clerical

General Summary

Prepares and maintains records for the Circuit Court by performing a wide variety of time sensitive, complex, clerical, financial and administrative functions. This position works extensively with the Judges, the Judges' Assistants, District Attorney's Office, Child Support Agency, Jail Division; the Sheriffs and Police departments, Dispatch, Department of Corrections, and Attorneys to assure that the courts are prepared for daily operations. Expect to be dealing with the public in emotionally discerning ways. The duties of the office are governed by the statutes of the State of Wisconsin Circuit Court Association. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Functions

1. Courtroom duties include swearing in witnesses, bailiffs, and jurors, taking minutes of proceedings, marking exhibits and maintaining exhibit lists, maintain Audio-Video settings in Courtrooms. Assist in using Elmo, mic's and hearing devices.
2. Initiating case files, add parties, attorneys, and brief statement of the nature of action, and accurately file and scan all pleadings and correspondence in appropriate case files timely.
3. Maintain accurate electronic Court's records available to the general public on the internet.
4. Preparing a variety of Orders for Court's signature.
5. Preparing appeal files and documents, including shipment to Court of Appeals, calendaring and meeting Appeals Court deadlines.
6. Responsible for a variety of financial record keeping and processing related to court orders.

Civil/Small Claims

1. Maintaining and processing small claims judgments for Court's signature and maintaining judgments and lien docket for civil, unemployment, delinquent tax, or income warrants, foreign, transcript, condominium, and constructions liens.
2. Recording and docketing judgments and satisfactions accurately.
3. Preparing weekly listing of judgment liens for title companies when needed, and completing all necessary paperwork.
4. Process Temporary Restraining Orders and Injunctions, garnishments and name changes.

Criminal

1. Prepare Judgments of Conviction, send departments copies with supporting information required.
2. Performing criminal history checks.
3. Entering/disposing of traffic citations.
4. Interacting with Jail personnel providing appropriate information.
5. Responsible for organizing interpreters.
6. Preparing bail bonds for signature of Defendants. Review bonds with parties posting bond to secure the release of Defendant.
7. Preparing Court docket for criminal intake.
8. Preparing warrants, revocation of driver's license, orders for AODA assessments, orders lifting Title

County of Door Deputy - Clerk of Courts

Transfer Stops.

9. Notifying attorneys when exhibits may be returned or destroyed.
10. Prepare paperwork/orders for ignition interlocks on vehicles and waivers.
11. Assist Defendants in criminal cases after case is disposed. Complete sentencing paperwork.

Family

1. Calendaring family cases with the 120 day waiting period and pulling family files for Court and reviewing paperwork is finished before Court hearings.
2. Preparing divorce certificates for the State Bureau of Vital Statistics.
3. Preparing cash drawers for daily use and monitor supply of change. Counting and balancing drawers at end of day; preparing bank deposit.

Traffic/Jury

1. Entering and assigning case numbers to traffic citations in computer and electronically send traffic dispositions to the Dept. of Motor Vehicles.
2. Processing jury data from DOT, maintaining annual juror pool, preparing and sending out Juror Qualification Questionnaires, assigning jurors to specific month and cases, processing qualified/non-qualified jurors and preparing and send out juror summons. Respond to requests from jurors regarding postponements with calls or letters.
3. Preparing expense vouchers for payment of jurors.
4. Contacting bailiff for jury trials and preparing for jury trials. Set up jury room with equipment.

Financials

1. Prepare, monitor and process accounts for payment plans and wage assignments. Update interest monthly. Prepare and send reminder notices.
2. Prepares, monitors and handles all procedures for past due accounts, tax intercept and collections.
3. Reconcile E-Payments and electronic funds.
4. Processes and manages all adjustment transactions for all debits and credits.
5. Prepare and send drivers license suspensions.
6. Backup for court, day end procedures and month end procedures.
7. Process incoming and outgoing mail and forward if necessary.

General Functions

1. Reception duty at the front desk to include answering the phone, receipting payments, processing requests for information and assist customers with questions. Notarize documents.
2. Processing incoming and outgoing mail and forward to litigants or parties when necessary.
3. Scanning files into computer.

Requirements

Training and Experience

1. Must have a High School diploma or equivalent.
2. Two (2) or more years of recent work experience in an office, preferably in a legal setting.
3. One – Two years or more of recent work experience in accounting or bookkeeping.
4. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.

County of Door
Deputy - Clerk of Courts

Knowledge, Skills, and Abilities Required

1. Knowledge of office practices, procedures and legal terminology.
2. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
3. Knowledge of basic mathematic computations and appropriate command of English is required.
4. Ability to operate a variety of office machines including but not limited to a calculator, telephone, cash register, computer, typewriter, and courtroom audio-video equipment.
5. Skill in performing simple to moderately complex mathematical calculations.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Ability to maintain confidentiality of information and proceedings where legally required.
8. Capable of working with limited supervision and to make authorized decisions regarding procedural matters.
9. Ability to acquire working knowledge of court functions as assigned to include, Civil, Family, Financial, Forfeitures, Criminal, Traffic, Small Claims and Jury within three (3) months and any other duties as required.
10. Ability to work under pressure and strict deadlines.

Physical & Working Conditions

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

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

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

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

Approvals:

Connie M. Defere
Connie M. Defere, Clerk of Court

10/12/16
Date

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

10/12/16
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

Deputy Clerk of Court

Effective Date

6 Mo

Department

Clerk of Court

Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Deputy Clerk of Court Pay Range 14 Min Step											
1.00	\$18.37	38,210					28,593				66,803
Current Clerk of Court 2017 Budget											
1.00	\$21.61	44,949					15,798				60,747
Total Salary and Benefit Increase											6,056
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Deputy Clerk of Court Pay Range 14 Mid Step											
1.00	\$21.61	44,949					29,584				74,533
Current Clerk of Court 2017 Budget											
1.00	\$21.61	44,949					15,798				60,747
Total Salary and Benefit Increase											13,786

Dept Head Signature

Mark E. Janich

10/12/2016

Finance Director

Date

Disclaimer: This Fiscal Impact does not include Step 1 \$18.91, Step 2 \$19.45, Step 3 \$19.99, Step 4 \$20.53, or Step 5 \$21.07.

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

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
ENGLEBERT D.			
ENGLEBERT R.			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
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:
See Attached. MEJ

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 October, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2016-64 New Position Requests for 2017 (Increase of Hours, Reclassifications, New Positions)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, The process requires that a Joint Meeting be held with the Finance and
2 Administrative Committee to review and recommend action by the County Board on all Increase of
3 hours; reclassifications and new regular or part time position requests; and

4 **WHEREAS**, The Committees met, conferred with department heads, oversight committee
5 chairpersons, Human Resources Director, and County Administrator, considered the personnel
6 requests made and submits the following recommendation to the County Board:
7

8 The following personnel requests are recommended for approval:

9 **Increase of hours**

10 Human Services Disability Benefit Specialist - ADRC: 28 to 32 hrs. wk.

11 **New Positions**

12 Human Services Senior Center Cook (2 – Part time)
13 Human Services Financial Manager
14 Information Systems See attached Organization Chart

15 **NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board of Supervisors does
16 hereby approve the above action on the increase of hours, and new positions detailed above.
17

18 **FISCAL IMPACT: \$ (SEE ATTACHMENT)**

SUBMITTED BY:

ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

David Lienau,
Administrative Committee Chair

Kathy Schultz,
Finance Committee Chair

Ken Fisher

Ken Fisher

Dan Austad

David Englebert

Joel Gunnlaugsson

Roy Englebert

John Neinas

David Enigl

Kathy Schultz

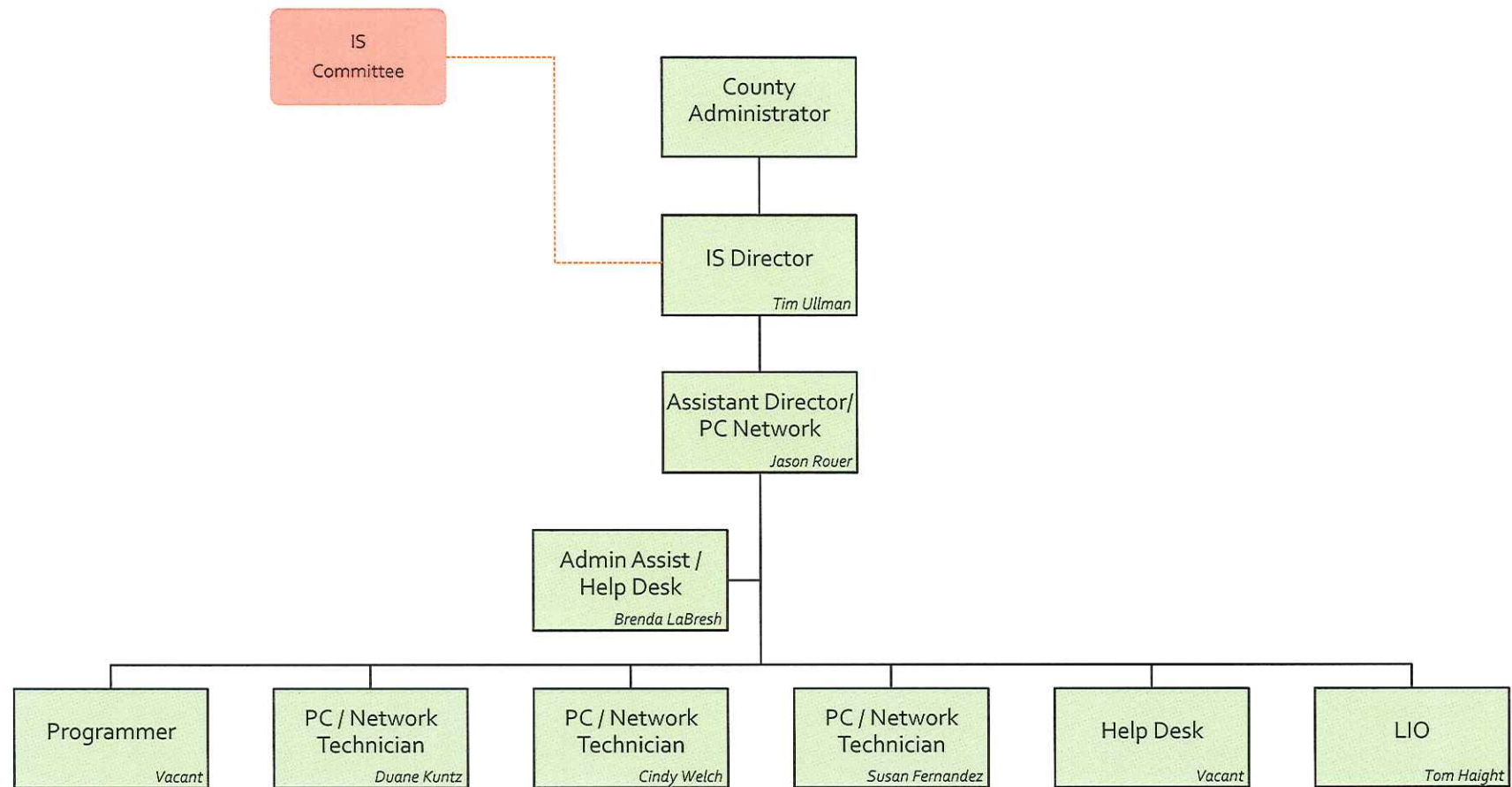
Susan Kohout

Richard Virlee

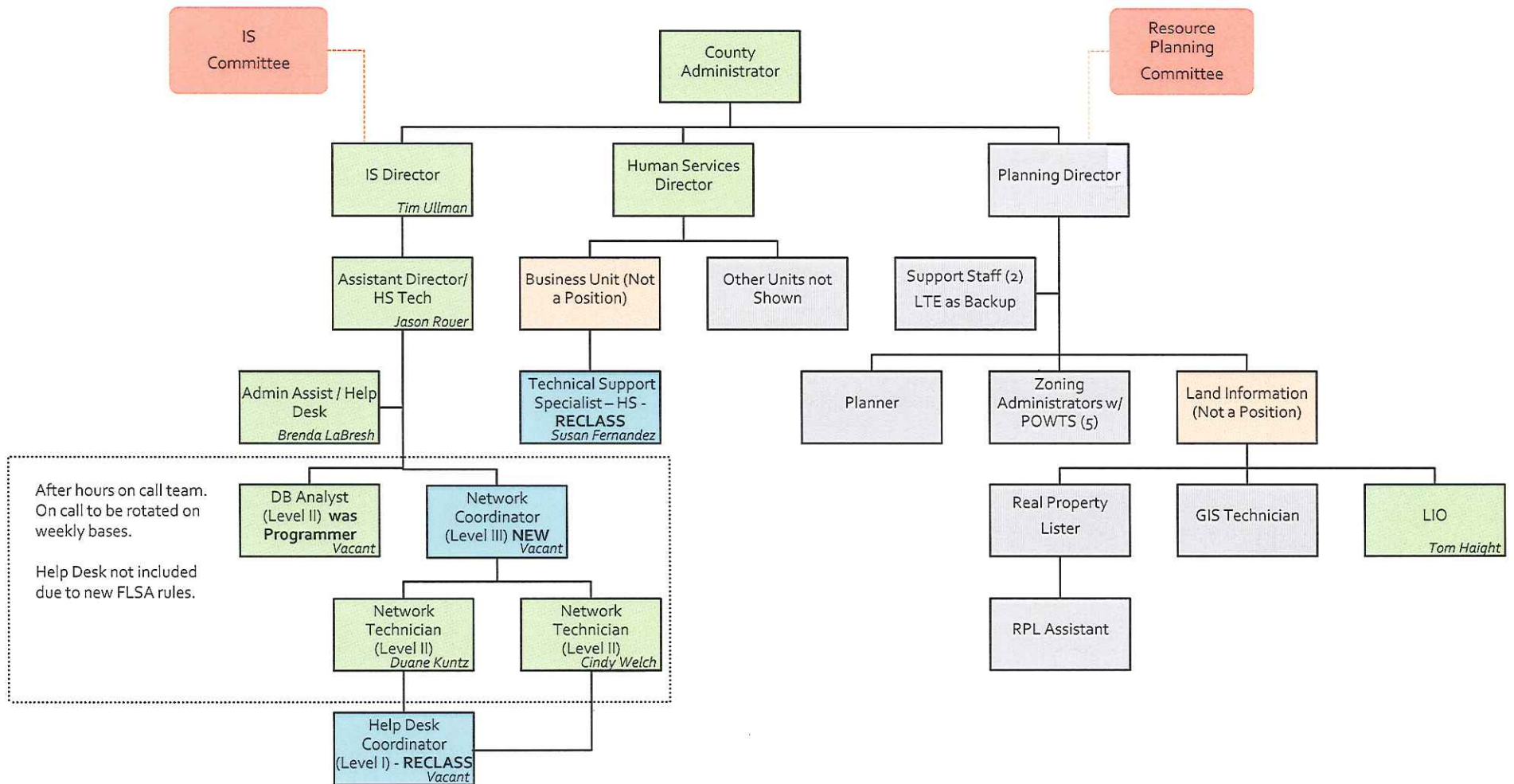
Mark Moeller

2017 New Positions, Reclassification and Change of Hours - Summary Effect on 2017 Budget (REVISED)							
<u>Department</u>	<u>Rationale</u>	<u>Current Budget or Contract Amount</u>	<u>Proposed Budget or Contract Amount</u>	<u>Impact on 2017 Budget</u>	<u>Percent Change</u>	<u>Request Reviewed by Human Resources</u>	<u>County Administrator Recommendations</u>
	RESOLUTION 2016-64 for 2017						
Human Services							
Disability Benefits Specialist	Increase in hours from 0.6 to 0.7	39,307	63,685	24,378	62.02%	Yes	Yes
Cook (2 Positions)	24 hour LTE to 24 hour part-time	41,626	76,180	34,554	83.01%	Yes	Yes
Financial Manager	New Position (1.0 FTE)	-	99,933	99,933	N/A	Yes	Yes
Technical Support Specialist	RECLASSIFICATION - transfer of position to Human Services	No Fiscal Imapct				Yes	Yes
Emergency Services							
Emergency Mang Assistant	20 hour to assist EM operations	-	22,295	22,295	NA	Yes	No
Information Services							
DB Analyst	Reclassification from existing Programmer Position	64,370	89,468	25,098	38.99%	Yes	Yes
Network Coordinator	New position	-	89,468	89,468	N/A	Yes	Yes
Network Technician (2)	Reclassification from existing PC / Network Technician	No Fiscal Imapct				Yes	Yes
PC / Network Specialist (1)	Transferred to Human Services - RECLASSIFICATION	No Fiscal Imapct				Yes	Yes
Help Desk Coordinator	Reclassification from PC / Network Technician	No Fiscal Imapct				Yes	Yes
Part Time Pay Rates:	RESOLUTION 2016-64						
Non-Sworn	\$13.00 to \$14.00		-			Yes	Yes
Sworn Reserve Deputy	\$14.75 to \$15.75		-			Yes	Yes
Library Page	RESOLUTION 2016-65						
1st Year	\$11.00						
2nd Year	\$12.00						
3rd Year	\$13.00						
Total Projected Increase to 2017 Proposed Budget							
				295,726	FC Recommendation		

Current Organization – Information Services (8.5 FTE)



Proposed Organization – Information Services (7.5 FTE, 2 FTE Moved)





DOOR COUNTY

Draft

ROLL CALL Board Member	Yes	No	Exc.
AUSTAD			
BACON			
ENGLEBERT D.			
ENGLEBERT R.			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
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 only rates changed by this resolution are those for the Library Pages. The four part-time Library Pages currently employed are all Class I or Class II and are included in the 2017 budget at or above the rates shown herein; as such, there is no fiscal impact for 2017. MEJ

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 October, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2016-65

PART TIME PAY RATES

(Replacing Resolution #2015-72)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

NOW, THEREFORE BE IT RESOLVED, That the following rates apply to all classifications as listed, effective January 1, 2017.

HIGHWAY

Stand by Bridgetender..... 17.50 per hour

HIGHWAY

Seasonal Class I (start) 11.75 per hour

Seasonal Class II (second year) 12.75 per hour

Seasonal Class III (third year) 13.75 per hour

PARKS & AIRPORT

Seasonal Class I (start) 11.50 per hour

Seasonal Class II (second year) 12.50 per hour

Seasonal Class III (third year) 13.50 per hour

Seasonal Class IV CDL Required 14.00 per hour

CIRCUIT COURT

Bailiff 10.00 per hour

MUSEUM

Museum Director 12.85 per hour

Museum Curator 12.60 per hour

Assistant Curator Part Time 12.10 per hour

LIBRARY

Library Page Class I (start) 11.00 per hour

Library Page Class II (second year) 12.00 per hour

Library Page Class III (third year) 13.00 per hour

SUBMITTED BY:**ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE**

David Lienau,
Administrative Committee Chair

Kathy Schultz,
Finance Committee Chair

Ken Fisher

Ken Fisher

Dan Austad

David Englebert

Joel Gunnlaugsson

Roy Englebert

John Neinas

David Enigl

Kathy Schultz

Susan Kohout

Richard Virlee

Mark Moeller



DOOR COUNTY
Draft

ROLL CALL	Board Members	Ye	Nay	Exc.
AUSTAD				
BACON				
ENGLEBERT D.				
ENGLEBERT R.				
ENIGL				
FISHER				
GUNNLAUGSSON				
HAINES				
HALSTEAD				
KOCH				
KOHOUT				
LIENAU				
LUNDAHL				
MOELLER				
NEINAS				
ROBILLARD				
SCHULTZ				
SITTE				
SOHNS				
VIRLEE				
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 only rates that changed from 2016 are those for the Reserve Deputies. Based on estimates from the Sheriff's Dept. of how many hours will be worked in 2017, we estimate that the increased costs of these changes will be \$2,600 for the Sheriff's Dept. MEJ

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 October, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2016-66

PART TIME PAY RATES (Training /Certification Required) (Replacing Resolution #2015-73)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

NOW, THEREFORE, BE IT RESOLVED, That the following rates apply to all classifications as listed, effective January 1, 2017.

EMERGENCY MEDICAL TECHNICIAN (EMT)

On Duty (EMT) 11.50 per hour
Standby (EMT) current minimum wage
Paramedic (back-up) 14.45 per hour
Paramedic (replacement) 14.50 per hour

SHERIFF

Non-Sworn Reserve Deputy 14.00 per hour
Sworn Reserve Deputy 15.75 per hour
On-call Court Security Deputy
Class I (start) 16.50 per hour
Class II (3 years) 17.00 per hour
Class III (5 years) 17.50 per hour

MEDICAL EXAMINER

Medical Examiner Investigator 70.00 per case
plus 15.00 per hour
for additional assigned work by the Medical Examiner
Cremation 25.00 per assist
Autopsy/External Exam 100.00 per assist
Standby 3.75 per hour

SUBMITTED BY:

ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

David Lienau,
Administrative Committee Chair

Kathy Schultz,
Finance Committee Chair

Ken Fisher

Ken Fisher

Dan Austad

David Englebert

Joel Gunnlaugsson

Roy Englebert

John Neinas

David Enigl

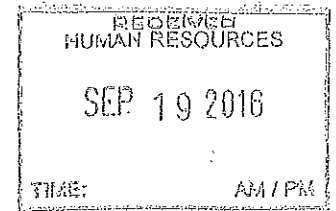
Kathy Schultz

Susan Kohout

Richard Virlee

Mark Moeller

September 12, 2016



Clerk of Courts
1205 S. Duluth Avenue
Sturgeon Bay, WI. 54235

Dear Connie DeFere,

Thank you for the pleasure of working in the clerk of courts office with you. You are an amazing person and are a strong group of women. I am honored to know all of you and to have been able to spend a year working side by side with you all.

I am a firm believer in things happen for a reason. As much as I love working with you all, another door has been opened for me to walk through. I am hopeful that I will get along with the next group of women as well.

My hope is that you will find a good fit for Cheryl's retirement replacement. At this time please consider this as my two-week notice. Also, please know that this was a difficult decision and that I do not take this transition lightly. I wish you nothing but the best!

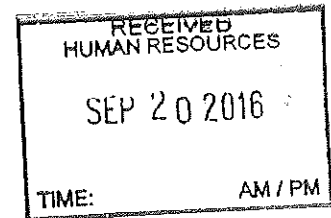
ala

Sincerely,

A handwritten signature in cursive script that reads "Karrie J. Anthony".

Karrie J. Anthony

Mary E Bittorf
5770 Hwy 42
Sturgeon Bay WI 54235
920-743-4865
dmbittorf@hotmail.com



9/19/16

Carol Wautlet
Economic Support Manager
Human Services
421 Nebraska St
Sturgeon Bay WI 54235

Carol:

I would like to inform you that I will be resigning from my position as an Economic Support Specialist. My final day with the department will be 9/30/16.

I wish to thank you and the entire Economic Support staff for the opportunities I have been provided and the pleasure of working with such an awesome group of individuals.

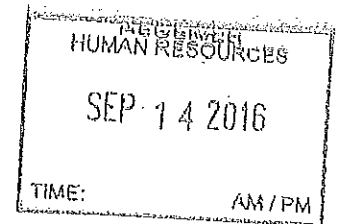
Sincerely,

A handwritten signature in cursive script that reads "Mary E Bittorf". The signature is written in dark ink and is positioned below the word "Sincerely,".

Mary E Bittorf

September 7, 2016

Mariah Goode, Director
Planning Department
Government Center
Sturgeon Bay, WI 54235



Dear Mariah:

Please accept this letter as my notice of retirement from this department effective December 30, 2016.

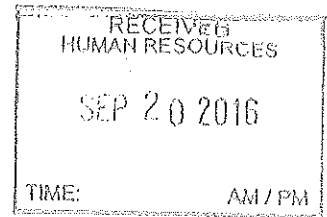
Thank you for the opportunity to be a part-time office assistant these past few years. I enjoyed my job working for you and with you.

Let me know what paperwork and/or procedures are necessary for me to complete.

Sincerely,

Ruth Neinas

pc: Ken Pabich
County Administrator



September 19, 2016

Bob Dickson, President
Door County Library Board

Dear Bob, Library Board Members and Door County Supervisors,

I began work at the Door County Library on January 13, 1997 and my last day will be January 13, 2017. I am retiring after 20 years of rewarding work.

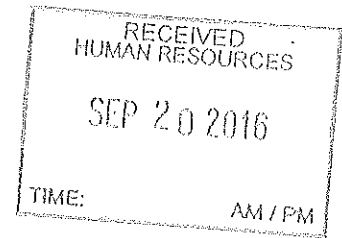
I need to thank staff, Library Board, Door County Board of Supervisors, Friends of the Door County Libraries, Door County Library Foundation members, the villages and towns where branches exist, and the City of Sturgeon Bay for their support for public libraries in this wonderful county.

My good wishes to all for a strong future for the Door County Library System.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rebecca".

Rebecca N. Berger

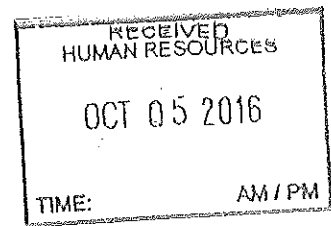


I would like to resign after I work on October 7th, from the Door County Library-Forestville Branch. I am relocating to the Appleton area to spend more time with my family.

It has been a pleasure working with Barb Husch, and with you as well, Becca.

Sincerely,

Donna Gruner



October 5, 2016

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

Re: Retirement Notice

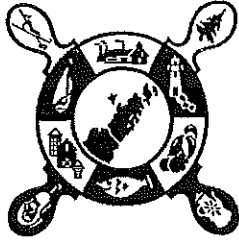
Dear Ms. Hendee:

This letter is to inform Human Resources that Cheryl Jome, Deputy Clerk of Court, will be retiring on December 31, 2016. My current address is 177 Lucerne Drive, Forestville, WI 54213. Thank you.

Sincerely,

Cheryl Jome

CC: Connie DeFere



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

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

September 07, 2016

Human Services Board
Chairman: Mark Moeller
421 Nebraska St.
Sturgeon Bay WI 54235

Re: Completion of Introductory Period

Name: Jennifer Fitzgerald

Start Date: February 29, 2016

Mrs. Jennifer Fitzgerald has done an excellent job learning her new job as the Activities Coordinator here at the ADRC and Senior Resource Center. Since Jennifer has been here, she has been active and motivated in understanding in her new role, attending required trainings and meetings. Jennifer has also been a tremendous resource to our program bringing a wealth of experience and knowledge from previous employment. Jennifer has a wonderfully positive attitude and has developed strong collaborative working relationships with consumers and her other colleagues. She completed her introductory period successfully as of August 12, 2016 and will move to a regular status of part-time employment upon your approval.

Sincerely,

Jake Erickson
Aging Program Manager

Cc: Administrative Committee
Human Resources Department.



County of Door
Human Resources
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Kelly A. Hendee
 Human Resources Director
 (920) 746-2305
 khendee@co.door.wi.us

TO: Administrative Committee
 FROM: Heidiann Ullman
 Human Resources

SUBJECT: Monthly Personnel Transactions
 October 2016 Report

Date	Transaction *	Department	Name		Position
09/26/2026	Hired	District Attorney	Hoffmann-Hass	Melanie	Office Coordinator
09/26/2016	Inactive	Clerk of Courts	Anthony	Karrie	Deputy Clerk of Court Admin Assist
09/30/2016	Resignation	Human Services	Bittorf	Mary	Economic Support Specialist
09/30/2016	Resignation	Corporation Counsel	Hemery	David	Assistant Corporation Counsel
10/03/2016	Hired	Human Services	Buhk	Margaret	Case Manager Children & Families
10/03/2016	Hired	Human Services	McCoy	Faith Ann	Case Manager Children & Families
10/03/2016	Hired	Human Services	Roth	Andrew	Case Manager Children & Families
10/07/2016	Inactive	Library	Gruner	Donna	Circulation Assistant
10/10/2016	Hired	Human Services	Schultz	Kathy	Case Manager Children & Families
10/11/2016	Hired	Human Services	Fairchild	Kathy	Wisconsin Home Energy Assistance Program Specialist
11/01/2016	Resignation	Medical Examiner	Vandertie	Sandra	Medicolegal Investigator
12/31/2016	Retirement	Clerk of Court	Jome	Cheryl	Deputy Clerk of Court
01/13/2017	Retirement	Library	Berger	Rebecca	Library Director

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Re-Hired	Former Employees returning to employment in same category as originally hired. (Seasonal)
Resignation	Employees submitted correspondence indicating they are leaving employment and <u>not</u> retirement eligible.
Retirement	Employees qualified to retire because of "eligible years of service" or "eligible retirement age".
Termination	Employer terminates employment with employee (includes layoff)

HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING October

Acct No.	Vendor	Description	Prepaid	Amount
53106	DC Printing	Envelopes	Y	\$ 91.80
21210-21250	Minnesota Life Insurance	November Life Insurance Premiums	Y	\$ 9,632.15
52403	Peninsula Pulse	Advertising	Y	\$ 223.57
				\$ 9,947.52

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

Date: _____

Dan Austad, Chairman
Administrative Committee

8/16/16

Page
DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

September
MEETING DATE2016

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie De Fere

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2016

Batch Nbr: 258758

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 04-FA-01 Fredrich	245.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-62 NATZKE	192.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	14.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16FA52 HRJL	161.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 15-CF-125 Khan	986.60
Vendor Total:							1,354.60 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 14-FA-74 McCaulley	31.72
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 04-FA-21 Shuda/James	91.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 05-FA-98 St. Arnold	469.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 13-PA-6PJ Parins	28.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 09-FA-68 Cowdery	119.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 15-PA-16 Kennedy	7.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 16-PA-04 Bowen	294.00
Vendor Total:							1,008.00 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies - Green self ink stamp	20.81
TOFT LAW FIRM	965	1340	52130			GAL Fees 16-PA-04 Bowen	122.50
TOFT LAW FIRM	965	1340	52130			GAL Fees 16-PA-04 BOWEN	70.00
Vendor Total:							192.50 *
Schedule Total:							\$2,852.63 *

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8/30/16

Page
DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

September 13, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

Connie De Fere25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2016

Batch Nbr: 258781

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
A'VIANDS, LLC	19165	1341	52407			Jury Meals 8/23-24/16 15CV43	39.75
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13-FA-118 JAMISON	126.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 McCarthy	14.00
Vendor Total:							140.00 *
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CM14 R. Skippon III	562.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CM71 K. Lesniewski	408.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CT27 J Springstube	636.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CF65 J. Meyer	560.00
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CF40 S Beckmann	599.75
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CT35 C. Kezo	506.50
Vendor Total:							3,273.75 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-PA-16PJ KARABUSH	34.12
REME BASHI	18535	1340	52425			Intrprtr fees 16CV140 - 16CM45 - 16CT67	203.86
REME BASHI	18535	1340	52425			Intrprtr Fees 16CT79 - 16CT32 - 16CT64	145.86
Vendor Total:							349.72 *
WCCCA	691	1340	54101			Fall Conference	85.00

Schedule Total: \$3,922.34 *

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9/06/16

Page
DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

September 13, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENTConnie De Fere
DEPARTMENT HEADCOUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 09/2016

Batch Nbr: 258792

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CT01 J. Baker	555.50
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15PA15 L. Hembel	350.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 09PA12PJ M. Sperber	462.00
Vendor Total:							812.00 *
Schedule Total:							\$1,367.50 *
							=====

8/16/16

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DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

September
MEETING DATE2016

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie De Fere

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2016

Batch Nbr: 258758

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 04-FA-01 Fredrich	245.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-62 NATZKE	192.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	14.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16FA52 HRJL	161.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 15-CF-125 Khan	986.60
Vendor Total:							1,354.60 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 14-FA-74 McCaulley	31.72
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 04-FA-21 Shuda/James	91.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 05-FA-98 St. Arnold	469.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 13-PA-6PJ Parins	28.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 09-FA-68 Cowdery	119.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 15-PA-16 Kennedy	7.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 16-PA-04 Bowen	294.00
Vendor Total:							1,008.00 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies - Green self ink stamp	20.81
TOFT LAW FIRM	965	1340	52130			GAL Fees 16-PA-04 Bowen	122.50
TOFT LAW FIRM	965	1340	52130			GAL Fees 16-PA-04 BOWEN	70.00
Vendor Total:							192.50 *
Schedule Total:							\$2,852.63 *

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8/30/16

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DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

September 13, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

*Connie De Fere*25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2016

Batch Nbr: 258781

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
A'VIANDS, LLC	19165	1341	52407			Jury Meals 8/23-24/16 15CV43	39.75
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13-FA-118 JAMISON	126.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 McCarthy	14.00
Vendor Total:							140.00 *
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CM14 R. Skippon III	562.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CM71 K. Lesniewski	408.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CT27 J Springstube	636.50
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CF65 J. Meyer	560.00
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CF40 S Beckmann	599.75
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16CT35 C. Kezo	506.50
Vendor Total:							3,273.75 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-PA-16PJ KARABUSH	34.12
REME BASHI	18535	1340	52425			Intrprtr fees 16CV140 - 16CM45 - 16CT67	203.86
REME BASHI	18535	1340	52425			Intrprtr Fees 16CT79 - 16CT32 - 16CT64	145.86
Vendor Total:							349.72 *
WCCCA	691	1340	54101			Fall Conference	85.00

Schedule Total: \$3,922.34 *

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9/06/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

Page DC40

September 13, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie DeTore
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 09/2016 Batch Nbr: 258792

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
STEPHEN P JOHNSON ATTY	8947	1340	52101			Att'y Fees 16CT01 J. Baker	555.50
SCHAEFFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15PA15 L. Hembel	350.00
SCHAEFFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 09PA12PJ M. Sperber	462.00
Vendor Total:							812.00 *

Schedule Total: \$1,367.50 *

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9/20/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

Page
DC40

October
MEETING DATE

TO FINANCE DIRECTOR:

All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie De Fere

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 09/2016 Batch Nbr: 258818

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
DOOR COUNTY RUBBER STAMPS LLC	19830	1340	53106			2 pre-linked RECEIVED stamps green/black	142.72
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 16-CM-78 S. Huber	327.20
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 15-CM-164 S. Huber	910.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	197.20
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 12-PA-15 J. Josey	197.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-PA-62 KNN	112.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-12PJ O.P.S.	7.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL FEES 15-PA-24 L.R.M.	98.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL FEES 15-PA-23 L.R.B.	21.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	238.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL FEES 16-FA-52 HRJL	784.00
Vendor Total:							2,892.40 *
FILING SYSTEMS SPECIALISTS INC	10652	1340	53106			EXHIBIT LABELS - YELLOW	44.08
LEANNE HELMRICH SIGN LANGUAGE	19607	1340	52425			Intrprtr Sign Language 16CT75 J.Lavine	178.75
NINA MARTEL SC	15303	1340	52130			GAL Fees 14-FA-06 Reyes	96.30
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-32 SALMON	64.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 13-FA-82 R. Steward, Jr.	64.34
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 K.Geiser	233.61
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17PJ M.WEBORG	56.00
Vendor Total:							514.99 *
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 07-PA-14PJ D.MERRIMAN	14.00

9/20/16

G/L DATE: 09/2016

Batch Nbr: 258818

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DC40

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 05-FA-98 D & A St. Arnold	21.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 13-PA-6PJ L. Parins	84.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 09-FA-68 J&J Cowdery	154.00
Vendor Total:							273.00 *
REME BASHI	18535	1340	52425			Intrprtr fees 16CT64 & 15CF121	163.86
STAPLES ADVANTAGE	15069	1340	53106			Window Envelopes	95.88

Schedule Total: \$4,305.68 *
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10/05/16

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DC40

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

October 18th

2016

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems

DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

Connie DeFure

G/L DATE: 10/2016

Batch Nbr: 258849

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 09FA121 Thyron vs McGraw	511.00
LEGAL DIRECTORIES PUBLISHING C	18040	1340	53106			Ship/Handle for WI 2016 Legal Directory	8.75
NINA MARTEL SC	15303	1340	52130			GAL Fees 07FA09(16cv126) Kuehn	236.04
NINA MARTEL SC	15303	1340	52130			GAL Fees 13FA31(15cv15) Conard	70.00
						Vendor Total:	306.04 *
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 16PA04 O.Bowen	511.00
REME BASHI	18535	1340	52425			Intrprtr Fees 16CT64 A.Martinez-Martinez	210.50
SUSAN G RASCON	15825	1340	52425			Intrprtr Fees 16CT79 E.Dominguillo Flores	34.50
SUSAN G RASCON	15825	1340	52425			Intrprtr 16CT43 16CM17 16CM45 16CT67	244.66
						Vendor Total:	279.16 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	185.40
SWITS, LLC	13733	1340	52425			Intrprtr July August 2016 Telephonic	225.00
TOFT LAW FIRM	965	1340	52130			GAL Fees 07-FA-20 M.J.J. Staats	805.00

Schedule Total: \$3,041.85 *

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CORPORATION COUNSEL OFFICE			
9-03-16 thru 10-10-16			
Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	Brown County Probate	2016-165 Filing Fees for Claim vs Keys Estate	\$3.00
JE	Door County Sheriff's Office	2015-317 Ribbens Process Service Fee	\$65.00
	Brown County Clerk of Courts	2010-136 Copies of Records	\$3.75
	Door County Clerk of Courts	2010-136 Docket Fee	\$5.00
JE	Door County Sheriff's Office	2015-311 Mary T. Civil Process Service Fee	\$65.00
JE	Door County Sheriff's Office	2016-234 Donald K. Civil Process Fee	\$65.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
	NDAA Insurance Services	Defense Insurance 12/01/2016-12/01/17	\$406.00
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
100-14-1107-53131	LEGAL RESEARCH		
	Thomson Reuters-West Payment Center	West Info. Charge for August, 2016	\$152.24
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
	UW-Stevens Point	Registration Brownfields 101-CC	\$35.00
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	September, 2016 Mediation	\$1,160.00
100-14-1350-53109	LAW LIBRARY		
	Thomson Reuters, West Payment Center	West Info. Charges August, 2016	\$1,254.69
		TOTAL:	\$3,214.68

SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

10 County Clerk
DEPARTMENT


DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 09/2016 Batch Nbr: 258820

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
DOMINION VOTING SYSTEMS, INC	16973	1110	53139			CTY CLERK- AUG 9 ELECTION PROGRAMMING	2,395.00
JP GRAPHICS	21522	1110	53139			CTY CLERK - NOVEMBER ELECTION BALLOTS	5,451.69
PITNEY BOWES	25070	9102	59113			CTY CLERK - GC POSTAGE METER LEASE	325.07
PITNEY BOWES	25070	9102	59113			CTY CLERK - JC POSTAGE MACHINE LEASE	975.21
Vendor Total:							1,300.28 **
UNITED PARCEL SERVICE	34120	1310	53102			CTY CLERK - CIRCUIT COURT MAILING	3.56
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK - CLERK OF COURT MAILING	3.81
UNITED PARCEL SERVICE	34120	5108	53102			CTY CLERK - UWEX MAILING	4.28
Vendor Total:							11.65 **
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK- CTY BOARD MINUTES	79.57
WISCONSIN MEDIA	14651	1110	52403			CTY CLERK- AUG 9 ELECTION ADS	734.20
Vendor Total:							813.77 **

Schedule Total: \$9,972.39 ****
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SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

10 County Clerk
DEPARTMENT


COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 10/2016 Batch Nbr: 258852

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BEAR GRAPHICS INC	2140	1110	53105			CTY CLERK- 10 DAY ELECTION LABELS	6.94
LAKE MICHIGAN AREA LAND	1604	1101	54101			CTY CLERK- LMALWCA FALL MTG REG-LCC MEMBERS	80.00
NATIONAL BAND & TAG CO	14722	1111	53119			CTY CLERK- 2017 DOG TAGS	123.43
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK- CLERK OF COURT MAILING	4.08
UNITED PARCEL SERVICE	34120	5106	53102			CTY CLERK- LIBRARY MAILING	26.68
Vendor Total:							30.76 **

Schedule Total: \$241.13 *****

9/19/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

9/21/16 Batch

Schedul or October 2016
MEETING DATEPage
DC40

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 09/2016 Batch Nbr: 258813

Vendor Name	Vendor No.	Sub Dept	Acct No.	Del	Sub Proj	Description	Amount
BROWN COUNTY REGISTR. IN PROBA	3674	1310	52101			August 2016 Mental Health Proceedings	120.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JV21 Guardian ad Litem	126.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			13GN5P Guardian ad Litem	92.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			95GN22P Guardian ad Litem	192.20
Vendor Total:							410.20 *
HOLLY M JEWELL	6197	1310	52406			TLJ search warrant transcript	21.00
HOLLY M JEWELL	6197	1310	52406			MST search warrant transcript	21.00
Vendor Total:							42.00 *
NI NA MARTEL SC	15303	1310	52130			16JV23 Guardian ad Litem	22.74
NI NA MARTEL SC	15303	1310	52130			15JC6 Guardian ad Litem	42.00
NI NA MARTEL SC	15303	1310	52130			16GN6 Guardian ad Litem	175.01
Vendor Total:							239.75 *
PENGAD, INC	21928	1310	53106			Court Reporter supplies	510.87
STAPLES ADVANTAGE	15069	1310	53106			3312601776 supplies	176.45
STAPLES ADVANTAGE	15069	1310	53106			3312601777 supplies	11.49
Vendor Total:							187.94 *
TOFT LAW FIRM	965	1310	52130			16GN8P Guardian ad Litem	507.50
TOFT LAW FIRM	965	1310	52130			03GN15P Guardian ad Litem	200.00
Vendor Total:							707.50 *
WEST GROUP PAYMENT CENTER	36721	1310	53104			August 2016 library plan charges	470.61
Vendor Total:							470.61 *

Schedule Total: \$2,688.87 *

\$1,129.03

**DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:**

Acct No.	Vendor	Description	Amount
53106	Deluxe Business Checks	Office Supplies - Bus. Checks	\$329.57
52408	Fond du Lac County Sheriff	Process Service Fees	\$55.00
52408	Patrick L. Zelzer & Assoc.	Process Service Fees	\$100.00
52408	Racine County Sheriff	Process Service Fees	\$40.00
53106	Staples Advantage	Office Supplies - DA	\$550.78
TOTAL:			\$1,075.35

VETERANS SERVICE OFFICE VOUCHERS
September 30th, 2016 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
55107	WI Document Imaging	Copy Machine Bill	\$105.65	x
53106	Staples Advantage	Office Supplies	\$58.20	x
52206	Cellcom	Monthly Cellcom Charges	\$121.85	x
58129	Door-Tran, Inc.	Step Stool	\$65.86	x
TOTAL:			\$351.56	

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

Date: _____

David Lienau, Chairman
Administrative Committee