

**Notice of Public Meeting**

**Tuesday, October 17, 2017**

9:30 a.m. or immediately following the  
Administrative Committee Meeting  
which begins at 9:00 a.m.

**JOINT  
ADMINISTRATIVE  
COMMITTEE  
&  
FINANCE COMMITTEE  
MEETING**

*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. Public Comment**
- 5. New Business (Review / Action)**
  - A. Resolution 2017-\_\_ New Position(s), Reclassifications and Change in Hours
  - B. Resolution 2017-\_\_ Part-time Pay Rates
- 6. Adjourn**

*Deviation from the order shown may occur*



**DOOR COUNTY**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
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:**  
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 24th day of October, 2017 by the Door County Board of Supervisors.

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

**Resolution No. 2017-\_\_\_\_**  
**New Position Requests for 2018**  
**(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  
5           **WHEREAS**, The Committees met, conferred with department heads, oversight committee  
6 chairpersons, Human Resources Director, and County Administrator, considered the personnel  
7 requests made and submits the following recommendation to the County Board:

8  
9           The following personnel requests are recommended for approval:  
10                           \*\*Please reference *Addendum A* for details

11  
12           **NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board of Supervisors does  
13 hereby approve the above action on the increase of hours, and new positions detailed above.

(  
**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

**2018 New Positions, Reclassification and Change of Hours - Summary Effect on 2018 Budget**

**Addendum A**

<u>Department</u>	<u>Rationale</u>	<u>Current Budget or Contract Amount or Offsetting Revenues</u>	<u>Proposed Budget or Contract Amount</u>	<u>Change or Increase</u>	<u>Impact on 2018 Budget Minus Revenues or Department Changes</u>	<u>Percent Change</u>	<u>Request Reviewed by Human Resources</u>	<u>County Administrator Recommendation</u>
<b>District Attorney</b>								
Administrative Assistant II	Increase from 32 hrs/wk to full time. Position is the Asst. to Assistant DA who is full time. Increase of case load and data for each case create additional work load.	31,512	62,365	30,853	24,000	97.91%	√	No. Review to be done in 6 months with new Assistant DA. 24k included in Payroll Contingency.
<b>Emergency Services</b>								
Captains	(2) new Captain positions	-	255,856	255,856	255,856	NA	√	Yes. Subject to concurrence of new ES Director.
<b>Human Resources</b>								
HR Generalist	New Position to meet Dept needs. HR Specialist position eliminated A need for HR employment law knowledge to respond to information requests and policy explanation. Ability to create and train new hires has increased due to turnover. Strong Workers Compensation and safety background to support the HR Director.	66,285	79,832	13,547	13,547	20.44%	√	Yes. Position matches long term need for the organization.
<b>Human Services</b>								
Activities Assistant (ADRC)	Increase from 24 hrs/wk to full time. The position is requested for the 'ramp' up of the new facility. We are moving into a new facility with significant 'programming' space. This position would help plan and coordinate these spaces.	38,707	62,917	24,210	24,210	62.55%	√	Yes. Increased hours needed for the new Community Center.
CCS Children Case Manager	For these four positions, please refer to the attached summary provide by Director.	-	81,980	81,980	-		√	Yes. Positions offset with revenue. If revenue drops, match reductions must be made.
Admin. II - Acct Receivable		-	65,994	65,994	-		√	
AODA Counselor		-	88,753	88,753	-		√	
Children and Families Aid		-	72,385	72,385	-		√	
<b>Library</b>								
Circulation Assistant	Addition 10 hours per week at Egg Harbor Library Branch This request is based on a request from the Village of Egg Harbor and the opening of the new Library / Community Center. The Village is hoping to provide some funding towards this increase. At this time, we are not sure how much will be contributed.	-	7,750	7,750	-	NA	√	Yes. Additional hours funded by Village of Egg Harbor.
<b>Technical Services</b>								
Administrative Assistant II	Increase from .63 to Full Time. The position is part of the re-structuring of the department. It is important to note that even with this change there is a reduction in \$44,500 in personnel cost. This change also includes a projected additional \$20,000 in professional services.	24,541	49,961	25,420	-	103.58%	√	Yes. Part of the reorganization of the Department. Savings obtained through other positions.
					<b>666,748</b>	<b>2018 Total Amount of Requested Changes</b>		
					<b>(349,135)</b>	<b>Minus offsetting revenue or department changes</b>		
					<b>317,613</b>	<b>Net Effect on 2018 Budget</b>		



**DOOR** **Draft**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
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 only rates changed by this resolution are those for the seasonal Parks & Airport workers and the bailiffs. Based on the number of hours presently included in the 2018 proposed budget for these workers, it is estimated that the fiscal impact of the rate increases would be \$3,423. This is **not** presently included in the 2018 proposed budget. 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. 2017-\_\_\_\_**  
**PART TIME PAY RATES**  
**(Replacing Resolutions #2016-65 and #2016-66)**

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

1           **WHEREAS**, The process requires that a Joint Meeting be held with  
2 the Finance and Administrative Committee to review and recommend  
3 action by the County Board on all increases to part time pay rates; and  
4

5           **WHEREAS**, The Committees met, conferred with department heads,  
6 oversight committee chairpersons, Human Resources Director, and  
7 County Administrator, considered the part time pay rate changes and  
8 submits the attached recommendation to the County Board:  
9

10           **NOW, THEREFORE BE IT RESOLVED**, That the Part Time Pay Rates  
11 (attached hereto as Addendum A, and incorporated herein by reference)  
12 takes the place of (i.e., supersedes and supplants) Resolutions #2016-65  
13 and #2016-66  
14

15           **BE IT FURTHER RESOLVED**, That the attached rates apply to all  
16 classifications as listed, effective January 1, 2018.  
17  
18  
19  
20  
21

**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

**PART TIME PAY RATES – WORKSHEET**

Position		Current Rate	Proposed Rate	Recommendation
<b>EMERGENCY MEDICAL TECHNICIAN (EMT)</b>	<b>Training / Certification Required</b>			
On Duty		11.50		
Standby [2012 On-Call]		Payment = on call time mult by WI min wage		
Paramedic back-up		14.45		
Paramedic (replacement)		14.50		
<b>SHERIFF</b>				
Non-Sworn Reserve Deputy		14.00		
Sworn Reserve Deputy		15.75		
On Call Court Security Deputy				
Class 1 (start)		16.50		
Class II (3 years)	17.00			
Class III (5 years)	17.50			
<b>MEDICAL EXAMINER</b>				
Medical Examiner Investigator	70.00/case + 15.00 for add'tl assigned work by Med Exam			
Cremation	25.00 per assist			
Autopsy / External Exam	100.00 per assist			
Standby [2012 On-Call]	daily stipend \$90 based on 24 hrs prorated			
<b>HIGHWAY</b>				
Stand by Bridgetender	17.50			
<b>HIGHWAY</b>				
Seasonal Class I (start)	11.75			
Seasonal Class II (second year)	12.75			
Seasonal Class III (third year)	13.75			
<b>PARKS &amp; AIRPORT</b>				
Seasonal Class I (start)	11.50	11.75	Same as Highway	
Seasonal Class II (second year)	12.50	12.75	Same as Highway	
Seasonal Class III (third year)	13.50	13.75	Add cleaning positions	
Seasonal Class IV (CDL Required)	CDL Req'd 14.00	14.00		
<b>CIRCUIT COURT</b>				
Bailiff	10.00	11.00	11.00	
<b>MUSEUM</b>				
Museum Director	12.85			
Museum Curator	12.60			
Assistant Curator Part Time	12.10			
<b>LIBRARY</b>				
Library Page Class I (start)	11.00			
Library Page Class II (second year)	12.00			
Library Page Class III (third year)	13.00			