

Notice of Public Meeting
Tuesday, December 12, 2017
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 November 7, 2017 Regular Administrative Committee Meeting, and the November 14, 2017 Special Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - A. **Clerk of Courts**
 - ◆ Contract for Collection Services
 - B. **County Administrator / Human Resources**
 - ◆ Discuss / Take Action on Proposed Re-organization of Airport & Parks
 - ◆ Discuss / Take Action on Position Changes in Land Use Services
 - ◆ Discussion on Staffing Levels in Human Services
 - ◆ DCES Captain Position
 - Revision of Employee Handbook & Administrative Manual
 - Adjustment of Compensation Plan
 - ◆ Request to Refill: Legal Administrative Assistant, Corporation Counsel
 - ◆ Letter of Resignation – Erik Aleson, Airport & Parks Director
 - ◆ Letter of Retirement:
 - Marsh Kurth, Public Health Aide / Medical Assistant
 - Audrey Forslund, Land Use Services GIS Mapping Specialist
 - Marie Larson, Corporation Counsel Legal Administrative Assistant
 - ◆ Completion of Introductory Period:
 - Nicole Kahler, Human Services Community Support Program Case Manager
 - Danielle Nyman, Human Services Children and Families Case Manager
 - Laura Hall, Human Services Children and Families Case Manager
 - ◆ Personnel Transactions
 - C. **Corporation Counsel**
 - ◆ Intergovernmental Agreement – Sturgeon Bay Fiber Optic Community Area Network/Utility
 - ◆ Intergovernmental Agreement – Kewaunee County – Psychiatrist
 - ◆ Intergovernmental Agreement – Village of Egg Harbor - Library
 - ◆ Opioid Litigation
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 – January 16, 2018 – 10:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

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

AGENDA Posted _____, 2017 by _____

MINUTES
Tuesday, November 7, 2017

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, November 7, 2017 Administrative Committee Meeting was called to order at 9:00 a.m. by Chairman David Lienau.

Establish a Quorum ~ Roll Call

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

Others present: Supervisor Susan Kohout, Supervisor Laura Vlies-Wotachek, Administrator Ken Pabich, Finance Director Mark Janiak, Interim ES Director Jeff Roemer, County Clerk Jill Lau, Media Rep Peter Devlin, and public.

Adopt Agenda / Properly Noticed

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

Approve Minutes of October 17, 2017 Regular Administrative Committee Meeting, October 17, 2017 Joint Administrative/Finance Committee Meeting, and the October 24, 2017 Special Administrative Committee Meeting

Motion by Fisher, seconded by Gunnlaugsson to approve the minutes of the October 17, 2017 regular meeting, the October 17, 2017 joint Administrative/Finance meeting, and the October 24, 2017 special meeting. 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.”

Correspondence

- Supervisor Fisher questioned a paper that was left on the table comparing the Emergency Services Departments budget over the past few years. Unknown as to who compiled the paper or who distributed the paper.

Public Comment

No one from the public commented.

Old Business

New Business (Review / Action)

County Board

Review/Recommend Changes to County Board Rules of Order

Information included in the meeting packet was reviewed. CC Thomas reviewed the changes and noted the Rules can be changed at any time by a majority vote of a quorum at county board. The rules, outside of compensation, go into effective once adopted.

Motion by Austad, seconded by Fisher to approve the Rules of Order as presented. Motion carried by unanimous voice vote.

Draft Resolution – Supervisor Compensation and Reimbursement

Information included in the meeting packet was reviewed. CC Thomas reviewed state statutes related to compensation. CC Thomas explained the maximum per diem per day that can be earned by the county board. Thomas is comfortable with retaining the status quo of the maximum per day an individual could earn for meetings that has been in place since 1999 of up to \$200/day. Chairman Lienau suggested retaining the maximum daily rate of \$225 for meetings and specific conference attendance. Administrator Pabich reviewed the fiscal impact of the proposed changes and noted they increase the county board budget by \$23,500. The maximum of \$200 per day remains in effect for all other meetings and trainings.

Motion by Fisher, seconded by Gunnlaugsson to adopt the changes and move them on to county board. Motion carried by unanimous voice vote.

CC Thomas will revise Addendum A to the resolution accordingly. No changes will be made to the budget and, if needed, funds will be taken from the contingency fund to cover the fiscal impact of the changes.

Corporation Counsel

Knowles-Nelson Stewardship Program - §23.0917(5t), Wis. Stats – TNC's Proposed Acquisition of 362 Acres in the Town of Baileys Harbor

CC Thomas distributed a map to committee members showing the location of the property. Typically the county has not taken a position in favor or against which the DNR may consider or may be ignored. Area proposed is surrounded by state owned property and near Cana Island. The land is forested land. No action taken.

Opioid Litigation

CC Thomas reviewed and signed off on the complaint. The complaint will be filed in the Eastern District of Wisconsin this morning.

§59.11(1)(a)&(b), Wis. Stats. Annual Meeting

FYI.

County Administrator

FYI: Out-of-State Travel: Final Inspection of New Ambulance, Oct 24-26, Columbus, OH - Aaron LeClair & Chris Hecht

FYI. Travel was to inspect new ambulances which are near completion.

FYI: Out-of-State Travel: Nat'l Assoc. of Extension 4-H Agents, Nov. 13-17, Indianapolis, IN – Dawn VandeVoort

FYI. Paid for mostly by state and grant dollars.

County Website Videos – CGI Video Program

There are a series of videos on the home page of the county website. This proposal is to update the videos on the website. There is no cost to the county. Committee agrees to have Administrator Pabich proceed with the video program.

Joint Meeting with Kewaunee County

Administrator Pabich explained within the state budget passed there was a provision for counties to share or partner for services with other counties. Joint services are now allowed. Pabich has been meeting with Kewaunee County Administrator Scott Feldt to review potential shared services. It was suggested a joint committee meeting of the respective administrative committees be held in December or January. This would be an initial meeting to discuss the concept and determine if there is interest. Committee members agreed to a meeting; Administrator Pabich will arrange.

Human Resources

Resolution - Door County Performance-Based Compensation System 2018 Increases

Administrator Pabich reviewed the proposed changes and noted the evaluation questions will be shortened and an extra level has been added. This is similar to what has been adopted the past two years. The Pay Plan is still valid; no aging of the plan will be performed. Wage increases allow the county to stay competitive with wages. Increase range from 1.75% to 2.5%

Motion by Fisher, seconded by Austad to approve the 2018 increases as presented. Motion carried by unanimous voice vote.

Request to Refill: Paramedic – Emergency Services

Emergency Services Committee recommends the refill. The vacancy is due to a termination.

Motion by Schultz, seconded by Gunnlaugsson to approve the request to refill the Paramedic – Emergency Services position. Motion carried by unanimous voice vote.

Request to Refill: Administrative Assistant 2 – Highway Department

The vacancy is due to a retirement. Intent is to get the position posted and a person in place prior to the current employee leaving.

Motion by Neinas, seconded by Gunnlaugsson to approve the request to refill the Administrative Assistant 2 – Highway Department position. Supervisor Fisher questioned if the position needs to be refilled or if the position could be absorbed into the Finance Department. Administrator Pabich explained the Finance Department currently houses a Highway financial position and this request is significantly different from that position. Motion carried by unanimous voice vote. Motion carried by unanimous voice vote.

Letter of Retirement – Myra Lagerman – Highway Dept.

FYI.

FYI: Personnel Transactions

Reviewed.

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

Supervisor Neinas requested when exit interviews are placed on the agenda they are presented before requests to refill.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – December 19, 2017 – 10:00 a.m.

Meeting Per Diem Code

711.

Adjourn

Motion by Fisher, seconded by Virlee to adjourn. Time: 10:02 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES
Tuesday, November 14, 2017

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, November 14, 2017 Administrative Committee Meeting was called to order at 8: 30 a.m. by Chairman David Lienau.

Establish a Quorum ~ Roll Call

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

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, Human Services Director Joe Krebsbach, County Clerk Jill Lau, and Media Rep Peter Devlin.

Adopt Agenda / Properly Noticed

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

Correspondence

No correspondence was presented.

Public Comment

No one from the public commented.

New Business (Review / Action)

Human Resources

Letter of Resignation – AODA Counselor, Brenda Franco

Request to Refill: AODA Counselor

Administrator Pabich explained this is a matter of timing. The resignation was received after the last committee meeting. The AODA position carries a large case load. Pabich noted this is a required position and the need to start the refill process as soon as possible is of utmost importance.

Motion by Gunnlaugsson, seconded by Fisher to accept the resignation and approve the request to refill the AODA Counselor position as soon as possible. Motion carried by unanimous voice vote.

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

Supervisor Neinas asked that a future agenda include an item with comparison of Door County's Human Services Department to neighboring counties including Kewaunee, Oconto, and Marinette to include information about staffing and turn-over rates for the past three years.

Next Meeting Date(s)

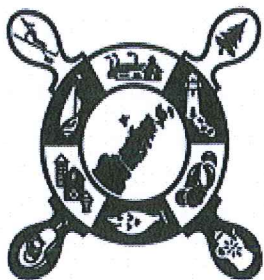
Regular Meeting – December 12, 2017 – 10:00 a.m.

Adjourn

Motion by Fisher, seconded by Schultz to adjourn. Time: 8:35 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

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



County of Door
CLERK OF CIRCUIT COURTS

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

Connie DeFere
Clerk of Circuit Court
(920) 746-2205
connie.defere@wicourts.gov

November 20, 2017

David Lienau
Chairman Administrative Committee
PO Box 823
Sister Bay, WI 54234

Re: Collections of Past Due Debt

Dear Mr. Lienau and the Door County Administrative Committee,

Our office has been seeking the help of collections through the collection agency Credit Management Control (CMC). We no longer have a valid contract with CMC. I would like to contract with State Debt Collection (SDC).

I have talked with SDC as well as other Clerk of Court's using SDC and find all the reviews to be very positive, both in collections and customer service. One of the main reasons for switching is...SDC will collect at NO COST to us! SDC charges the collection fees right to the debtor. Depending on the collection type we are currently paying 10% to 15% of the collection amount to CMC. Another great reason is CCAP and SDC are working on an interface which would make the collection process very efficient.

I am interested in a Bi-Annual Agreement. Attached is a copy of the State Debt Collection Agreement.

For more on SDC: www.revenue.wi.gov > select Governments > Go to Common Questions and select > State Debt Collection Initiative

If you have any questions or concerns don't hesitate to contact me.

Sincerely,

Connie DeFere
Clerk of Circuit Court

State of Wisconsin
Department of Revenue

State Debt Collection Agreement

Introduction

This agreement between the _____, (hereafter referred to as “agency”) and the Wisconsin Department of Revenue (hereafter referred to as “department”) will set forth the requirements and expectations of both agencies relating to the department providing debt collection services for the agency under sec. 71.93 (8), Wis. Stats.

Statutory Authority

The department is authorized pursuant to sec. 71.93(8), Wis. Stats., to enter into a written agreement to have the department collect any amount owed to the government agency.

Duties of the Agency

1. Unless stated and agreed to separately, debt sent to the department for collection must be greater than \$50.00, and shall be reduced to a judgment prior to referral of the debt, unless the agency has provided the debtor with reasonable notice and an opportunity to be heard with regard to the debt.
2. The agency shall send unpaid debt to the department for collection when the debt is more than 90 days past due, unless the agency is negotiating a repayment agreement with the debtor, the debtor has filed bankruptcy, the debtor has objected to the basis of the debt and the agency is responding to the objection, or the agency has negotiated a waiver of the time period or debt type from the Secretary of the department.
3. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency’s intention to refer the debt to the department for collection. The notice must state the nature and amount of the debt, identify the agency to whom the debt is owed, advise the debtor that collection costs will be assessed once the debt is referred to the department, and inform the debtor of the debtor’s right to appeal. Any appeal periods must have expired and all disputes resolved prior to referral of debt to the department.
4. The agency shall send the following file updates in an electronic format:
 - a. New Debts: The agency shall furnish information using the department’s prescribed file layout. Each debtor must have a unique agency identifier and each debt must have an agency debt number.
 - b. Debt Updates: Any non-monetary updates to the debt amount or recall of the debt must be transmitted to the department, using the department’s prescribed file layout, within 24 hours of receipt. Changes to the balance may include estimated assessments replaced by actual information, debts reduced by compromise agreement, or administrative adjustments. Any payments must be remitted to the department for posting to the department’s collection case. The agency is responsible for refunding the collection fee to the debtor, if appropriate, on recalled debts.

5. The agency agrees to adjust to zero any debts certified to the department's agency setoff system either through the Tax Refund Intercept Program (TRIP) application, state agency mainframe or CCAP. Through this agreement, the department will offset refunds to the agency's debts through the department's collection system.
6. Once debt is referred to the department for collection, the agency shall discontinue billing statements, demand letters, and active collection efforts. The agency shall direct all debtor calls or requests regarding collection of the debt to the department.
7. Once a debt is referred to the department for collection, the agency shall forward any payments received to the department for processing. Department collection costs must be paid even if the debtor sends full payment of the debt to the agency.
8. If the debt is compromised or settled, the agency shall contact the department to determine the amount of the department's collection costs that must be remitted to the department. The agency shall be responsible for any department collection costs remaining when the agency fails to consider department collection costs when accepting payments from the debtor or compromising debt.
9. Correspondence and telephone inquiries received that relate to the validity of the debt shall be forwarded to the agency for a timely response. The agency must have resources available to assist debtors and department collectors with debt-related issues.
10. If the agency fails to provide accurate and timely updates to the debt and the result is an overpayment of the debt, the debt shall be returned to the agency for a refund to the debtor. The agency shall refund the debtor the amount of overpayment received plus the department collection costs, if appropriate.
11. If a payment or refund setoff has been posted to a debt and it is later determined that the payment or refund setoff was in excess of the debt owed to the agency, it is the agency's responsibility to refund such excess to the debtor. If at the time of payment or refund setoff, the debtor had a debt with the agency but the agency did not adjust the debt to zero, it is the agency's responsibility to refund the administrative fee to the debtor.
12. Payments and refund setoffs that occur because of erroneous identification information provided by the agency may be corrected by the department and it is the agency's responsibility to pay any collection fees or amounts involved may be reversed.
13. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
14. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents and any other related information, which may be obtained from or furnished by the department. If a third party is used by the agency to manage the debts referred to the department, the third party must sign an agreement with the department and will be bound by the same confidentiality requirements. Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.
15. The agency shall review reports transmitted, reconcile accounts and notify the department within 60 days of any discrepancies.

16. The agency shall have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
17. The agency and the department can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Duties of the Department

1. The department shall take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:
 - a. Identify assets available for satisfaction of debts
 - b. Send demand letters
 - c. Subpoena records
 - d. Setoff refunds
 - e. Negotiate and monitor payment plans
 - f. Levy assets
 - g. Certify wages
2. The Secretary of the department may waive the referral of certain types of debts.
3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest under secs. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.
4. The department shall add an administrative fee to each debt referred for collection. The administrative fee is reviewed periodically and may be adjusted up or down to cover all costs to the department to administer this program.
5. The department shall apply payments made on delinquencies first in discharging costs, then penalties and interest, with the balance applied to principal. Once a payment or refund setoff has been posted, the agency shall be notified of such postings.
6. The department shall collect against debtors who owe multiple debts to various government entities. Proceeds collected apply first to debts owed to the department, then to debts owed for child support, then debts owed to state agencies, including the courts and the Legislature, in the order that the debts were referred, then to debts owed to authorities and local units of government in the order that the debts were referred.
7. The department shall send a Statement of Account to the debtor monthly as long as there is account activity, such as a payment or credit to the account. If there is no recent activity, a Statement of Account is sent at least once every six months. Interest is added to the account monthly.
8. The department may suspend collection action on an agency account temporarily if the debtor raises concerns that need to be addressed by the agency, such as the validity of the debt or whether the debt was previously paid. The debtors shall be advised that they must contact the agency, and department collection action will resume in 30 days unless the agency contacts the department to request additional time or recalls the debt.
9. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit with that agency.

10. The department shall close out any debt with a balance that falls below \$20.00 and return the debt to the agency as too small to pursue.
11. The department shall pursue debt collection until the debt is collected in full or the department has determined the debt is uncollectible.
12. The department shall suspend collection action on debts if the debtor files bankruptcy. It is the agency's responsibility to pursue a bankruptcy claim, if appropriate. The agency has the right to recall a debt when bankruptcy has been filed if it wishes to pursue separately.
13. The department shall send the following update files:
 - a. Debt Response File - The department shall notify the agency whether the debt was accepted or rejected in the same manner as originally submitted by the agency.
 - b. Transaction File - The department shall post transactions to the debtor's account daily. On a monthly basis, a transaction file will be transmitted to the agency.
 - c. Return Debt File - On a monthly basis, the department shall notify the agency of any collection cases that have been determined as uncollectible
14. The department shall provide a collection performance report upon request by the agency.
15. Monthly, remittances shall be posted to the agency's PeopleSoft account or through electronic funds transfer (EFT) to the agency's bank account.
16. The department shall have collectors available to assist debtors and the agency staff with debt-related issues. The department will resolve any debtor disputes pertaining only to the department's collection process and any collections taken by the department.
17. The department shall have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
18. The Secretary of the department shall be the final authority in the resolution of any interagency disputes in regard to referral of debts.
19. The department and the agency can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Legal Requirements

This agreement is effective upon the signing below of the agency's and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. The terms of the agreement may be renegotiated upon 60 days notice by either party.

Wisconsin Department of Revenue

By _____

Dated _____

Agency

Agency Name: _____

By _____

Print Name: _____

Print Title: _____

Dated _____



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

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

MEMORANDUM

TO: Members of the County Property Committee
Members of the County Airport and Parks Committee
Members of the County Highway Committee

FROM: Ken Pabich, County Administrator
Wayne Spritka, Building & Grounds Director

DATE: December 6, 2017

RE: Recommendation for County Building & Grounds and Airport & Parks Merger

Background:

In 2012, the Highway Committee requested Administration to research the possible merger of the Highway Department and the Airport & Parks Department. In the spring of 2016, the Highway Committee requested that this analysis be completed as originally requested. The study concluded with the recommendation that the Departments remain separated but Highway provide plowing services to the Parks.

In 2017, it was suggested that analysis be done to see if Airport & Parks be merged with Buildings & Grounds. This is a summary and recommendation of this analysis.

Project Approach:

The project team consisted of the following:

Erik Aleson, County Airport & Parks Director
Mark Janiak, Finance Director
Ken Pabich, County Administrator

Wayne Spritka, Building & Grounds Director
Kelly Hendee, Human Resource Director
John Kolodziej, County Highway Commissioner

Before we even started, we completed a review of what other counties were doing in the State (please see Attachment 1). If you review the attachment you can see that there are many different options. Based on some conversations with various counties, it came down to what works best for them.

Given the initial research, we decided to approach the project with the thought process of what works best for Door County. As part of the analysis, we also looked at Parks and the Airport as separate departments to determine if there were any efficiencies to be gained if they were also separated.

Parks Analysis

While there are many functions of the County Parks, it can be broken down into 5 primary functions which are:

1. Park Administration
2. Public Outreach
3. Park Maintenance
4. Park Cleaning
5. Park Security

If you look at the functions, the maintenance, cleaning and security is a natural fit with Building and Grounds. The areas of potential concern would be under Administration and Outreach. Over the past year, some of the Administration has already been transferred to the Property Committee and Building & Grounds Department (John Miles Park). With the Airport & Parks Director position being vacant, it provides an opportunity re-organize the operations to ensure we meet the needs of the parks.

Recommendations:

1. We would recommend that the Parks be merged with Building and Grounds and become "Facilities & Parks". Please see Attachment 2.
2. Staffing:
 - a. The Building & Grounds Director would become the Facilities & Parks Director. The position would be responsible for all facilities including the County Parks.
 - b. Instead of replacing the Airport & Parks Director, we would create a Park Superintendent / Assistant Facilities Director position. This position would responsible for the day to day operations of the Parks and would also be able to fill-in for the Director as necessary.
 - c. Administrative Assistant position would remain but the position would provide support of all operations.
 - d. Maintenance Technician would also remain with the Parks.
3. Operations:
 - a. Parks administrative operations would be moved to the Government Center once space was made available.
 - b. Parks maintenance operations and storage would move to John Miles Park.

Airport Analysis

While there are many functions of the Airport, it can be broken down into 2 primary functions which are:

1. Airport Administration
2. Airport Maintenance

The Airport Administration is currently handled by the Airport Manager. Likewise, the maintenance is handled by both the Manager and also the Maintenance Technician. Based on the analysis, the Airport could be on its own or be a part of Highway or remain with Parks. The main issue that needs to be addressed is the ability to have backup for staffing (and knowledge transfer).

Recommendations:

1. We would recommend that the Airport be merged with the Highway Department and become "Highway & Airport". Please see Attachment 2.
2. Staffing:
 - a. The Airport Manager position would remain.
 - b. Highway would hire one additional Highway Worker. This position would be used to provide support at the Highway for plowing, lawn cutting, and maintenance as needed. The other times the Highway Worker would be assigned projects. There would be a cost to the Airport for the time used; however overall we feel the cost will be manageable. The remaining cost of the position would be net neutral since it would be billable time.
3. Operations:
 - a. Airport operations would remain unchanged. John Kolodziej would work with staff to obtain more cross-training of the Airport operations.

Final Recommendation:

While some of the above recommendations would be handled at the administrative level, we would need approval by the Committees on the following:

1. The Parks Department be merged with Building and Grounds and become "Parks & Facilities".
2. The Airport Department be merged with Highway and become "Highway & Airport".
3. The Airport & Parks Director position be eliminated and replaced with a Park Superintendent / Assistant Facility Manager position.
4. The Highway Department would add a Highway Worker position. There would be some cost to the Airport; however the majority of the position cost would be net neutral.
5. The Park administration be moved to the Government Center once space is available. Park operation and storage be moved to John Miles Park.
6. The Airport & Parks Committee and the Property Committee continue to meet until April. In April, the rules would be amended to combine the committee to the Facilities and Parks Committee.
7. The Highway Committee would oversee the airport and rules would be amended as such.

Airport & Parks
Research from county websites

1. Where is Parks housed – Separate or Department
2. Do they have a Facilities / Property or equivalent department. If yes, please check the page and see if they provide an overview of responsibility (interested if they provide park maintenance).
3. Where is Airport housed – Separate or Department
4. Please check the airport page – see if you can see how they are staffed or if it is contracted out

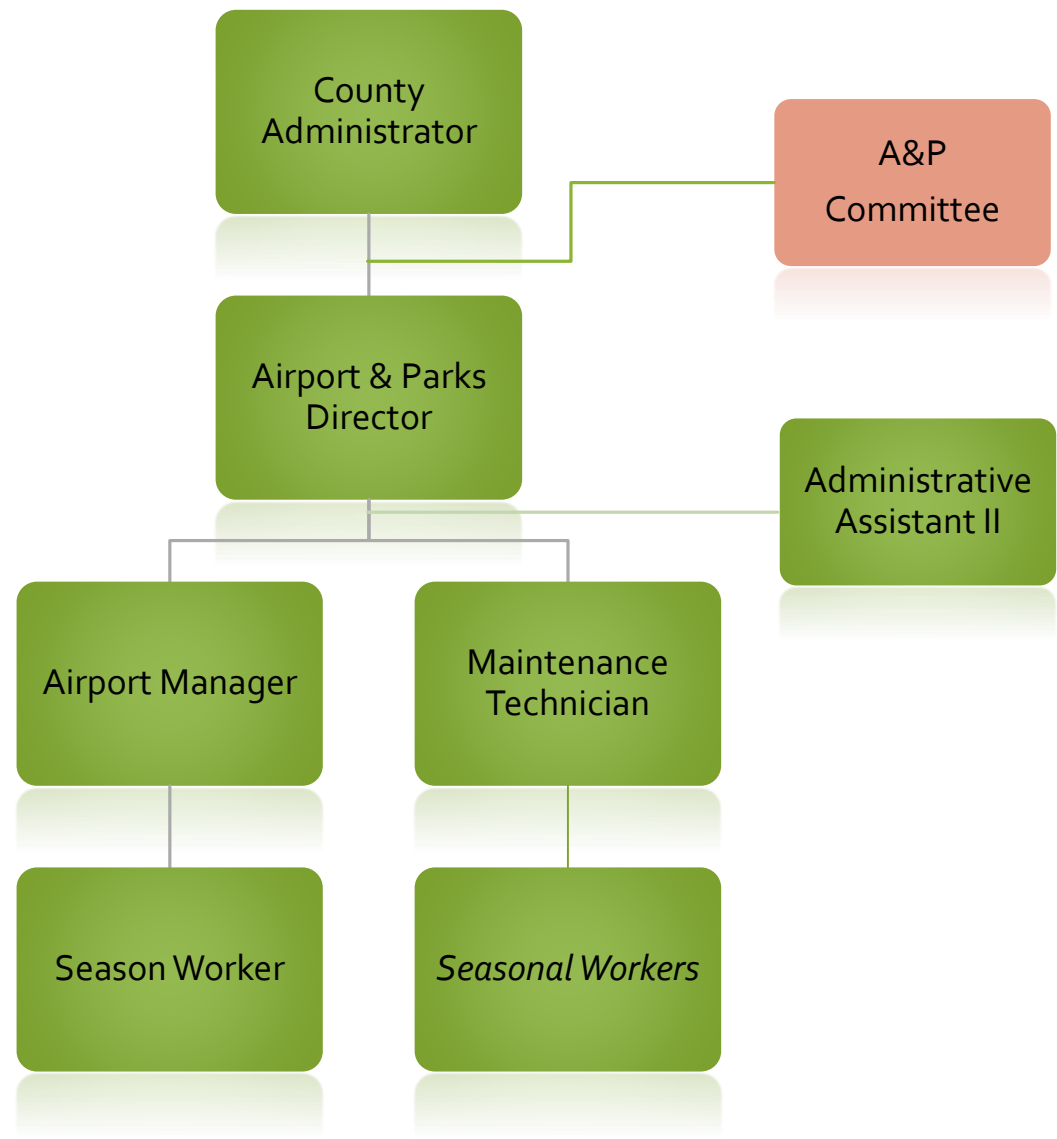
County	Where is Parks Housed		Facilities/ Property Dept?	If yes, overview of responsibility... do they provide park maintenance	Where is Airport Housed		Airport: How staffed or contracted out	Population
	Combined	Separate			Combined	Separate		
Jackson	Forestry and Parks			All staff are listed under Forestry & Parks		In City of Black River Falls	The Airport Commission shall have complete and exclusive control and management of the Black River Falls Airport. All monies appropriated for the construction, improvement, equipment, maintenance, or operation of the Airport, managed as provided by Section 114.14(2), or earned by the Airport or made available for its construction, improvement, equipment, maintenance, or operation in any manner whatsoever, shall be deposited with the Treasurer for the <u>City of Black River Falls</u> where such money shall be kept in a special fund, paid out only on order of the Airport Commission, drawn and signed by the Secretary and countersigned by the Chairperson;	20,449
Jefferson		X Parks		All staff listed under Parks Dept.	No Dept. listed			83,686
Juneau	Land, Forestry & Parks		Maintenance	No	No Dept. listed		No hits on Airport search.	26,664
Kenosha								166,426
Kewaunee	Promotions & Rec. Dept.		Maintenance	No	No Dept. listed			20,574
LaCrosse								114,638
Lafayette	Planning & Zoning				No Dept. listed			16,836
Langlade	Forestry & Recreation			The facilities in all parks, special recreation areas and waysides shall be maintained by the Department during the camping season. Outside of that season, the only facilities that will be maintained by the Department shall be ski trails and County snowmobile trails.		X In Antigo	No staff info listed	19,977
Lincoln	Forestry, Land & Parks		Maintenance	Maintenance is responsible for the Fair Grounds	No Dept. listed			28,743
Manitowoc		X Parks	Public Works Dept.	Expo Center Division <ul style="list-style-type: none"> • Coordinates and operates annual Manitowoc County Fair • Manages rentals of various Buildings (& Grounds) at the Expo Center • Provides winter storage for RV's boats, Cars, etc.. 		Manitowoc County Airport, 1815 Freedom Way, Manitowoc	No staff listed other than Director	81,442
Marathon								134,063
Marinette		X Parks	Maintenance & Facilities	No	No Dept. listed.			41,749
Marquette	Parks & Rural Planning		Building & Grounds	No	No Dept. listed			15,404
Menominee								4,232
Milwaukee								947,735
Monroe	Parks & Forestry		Maintenance	No	No Dept. listed			44,673
Oconto	Land & Water Resources -- Forest, Parks & Recreation Division		Maintenance	No	No Dept. listed		There is an Airport Commission listed under 'Area Agencies', but no reference to staff.	37,660

Airport & Parks
Research from county websites

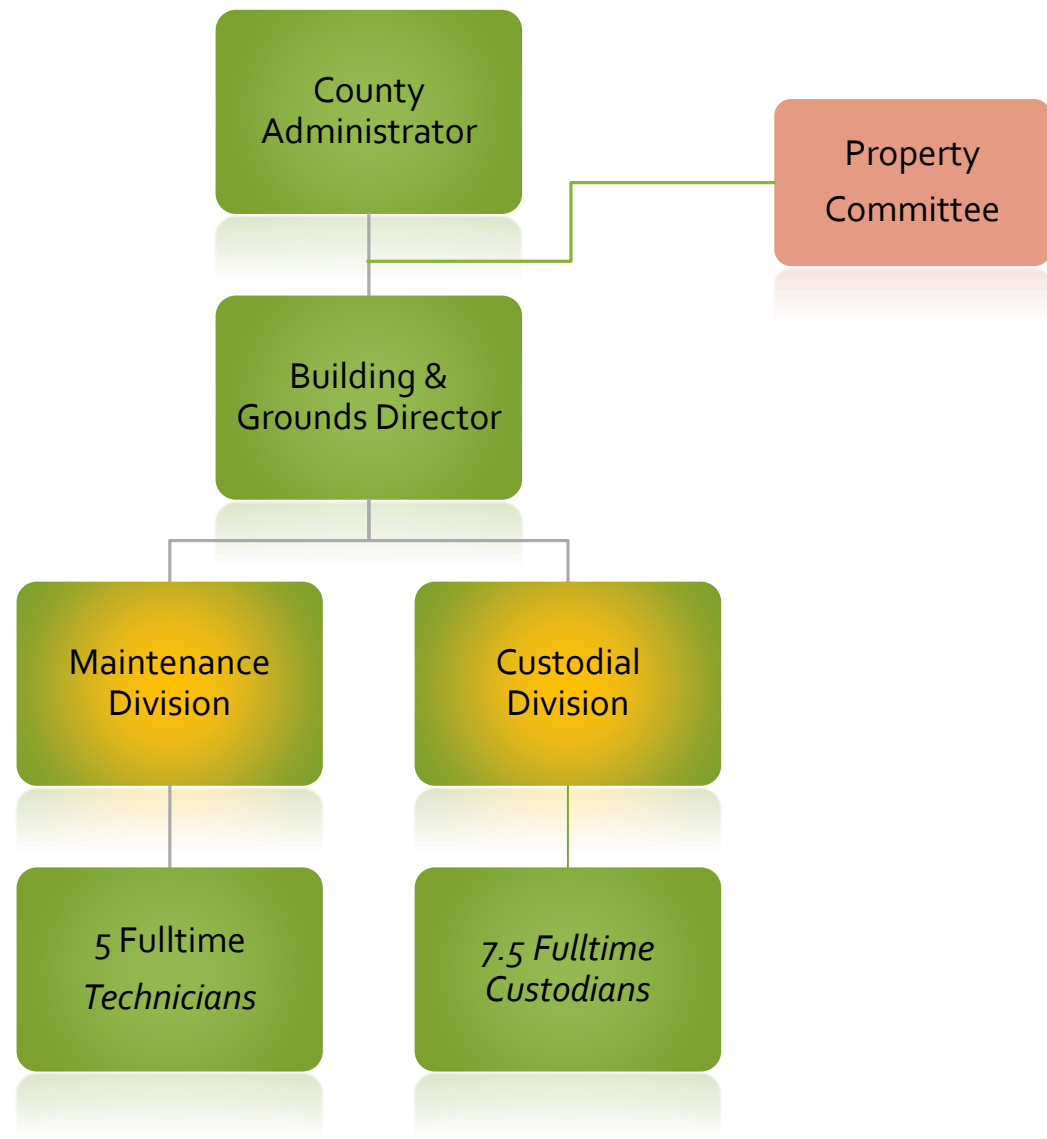
1. Where is Parks housed – Separate or Department
2. Do they have a Facilities / Property or equivalent department. If yes, please check the page and see if they provide an overview of responsibility (interested if they provide park maintenance).
3. Where is Airport housed – Separate or Department
4. Please check the airport page – see if you can see how they are staffed or if it is contracted out

County	Where is Parks Housed		Facilities/ Property Dept?	If yes, overview of responsibility... do they provide park maintenance	Where is Airport Housed		Airport: How staffed or contracted out	Population
	Combined	Separate			Combined	Separate		
St. Croix	Community Development – Parks Division		Facilities Dept. only provides services to the buildings and their grounds	The mission of the Parks Division is to acquire, develop and <u>maintain</u> an attractive, creative, efficient, responsive and interpretive park system that enriches the physical, mental, social and economic health of all citizens, while protecting, conserving and enhancing natural, historical, cultural and threatened resources. <i>(Note – St. Croix charges park fees ..daily or annual</i>	No Dept. listed		Minneapolis-St. Paul International Airport is approximately 25 miles away from St. Croix County.	84,345
Taylor	Buildings, Grounds & Park Maintenance		Building, Grounds & Park Maintenance	Yes.... responsibility of the daily maintenance, upkeep and special renovation projects in Courthouse, Annex, Human Svcs Bldg, Education Ctr, USDA Svc Ctr, Multi-Purpose Bldg, Fairgrounds, operating systems & surrounding grounds. Maintenance staff is responsible for <u>the maintenance & development of the county parks system, its buildings, docks, boat landings & grounds.</u> Also resp. for maintenance & operation of the Perkinstown Winter Sports Area.		Airport in Medford	The Airport Manager is responsible for all aspects of management and operation of the airport. Some of the duties include compliance with federal, state and local regulations; oversee daily operations; ensure operation of all nav aids; issue NOTAMS; oversee construction activity; fuel corporate and general aviation aircraft; and perform grounds and snow removal operations.	20,689
Trempealeau	No reference to Parks Dept. found on website		Maintenance	Appears to be one Park – Pietrek Park, taken care of by volunteers. Park Committee is listed as inactive..... Now there is Parks, Tourism and Economic Development Committee	No Dept. listed.			28,816
Vernon	Land and Water Conservation Department - Parks and Forests Division		Building & Facilities Dept.	Parks and Forests Division manages and maintains over 1,800 acres of park land and forest land, containing more than 31 miles of multi-use trail offering a multitude of leisure time pursuits. The Buildings & Facilities dept maintains the landscape and grounds as well as performing routine maintenance and cleaning of the buildings and outlying areas.	No Dept. listed.			29,773
Vilas	Forestry, Rec. & Land Dept., Parks & Recreation Div.		Maintenance	No	No Dept. listed.			21,430
Walworth								102,228
Washburn	Forestry Dept (no reference to Parks)		Maintenance	No	No Dept. listed.		No reference in search of website	15,911
Washington								131,887
Waukesha								389,891
Waupaca	Parks & Recreation			All staff listed under Parks & Recreation	No Dept. listed			52,410
Waushara		X	Buildings / Grounds	No	No Dept. listed			24,496
Winnebago								166,994
Wood	Parks & Forestry		Maintenance & Purchasing	No - Excludes Parks and Highway Dept.	No Dept. listed			74,749

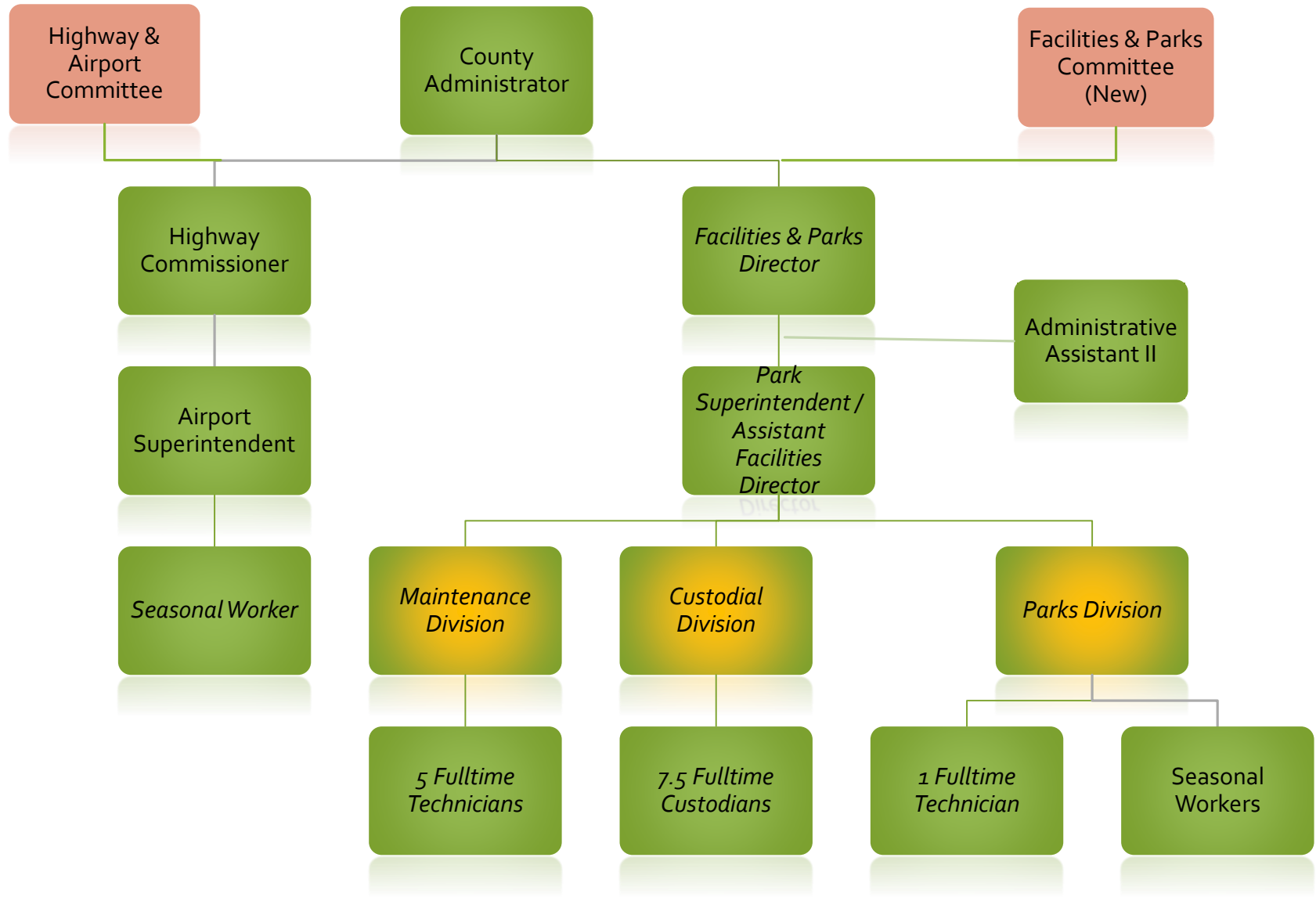
Parks Existing



Property Existing



Proposed Organization



Attachment 3

(7) Airport & Parks Committee

Oversight for Door County Parks and Cherryland Airport.

1. ~~Serve as oversight committee for Cherryland Airport and all County Parks in a manner that is generally consistent with Sections 27.02-27.075 Wisconsin Statutes.~~
2. ~~Serve as liaison between the Airport and Parks Department and the County Board.~~
3. ~~Enter into leases, rental and contractual agreements with all parties as authorized by the County Board.~~
4. ~~Authorize all new construction with regard to the Airport and Parks, as approved by the County Board.~~
5. ~~Oversight for the purchase of vehicles and equipment for operation of the Airport and Parks.~~
6. ~~Work with the Property Committee to facilitate improvements to John Miles Park.~~

(5) Highway & Airport Committee (Section 83.015 Wisconsin Statutes)

Oversight for Highway & Airport Department

1. An elective body, consistent with Section 83.015(1) Wisconsin Statutes
2. The policy-making body, charged with determining the broad outlines and principles governing administration of the county highway department.
3. Possessed of powers and duties as set forth in Section 83.015(2) (a) & (b) Wisconsin Statutes.
4. Oversee the cost accounting system as set forth in Section 83.015(3) (a) – (d) Wisconsin Statutes
5. Oversee the solid waste management and/or recycling or resource recovery as directed by the County Board, consistent with Sections 59.70(2) & (3) Wisconsin Statutes. This includes exercising the authority and assuming the duties of the solid waste management board (See: Door County Ordinance 2-82 and Chapter 22, Door County Code).
6. May review and countenance the Highway Department's Annual Report, prior to its submission to the County Board.
7. Act as a liaison between the County Highway & Airport Department and County Board.
8. **Serve as oversight committee for Cherryland Airport.**
9. **Enter into leases, rental and contractual agreements with all parties as authorized by the County Board.**
10. **Authorize all new construction with regard to the Airport as approved by the County Board.**
11. **Oversight for the purchase of vehicles and equipment for operation of the Airport.**

(7) Property Committee Facilities and Parks Committee

Oversight for Maintenance (Building & Grounds) Department Oversight of County Facilities and Parks

1. Serve as oversight committee of buildings and grounds of the County and the departments responsible for their operation, if not designated to another committee, to include Government Center, Justice Center, Library, Museum, Highway, John Miles Park, Door County ADRC and Emergency Services and Veterans Memorial **and all County Parks.**
2. **Serve as oversight committee for all County Parks in a manner that is generally consistent with Sections 27.02-27.075 Wisconsin Statutes.**
3. Acquire and hold, lease or rent, convey real and personal property for public uses or purposes as authorized by the County Board.
4. Oversight for the purchase of all vehicles, building machinery and equipment, unless specifically delegated to another committee or department.
5. Oversight of all repair, maintenance and remodeling of County owned buildings, including government surplus property.
6. Oversight of new construction on all county owned property, unless specifically delegated to another committee.
7. Authorized to lease or rent unused space in County facilities.
8. Oversight of all County machinery and equipment not designated to another committee or department.
9. Authorize the sale, trade or disposal of all surplus obsolete equipment and machinery deemed no longer useful to the County.
10. Authorize the sale, trade or disposal of all surplus or obsolete real or personal property following County policy.
11. Provide general oversight of, and through the Fair Board and Fair Officers, provide for and conduct the Door county Fair. The Forgoing is subject to the regulations set forth in Sections 59.56(14) and 93.23 Wisconsin Statutes, and Chapter ATCP 160 Wisconsin Administrative Code.



County of Door LAND USE SERVICES DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Mariah Goode, Director

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Main office line: (920) 746-2323

FAX: (920) 746-2387

E-mail: mgoode@co.door.wi.us

Website: <http://map.co.door.wi.us/planning>

MEMORANDUM

November 15, 2017

TO: ✓ Kelly Hendee, Human Resources Director
Ken Pabich, County Administrator

FROM: Mariah Goode

RE: Departmental personnel changes and resultant new position creation

This memorandum outlines a proposal to eliminate two positions, GIS Mapping Specialist and Real Property Listing Assistant, and replace them with one, GIS Addressing & Land Records Specialist, effective January 2018. The current Real Property Listing Assistant, Chris Moe, would become the GIS Addressing & Land Records Specialist.

The current GIS Mapping Specialist is retiring on January 3rd, 2018 (see attached letter received November 13th). As previously discussed, that position will not be filled. Department staff have already met and agreed the Planner and Land Information Officer can take on some of the position's mapping-related responsibilities. It was also agreed some of the position's other responsibilities, such as custom map projects for non-county agencies, may simply need to be discontinued.

That leaves the administration of the county addressing program. This is arguably the most significant of the GIS Mapping Specialist responsibilities, both in terms of time spent on the program and its importance in furthering and assisting emergency service capabilities. Fortunately, as the Real Property Listing (RPL) Assistant, Chris Moe has already received training on and uses the GIS programs involved in the addressing program, and already performs checks on several of the addressing program components. In addition, the RPL Assistant duties have begun shifting this past year, and will continue to shift, offering the possibility of the position taking on administration of the addressing program. For example, due to the merger of Real Property with Planning, the RPL Assistant clerical responsibilities have lessened considerably, and will lessen further once the departments' budgets and physical offices are further merged in 2018. Also, due to the new Register of Deeds software system and forthcoming AS400 replacement system, much of the data entry Chris currently performs will become a significantly less time-consuming data accuracy check.

Accompanying this memorandum you will find the proposed Job Description and Job Analysis Questionnaire for the GIS Addressing & Land Records Specialist. When the addressing program responsibilities were added to the GIS Mapping Specialist position in 2011, that position was reclassified two grades higher. Hence, we anticipate the new position would be placed in Grade G.

I look forward to discussing this further. Please let me know if you have any questions.

Thank you!



County of Door
LAND USE SERVICES DEPARTMENT: ZONING
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Audrey Forslund, GIS Mapping Specialist
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E-mail: aforslund@co.door.wi.us
Website: <http://map.co.door.wi.us/planning/>

Audrey A. Forslund
826 S 16th Ct
Sturgeon Bay, WI 54235

Mariah Goode
Planning Director
Door County Land Use Services Department

NOV 13 2017

RE: Intent to Retire

Dear Mariah:

It is with mixed emotions that I inform you of my intent to retire from GIS Mapping Specialist position in the Door County Land Use Services Department, effective January 3, 2018.

While I look forward to enjoying my retirement, I will miss working with all of you, whom I consider family.

Thank you for the support you have given me as my job evolved over the years, both in providing an opportunity for professional development, and with good advice when situations required exceptional diplomacy.

I will do all that I can to help make the transition of duties easier.

Sincerely,

Audrey A. Forslund

Cc: Human Resources

GIS ADDRESSING & LAND RECORDS SPECIALIST

Job Title	GIS Addressing & Land Records Specialist	Last Revision	
Department	Land Use Services	HR Reviewed	
Division		Employee Group	General Municipal Employee
Report To	Land Use Services Director	FLSA Status	Non-Exempt
Pay Range		EEO Code	03 – Technicians

General Summary

The GIS Addressing & Land Records Specialist is responsible for administration of the County's addressing ordinance and program. The position also performs skilled technical work in conformance with Section 70.09, Wisconsin Statutes, and Department of Revenue guidelines to prepare and maintain accurate property descriptions, ownership, and assessment/taxation information for all property in the county. 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. Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.
2. Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification system in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.
3. Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.
4. Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.
5. Maintain and develop accurate property descriptions, ownership, property address, managed forest lands and assessment/taxation information.

6. Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile query reports, electronic data files, and labels as needed.
7. Process plat of surveys and tie sheets which includes scanning, indexing, and filing.

General Job Functions

1. Administration of the addressing program.
2. Maintain and coordinate parcel assessment/taxation data and processes.
3. Resource for land information maps and data.

Requirements

Training and Experience

1. High school diploma plus two-year technical degree in GIS, land records, or related field, OR high school diploma and a minimum of three (3) to five (5) years' experience in a related field, such as land records/taxation, using GIS programs, databases, and spreadsheets.

Knowledge, Skills, and Abilities Required

1. Ability to work independently and to manage multiple projects simultaneously.
2. Knowledge and skill in working with ArcView, ArcMap, Intrado, Microsoft Office software, AS-400 and document scanning (IMS21).
3. Knowledge of database theory/design, cartography layout/ design, and geography/legal descriptions.
4. Knowledge of statutes, ordinances, and regulations as they apply to addressing, legal descriptions, property assessment, and taxation methods.
5. Ability to operate and administer limited maintenance on office equipment, including plotter and scanner.
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 read, comprehend, and communicate, both verbally and in writing.
8. Knowledge of mathematics and statistical functions and the ability to demonstrate a high degree of accuracy and reliability.

Job Analysis Questionnaire

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

Current Position Title: GIS Addressing & Land Records Specialist (PROPOSED 11-15-2017)

Department Land Use Services Division Real Property

Report to: (position title): Land Use Services Director

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

The GIS Addressing & Land Records Specialist is responsible for administration of the County's addressing ordinance and program. The position also performs skilled technical work in conformance with Section 70.09, Wisconsin Statutes, and Department of Revenue guidelines to prepare and maintain accurate property descriptions, ownership, and assessment/taxation information for all property in the county.

B. Fundamental duties of the position

1. Write one duty per numbered space.
2. Rank the duties in order of importance. The most important duty should be number one.
3. After listing the specific duties, enter the percentage of time spent on each.
4. Indicate which of the items are essential, which is determined considering the following:
 - a. Does the position exist to perform this function? OR
 - b. Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
 - c. Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
5. Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification system in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Maintain and develop accurate property descriptions, ownership, property address, managed forest lands and assessment/taxation information.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile query reports, electronic data files, and labels as needed.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Process plat of surveys and tie sheets which includes scanning, indexing, and filing.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them

Check below those supervisory responsibilities that are a part of your job:

- | | | |
|---|--|--|
| <input type="checkbox"/> Instruct / train | <input type="checkbox"/> Assign Work | <input type="checkbox"/> Coordinate Activities |
| <input type="checkbox"/> Review Work | <input type="checkbox"/> Maintain Standards | <input type="checkbox"/> Plan Work of Others |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel | <input type="checkbox"/> Schedule work of others |
| <input type="checkbox"/> Select new employees | | |
| <input type="checkbox"/> Transfer / promote? | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) |
| <input type="checkbox"/> Salary Increases | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |

C. Work Relationships: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function All	Obtain/provide information	Daily
Employees in other departments / functions (list other departments & individual titles) Register of Deeds, Treasurer, SWCD, Tech Services	Obtain/provide information	Daily
Customers	Obtain/provide information	Daily
Suppliers/Vendors	Order supplies	Weekly
General Public	Obtain/provide information	Daily
Community / Trade / Professional Surveys, Realtors, Title Companies, Attorneys, municipal officials	Obtain/provide information	Daily
Federal / State Gov't =. / Regulatory Department of Revenue, DNR, US census	Obtain/provide information	Monthly
Other (specify): WI Real Property Listers Association	Obtain/provide information	Daily

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent plus 3-5 years' experience	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Associate's degree or equivalent	Major: GIS, land records, or related field
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input type="checkbox"/>	One to at least three years' experience required.
<input checked="" type="checkbox"/>	Over three years and up to and including six years' experience required if no two-year degree.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input checked="" type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): Land records or related field, GIS programs, database and spreadsheets

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	
2.	
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Type: <input type="checkbox"/> Regular <input type="checkbox"/> CDL <input type="checkbox"/> Endorsement Required:

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Other: Scanner, plotter, forms printer, sealer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Physical Demands: For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

I. Location: Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? _____

III. Supervisor Comments _____

Signature Approvals

Supervisor _____
 Name Title

Dept. Head _____
 Name Title



**County of Door
CORPORATION COUNSEL**

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Corporation Counsel
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MEMORANDUM

TO: Administrative Committee

FR: Grant P. Thomas
Corporation Counsel

*GPT
12-07-2017*

RE: Revisions of Employee Handbook / Administrative Manual – DCES Captain Position

Date: December 7, 2017

Contemplated revisions include:

- A. Administrative Manual, §2.5 Employee Compensation,
 - D. Special Pay
 - 1. Call-Out Premium ... add:
“DCES Captain eligible for call-out premium, irregardless of the ‘protective occupation status.’”
 - 2. Holiday Premium ... add:
“DCES Captain eligible for holiday premium, irregardless of the ‘protective occupation status.’”
- B. Employee Handbook, §XV. Employee (“Fringe”) Benefits,
 - G. Paid Time Off and Administrative Manual, §2.10 Paid Time Off
 - 1. A PTO accrual schedule will need to be incorporated into the Administrative Manual.
 - 2. See attached.
- C. Employee Handbook, §XIV. Employee Compensation and Administrative Manual, §2.5 Employee Compensation.
 - 1. The Compensation Plan, specifically Pay Grade H, will need to be adjusted to reflect the position’s 2,912 work hours per year (versus 2,080).
 - 2. See attached.

Respectfully,

EMERGENCY SERVICES – CAPTAINS POSITION
 COMPENSATION AND PAID TIME OFF (PTO)
 December 7, 2017


2017 Compensation Structure:

<u>Hours</u>	<u>Min 87.5%</u>	<u>Step 2 90%</u>	<u>Step 3 92.5%</u>	<u>Step 4 95.0%</u>	<u>Step 5 97.5%</u>	<u>Step 6 100%</u>	<u>Max 115%</u>
2080	\$22.56	\$23.20	\$23.85	\$24.49	\$25.14	\$25.78	\$29.65
832	\$33.84	\$34.80	\$35.76	\$36.74	\$37.71	\$38.67	\$44.48
Annual:	\$75,079.68	\$77,209.60	\$79,360.32	\$81,506.88	\$83,665.92	\$85,795.84	\$98,679

Paid Time Off - (PTO):

<u>Emergency Services Captains (2912 Hours Worked Annually) PTO</u>							
<u>Completed</u> <u>Years of</u> <u>Service</u>	<u>Bi-</u> <u>Weekly</u> <u>Accrual</u> <u>Hours</u>	<u>Maximum Annual Accrual Limit</u>			<u>Maximum Annual Use</u>		
		<u>Days</u>	<u>Weeks</u>	<u>Hours</u>	<u>Days</u>	<u>Weeks</u>	<u>Hours</u>
0 - 4.99	8.19	8.87	1.77	212.94	13.31	2.66	319.41
5 - 10.99	10.33	11.19	2.24	268.63	16.79	3.36	402.95
11 - 16.99	12.49	13.53	2.71	324.69	20.29	4.06	487.03
17 or more	14.64	15.86	3.17	380.74	23.80	4.76	571.12

Note: 2912 annual hours is 140% of 2080 annual hours; amounts shown in "Bi-Weekly Accrual Hours" are equal to 140% of the amounts approved in the current 2.10 PTO policy for full-time employees.

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	Corporation Counsel		Position Title: Legal Administrative Assistant
Position Status:	<input type="checkbox"/> Currently vacant	<input checked="" type="checkbox"/> Will be vacant	Date Vacant: January 3, 2018
	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Limited Term
	<input type="checkbox"/> Project	Hours per week: <u>Forty (40)</u>	
Reason for Vacancy:	<input type="checkbox"/> Separation	<input type="checkbox"/> Transfer	<input checked="" type="checkbox"/> Retirement
	<input type="checkbox"/> Resignation	<input type="checkbox"/> Death	
Discuss turnover with the department in the previous 18-24 months:	<u>ACC Hemery resigned; to accept appointment as Brown County CC</u>		
Transfer: why is the new position more attractive to employee than current one?	<u>N/A</u>		
Name of Current / Most Recent Incumbent:	<u>Marie A. Larson (Since October 1, 1985)</u>		
Is office space, furniture, and office equipment available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If not, explain plan to obtain:	<u>N/A</u>		
Reviewed, updated, and submitted to Human Resources:	<input checked="" type="checkbox"/> Job Analysis Questionnaire <input checked="" type="checkbox"/> Job Description		
Completed by:	<u>Grant P. Thomas, Corporation Counsel</u>	Date <u>November 16, 2017</u>	
Financial Information:			
Salary Range:	<u>\$39,291 (\$18.89 hr) - \$51,646 (\$24.83 hr)</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source:	<input checked="" type="checkbox"/> Levy % <u>100</u>	<input type="checkbox"/> Grant Funded % _____	<input type="checkbox"/> Other _____ % _____
	<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, to be completed and attached		
HR TO COMPLETE:			
EEO <u>06-Office Clerical</u>	FLSA Status <u>Non-Exempt</u>		
<input checked="" type="checkbox"/> Human Resources has performed a position review?	<u>KH/PK</u>	(HR initial)	<u>11/16/17</u> Date
<input checked="" type="checkbox"/> The Job Analysis and Job Description have both been updated and signed?	<u>KH/PK</u>	(HR initial)	
Approvals:			
County Administrator		Ken Pabich	Date <u>11-21-17</u>
Oversight Committee Chair		David Lienau	Date _____
<input type="checkbox"/> 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. <input type="checkbox"/> I want to participate <input type="checkbox"/> I do not wish to participate			
Administrative Committee Chair		David Lienau	Date _____
<input type="checkbox"/> 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. <input type="checkbox"/> I want to participate <input type="checkbox"/> I do not wish to participate			

County of Door Legal Administrative Assistant

Job Title	Legal Administrative Assistant	Last Revision	09/17/2015
Department	Corporation Counsel	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Corporation Counsel & Assistant Corporation Counsel	FLSA Status	Non-Exempt
Pay Grade	F	EEO Code	06 – Office/Clerical

General Summary

This position reports to the Corporation Counsel and, in the Corporation Counsel's absence, the Assistant Corporation Counsel. Carries out duties and responsibilities (i.e., a variety of day to day functions typical of a public sector law office) as assigned by the Corporation Counsel / Assistant Corporation Counsel and/or in accordance with prescribed procedures. Provide truthful and accurate written and oral 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. Answer and screen incoming calls, assist or refer caller, and take messages.
2. Picks up and delivers mail.
3. Greet and screen visitors.
4. Interacts on a regular basis with members of the public, public officials and public employees.
5. Create and maintain paper and electronic filing system(s).
6. Produces correspondence, legal and other documents.
7. File various legal and other documents.
8. Keeps and monitors calendars, meets deadlines, and documents actions.
9. Helps develop cases by maintaining contact with people involved in the case; scheduling; gather facts and data, and generating status reports.
10. Performs bookkeeping duties, primarily entry of data.
11. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
12. Updates legal publications.
13. Maintain and protect confidentiality and privacy.

General Job Functions

1. Provides clerical and legal assistant support to Corporation Counsel and Assistant Corporation Counsel.

Requirements

Training and Experience

1. Two-years associate degree, with legal assistant emphasis; and

County of Door Legal Administrative Assistant

2. One (1) to three (3) years of relevant, progressive work experience; or an equivalent combination of education, training, and experience.
3. Ability to type a minimum of 55 words per minute determined by a standard keyboard test.
4. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Knowledge of best practices for internal (paper and electronic) legal file management.
3. Use of computer and software (such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc.) to produce correspondence, pleadings, and other documents.
4. Familiarity with document management software, data-base creation and manipulation, and e-filing systems preferred.
5. Excellent interpersonal skills. Including the ability to use tact and courtesy in dealing with employees, county supervisors, county officials and other county and outside agencies and general public. Ability to answer, place and transfer telephone calls properly.
6. Must be capable of working with limited supervision and make decisions on routine matters.
7. Organization, planning, and attention to detail.
8. Ability to apply common sense and be able to identify and effectively resolve routine problems in a timely manner.
9. Maintain and protect confidentiality and privacy.

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:



 Grant P. Thomas, Corporation Counsel 11-28-2017
Date



 Kelly A. Hendee, Human Resources Director 11-28-2017
Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 09/2015	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Legal Administrative Assistant

Department Corporation Counsel Division _____
Reports to the Corporation Counsel and Assistant Corporation Counsel, or as otherwise designated by the

Report to: (position title): Corporation Counsel.

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

Provides clerical and legal assistant support to Corporation Counsel and Assistant Corporation Counsel. Carries out duties and responsibilities (i.e., a variety of day to day functions typical of a public sector law office) as assigned by the Corporation Counsel or Assistant Corporation Counsel, in accordance with instructions, prescribed procedures, and generally accepted best practices.

B. Fundamental duties of the position

1. Write one duty per numbered space.
2. Rank the duties in order of importance. The most important duty should be number one.
3. After listing the **specific** duties, enter the percentage of time spent on each.
4. Indicate which of the items are essential, which is determined considering the following:
 - a. Does the position exist to perform this function? OR
 - b. Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
 - c. Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
5. Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Use of computer and software (such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc.) to produce correspondence, legal, and other documents.	* 20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Routine day-to-day functions of office (e.g., mail, phone, visitors, update legal publications, supplies inventory, etc.'s).	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Create and maintain paper and electronic filing systems.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Keep and monitor attorney's calendars, including scheduling of appointments and hearings.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Monitor case files and deadlines, and timely communicate with persons involved in each case.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Perform research, gather facts and data as directed or needed.	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Assist attorneys in trial (or other) preparation as directed or needed.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Interact with the public, elected and appointed officials, and other County employees.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Perform bookkeeping duties, primarily entry of data (e.g., voucher preparation).	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Maintain confidentiality.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* % of total time varies significantly day-to-day. It's not practicable to assign a %, at least not one that is accurate, to particular duties.

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
None			

Check below those supervisory responsibilities that are a part of your job:

- | | | |
|---|--|--|
| <input type="checkbox"/> Instruct / train | <input type="checkbox"/> Assign Work | <input type="checkbox"/> Coordinate Activities |
| <input type="checkbox"/> Review Work | <input type="checkbox"/> Maintain Standards | <input type="checkbox"/> Plan Work of Others |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel | <input type="checkbox"/> Schedule work of others |
| <input type="checkbox"/> Select new employees | | |
| <input type="checkbox"/> Transfer / promote? | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) |
| <input type="checkbox"/> Salary Increases | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |

C. Work Relationships: For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) Corporation Counsel and Assistant Corporation Counsel	Legal document & correspondence preparation	Daily
Other Departments (list other departments) Real Property, Treasurer, Finance, Human Services	Obtaining information for Attorneys	Daily
Customers – General Public (list all)	Internal service department, so N/A	
Suppliers/Vendors Staples	Supply ordering	Monthly
Community / Trade / Professional Attorneys	General for appointments, transferring to appropriate department	Daily
Federal / State Gov't =. / Regulatory		
Other (specify): State Circuit Court	Pleadings, scheduling	Daily

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major: Administrative Assistant or Legal Assistant
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input type="checkbox"/>	Experience in (specify):

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	
2.	
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required:

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other: Personal vehicle if county car not available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Physical Demands: For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input checked="" type="checkbox"/> (file boxes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying (files)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (files)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input checked="" type="checkbox"/> (file boxes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (files)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (files)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (files)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered

Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

I. Location: Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? 0

III. Supervisor Comments _____

Signature Approvals

Supervisor

Name

Title

Date

Dept. Head

Name

Title

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 Corp Counsel Administrative Ass't 3
 Effective Date 6 Mo
 Department Corp Counsel Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Corporation Counsel Administrative Ass't 3 Grade F, Level 1									
1.00	\$18.89	39,291				28,709			68,000
Corporation Counsel Administrative Ass't 3, Grade F Budget									
1.00	\$23.18	48,614				16,283			64,897
Total Salary and Benefit Increase									3,103
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Corporation Counsel Administrative Ass't 3 Grade F, Control Point									
1.00	\$21.59	44,907				29,528			74,435
Corporation Counsel Administrative Ass't 3, Grade F Budget									
1.00	\$23.18	48,614				16,283			64,897
Total Salary and Benefit Increase									9,538

Dept Head Signature

Mark E. Gorich

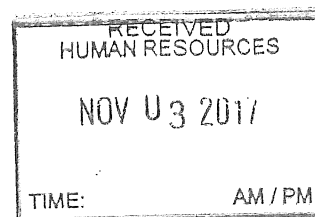
Finance Director

Date

11/17/2017

Disclaimer: This Fiscal Impact does not include Step 2 \$19.43, Step 3 \$19.97, Step 4 \$20.51, or Step 5 \$21.05.

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.



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

Dear Kelly,

This letter is to inform you of my resignation from my position as Director for the Parks & Airport Department, effective December 1, 2017.

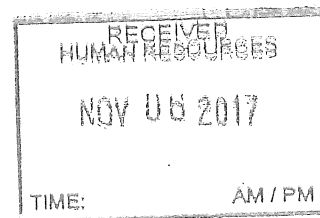
I appreciate the many opportunities given to me during my time here. Thank you for the support that you have provided me during the last five years. I have enjoyed my tenure with Door County working with so many wonderful people and all the beautiful Door County Parks!

I will do my best to provide assistance during this transition and will help however I can.

Sincerely,

A handwritten signature in cursive script that reads "Erik Aleson".

Erik Aleson



Marsha Kurth
6005 Trillium Lane
Sturgeon Bay, WI 54235

Oct. 31, 2017

Rhonda Kolberg
Health Officer/Director
Door County Public Health Dept.
421 Nebraska St.
Sturgeon Bay, WI 54235

Dear Rhonda:

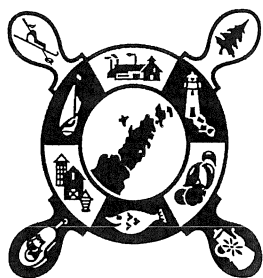
This letter is to inform you that I will be retiring from my position as Public Health Aide/Medical Assistant at the Door County Public Health Dept. My last day of work will be Tuesday, January 2nd, 2018.

I would like to thank you for the opportunity to be a part of the public health team, and for the experience it has given me.

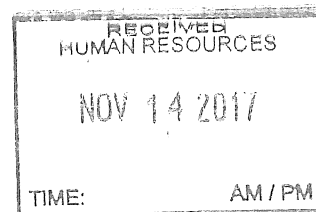
Sincerely,

A handwritten signature in cursive script that reads "Marsha Kurth".

Marsha Kurth



County of Door
LAND USE SERVICES DEPARTMENT: ZONING
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235



Audrey Forslund, GIS Mapping Specialist
Direct line: (920) 746-2267
Main office line: (920) 746-2323
FAX: (920) 746-2441
E-mail: aforslund@co.door.wi.us
Website: <http://map.co.door.wi.us/planning/>

Audrey A. Forslund
826 S 16th Ct
Sturgeon Bay, WI 54235

Mariah Goode
Planning Director
Door County Land Use Services Department

RE: Intent to Retire

Dear Mariah:

It is with mixed emotions that I inform you of my intent to retire from GIS Mapping Specialist position in the Door County Land Use Services Department, effective January 3, 2018.

While I look forward to enjoying my retirement, I will miss working with all of you, whom I consider family.

Thank you for the support you have given me as my job evolved over the years, both in providing an opportunity for professional development, and with good advice when situations required exceptional diplomacy.

I will do all that I can to help make the transition of duties easier.

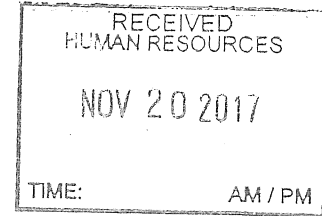
Sincerely,

Audrey A. Forslund

Cc: Human Resources

Marie A. Larson
1648 Texas Place
Sturgeon Bay, WI 54235

November 13, 2017



Grant P. Thomas, Esq.
Corporation Counsel Office
Door County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

RE: Retirement Notification

Dear Attorney Thomas:

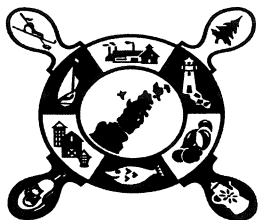
This letter is my official notification of retirement to you and to Door County that my last day of work at Corporation Counsel Office will be January 3, 2018. I plan to work up until my retirement date.

Respectfully,

A handwritten signature in cursive script that reads "Marie A. Larson".

Marie A. Larson

C: Karyn E. Behling, Assistant Corporation Counsel
Kelly Hendee, HR Director



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

11/10/2017

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

RE: Completion on Introductory Period

Employee Name: Nicole Kahler

Position: Community Support Program Case Manager

Start Date: April 17, 2017

Nicole Kahler successfully met her necessary training goals for the 90 day probation period and completed all of her Crisis Services and State AODA/MH Functional Screen training by the six month introductory period. She has transitioned very well from her previous job as a full time Crisis On-Call worker for Family Services to a contributing member of DCDHS Crisis Team and assumed full responsibility of a CSP caseload.

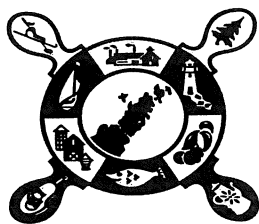
Nicole has fit in nicely with the multidisciplinary team in the clinic and has been able to coordinate services with case managers in Child Protective Services and Children CCS Care Manager to coordinate services for one of her very difficult cases. It is without reservation that I recommend that Nicole move to regular status.

Sincerely,

Sheryl Flores, LCSW

Sheryl Flores, LCSQ
Community Services Manager
Department of Human Services

CC: Administrative Committee
Human Resources Department



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

November 9, 2017

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

RE: Completion on Introductory Period

Employee Name: Danielle Nyman

Position: Children and Families Case Manager

Start Date: May 30, 2017

As of October 30, 2017 Ms. Danielle Nyman successfully completed her six month introductory period. She has successfully completed all the required training related to the various programs she will be working with and we've particularly focused on having her focus on children with special needs under the CLTS Program.

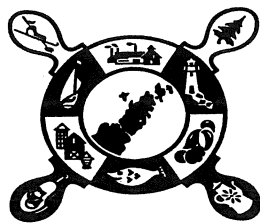
She has worked exceptionally hard at learning the program, preparing with the staff a CLTS Program State audit, and meeting a caseload of over 25 children and families all in the first 6 months of employment. She did this graciously and willingly accepted the challenges she faced. She is an excellent addition to the department.

As her supervisor, I recommend Ms. Nyman move off of her probationary status and into full county employee status.

Sincerely,

Cindy Zellner Ehlers
Children and Families Program Manager
Department of Human Services

CC: Administrative Committee
Human Resources Department



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

November 9, 2017

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

RE: Completion on Introductory Period

Employee Name: Laura Hall

Position: Children and Families Case Manager

Start Date: June 1, 2017

As of November 1, Laura will have successfully completed her six month introductory period. She has successfully completed all the required training related to the various programs she will be working with and we've particularly focused on having her focus on children with mental health needs.

She is still learning to master the various paperwork requirements and the procedures related to her role under the various programs but are confident she will successfully learn them and operate in concert with the rest of the unit's program values and mission.

As her supervisor, I recommend Ms. Hall move off of her probationary status and into full county employee status.

Sincerely,

Cindy Zellner Ehlers
Children and Families Program Manager
Department of Human Services

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: Human Resources

SUBJECT: Monthly Personnel Transactions
 December 2017 Report

Date	Transaction*	Department	Name		Position
11/06/2017	Hired	Public Health	Logan	Diana	PT Nurse
11/28/2017	Hired	Child Support Agency	Annis-Wild	Jason	Parent Locate Specialist
11/29/2017	Resignation	Human Services	Franco	Brenda	AODA Counselor
12/01/2017	Resignation	Parks & Airport	Aleson	Erik	Director Parks & Airports
01/02/2018	Retirement	Public Health	Kurth	Marsha	Aide/Medical Assistant
01/03/2018	Retirement	Land Use Services	Forslund	Audrey	GIS Mapping Specialist
01/03/2018	Retirement	Corporation Counsel	Larson	Marie	Legal Administrative Asst.

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)



Resolution No. 2017-____

Intergovernmental Agreement- Fiber Optic Network / Utility

DOOR COUNTY

Draft

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL			
Board Members			
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 Total Membership

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: Door County's proportionate share of the construction cost is included in the 2017 budget for \$330,000.00, and Door County's proportionate share of the maintenance cost for 2018 is included in the 2018 budget for \$25,000.00; Door County's proportionate share of the maintenance costs for future years will be included in each future year's 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 19th day of December, 2017 by the Door County Board of Supervisors.

 Jill M. Lau
 County Clerk, Door County

1 **WHEREAS**, Rule No. 34 of the Rules of Order provides, in pertinent part,
 2 that "...no Committee of the County Board shall enter into any contract for a
 3 period in excess of three (3) years without prior approval of the County
 4 Board..."; and

5
 6 **WHEREAS**, The City of Sturgeon Bay ("City"), Door County ("County"),
 7 and Northeast Wisconsin Technical College ("NWTC") may contract with each
 8 other for the joint exercise of any power or duty authorized by law; and

9
 10 **WHEREAS**, The City, County and NWTC are empowered and wish to
 11 develop and share utilization of a fiber optic network / utility within the City of
 12 Sturgeon Bay, and each has appropriated funds for this purpose; and

13
 14 **WHEREAS**, There is demonstrated need for, and clear fiscal benefit to
 15 develop and share utilization of, the contemplated fiber optic network; and

16
 17 **WHEREAS**, The proposed Intergovernmental Agreement (attached
 18 hereto and incorporated herein by reference as if set forth in full) represents a
 19 collaborative and cooperative effort by the City, County and NWTC to develop
 20 and share utilization of a fiber optic network, and is deemed advantageous to
 21 the County.

22
 23 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
 24 Supervisors does hereby approve the proposed Intergovernmental
 25 Agreement.

26
 27 **BE IT FURTHER RESOLVED**, That the Technology Services Director,
 28 subject to the oversight of the County Administrator, shall administer the
 29 Intergovernmental Agreement.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

_____	_____
David Lienau, Chairman	John Neinas
_____	_____
Ken Fisher	Kathy Schultz
_____	_____
Dan Austad	Richard Virlee
_____	_____
Joel Gunnlaugsson	

INTERGOVERNMENTAL AGREEMENT

[Community Area Network]

This Agreement is made this 1st day of December, 2017 by and between the County of Door ("County"), City of Sturgeon Bay ("City"), and Northeast Wisconsin Technical College ("NWTC"), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including enhancement of the technology capability of the County, City and NWTC; 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 Section 66.0301, Wisconsin Statutes
2. This Agreement shall become effective on this 1st day of December, 2017, and shall be effective for a period of five (5) years, unless sooner terminated as provided in this Agreement.
3. This Agreement will be automatically extended for consecutive five (5) year terms unless a party notifies the others in writing of their intent to withdraw or terminate no more than one hundred and eighty (180) days and at least ninety (90) days before expiration.
4. The parties hereto will develop a Community Area Network ("CAN"), interchangeably termed a "utility". This involves the design, construction, operation, ongoing maintenance and repair, and possible expansion of a fiber optic network. This fiber optic network is described in [Addendum A](#), attached hereto and incorporated herein by reference as if fully set forth.
5. Access Engineering, LLC has been engaged as the network engineering consultant and for project management. The estimated cost of these services, project budget summary, and method of allocating project costs between the parties is set forth in [Addendum B](#), attached hereto and incorporated herein by reference as if fully set forth. County will be invoiced and pay for the work directly, and then will invoice the City and School District for their respective shares of the cost.
6. The Sturgeon Bay School District ("School District") will participate under separate agreement, consistent with the mandates of the E-Rate program (a federal program, administered by USAC under the direction of the FCC). Costs associated with E-Rate work are the responsibility of the School District.
7. Each party has an interest in, and shares the responsibility of, keeping the CAN up and running. County will assume the primary responsibility for oversight, management and coordination of such.
8. The cost of operation, ongoing preventive or routine maintenance, repair, relocation, replacement and improvement of the CAN will be allocated between the County, City, and NWTC based on the segments / percentages as set forth in [Addendum B](#).
9. Each party is solely responsible for the costs (including purchase, installation, maintenance, repair, relocation, and replacement) of the laterals, hardware and software necessary to connect their facilities to the CAN.
10. Each party is responsible to designate an employee or official ("contact person"), who is responsible for administration of this Agreement. The contact persons are as follows:
 - a. County:

Jason Rouer, Technology Services Director
920.746.5983; jrouer@co.door.wi.us

b. City:

NAME

CONTACT INFORMATION

c. NWTC

Karl Reischl, IIT Technical Director

920.498.6933 (Desk); 920.410.5207 (Cell)

karl.reischl@nwtc.edu

Contact person may be changed upon prior written notice to the other parties.

11. 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. This includes the negotiation and execution of an Indefeasible Right of Use ("IRU"), concurrent with final design and construction of the CAN.
12. 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:

FOR THE COUNTY

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

FOR THE CITY

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

FOR NWTC

IIT Technical Director
 2740 West Mason Street
 Green Bay, WI 54303

Any notice shall be effective upon delivery.

13. Expansion of the CAN may occur, consistent with the spirit and purposes of this Agreement, upon the prior written consent of the parties. Such consent shall not be unreasonably withheld.
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 forty five (45) days after written notice is delivered. In the event of termination under this paragraph, the breaching party surrenders any and all interest, privilege or right in and to the CAN.
15. Any party who voluntarily withdraws from or terminates this agreement under paragraph 3. above: a) is not entitled to a return of any asset or resource they contributed toward the CAN; b) must cease use of the CAN concurrent with the effective date of the withdraw or termination; and c) may apply for continued use of the CAN, and the remaining parties will give all due consideration to the application in light of the spirit of this Agreement and its purposes.
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 part 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, County of Door, 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. 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 December, 2017.

Accepted and agreed this ____ day of December, 2017.

 Josh VanLieshout, City Administrator
 City of Sturgeon Bay

 Thad Birmingham Mayor
 City of Sturgeon Bay

Sworn and subscribed to before me
this _____

Sworn and subscribed to before me this

 Notary Public
 My commission expires _____.

 Notary Public
 My commission expires _____.

Accepted and agreed this ____ day of December, 2017.

Accepted and agreed this ____ day of December, 2017.

 Ken Pabich
 County Administrator
 County of Door

 David Lienau, Supervisor, District 20
 County Board Chairperson
 County of Door

Sworn and subscribed to before me
this _____

Sworn and subscribed to before me this

 Notary Public
 My commission expires _____.

 Notary Public
 My commission expires _____.
 Accepted and agreed this ____ day of December, 2017.

Accepted and agreed this ____ day of December, 2017.

Robert A. Mathews, Vice President, Business & Finance
Northeast Wisconsin Technical College

Sworn and subscribed to before me this

Notary Public
My commission expires _____.

11/15/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 2017
MEETING DATE

Page 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

Connie De Fere
DEPARTMENT HEAD

25 Court Systems
DEPARTMENT

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2017 Batch Nbr: 259651

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 09-FA-39 E. Maccaux	373.47
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 09-FA-35 Soukup	7.00
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 16-FA-13 Estes	287.00
Vendor Total:							667.47 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 11-FA-128 Brauer	49.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-PA-16PJ Karabush	21.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-03 Christel	315.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-64 Meleen	91.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-33 Rayland	246.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 Jacobson	21.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-53 Gahart	134.20
Vendor Total:							877.20 *
REETZ LAW OFFICE	6957	1340	52101			Atty Fees 17CF141 W. Keebler	472.21
REETZ LAW OFFICE	6957	1340	52101			Atty Fees 16CF97 R. Fike	889.52
Vendor Total:							1,361.73 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies - paper etc	491.11
SUMMIT FOOD SERVICE, LLC	22225	1341	53101			Jury Meals October 4th,5th,6th, 2017	110.00
WINGROVE-LYONS LAW OFFICES LLP	15812	1340	52101			Atty Fees 16CF151 J. Mosgrove	2,082.64
Schedule Total:							\$5,590.15 *

11/28/17

Page DC40

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 12th

2017

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: 11/2017

Batch Nbr: 259672

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRIBYL S.C.	3629	1340	52101			Atty Fees 16CM163 J. Wells	434.00
JV TRANSLATOR. LLC	21104	1340	52425			Intrprtr Fees 11/20/17 17CT64	212.42
REME BASHI	18535	1340	52425			Intrprtr Fees 11/27/17 17CF147	163.86
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	130.70
SWITS. LLC	13733	1340	52425			OCTOBER 2017 TELEPHONICS	37.50

Schedule Total: \$978.48 *

12/05/17

Page DC40

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 12th *2017*

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: 12/2017

Batch Nbr: 259685

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 09-FA-39 Maccaux	70.20
SCHAEFER LAW FIRM S.C.	9332	1340	52130			GAL Fees 15-PA-18PJ TJP	805.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-107 Beyer (Oct/Nov)	182.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 12-FA-147 Miettinen (Oct/Nov)	183.20
NINA MARTEL SC	15303	1340	52130			GAL Fees 06-PA-26PJ Badovski (Oct/Nov)	245.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-53 Gahart	99.40
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17 Weborg	183.20
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-PA-16PJ Karabush	111.48
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-64 Meleen	147.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-65 Hayden	175.20
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-33 Stephenson	91.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-08 Laughlin	44.40
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-FA-03 Christel	14.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-136 Harty	7.00
Vendor Total:							1,482.88 *
Schedule Total:							\$2,358.08 *

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 9776

- New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

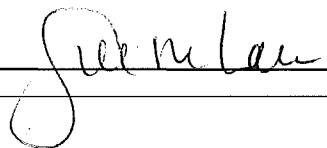
VENDOR NAME: ELAN

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Submitted By:
 J. LAU 11-3-17

Approved by: Department Head:


Approved by: Committee Chair:

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

Date _____
 Paid _____

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

PAID BY _____
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
100	11	1101	54102	HOTEL CHARGES WCA ANNUAL CONF				9-21-17		
				KALAHARI RESORT						
					1	\$	(109.00)			
					1	\$	(84.00)			
100	10	1101	54102	HOTEL CHARGES WCCA/WCA ANNUAL CONF						
				KALAHARI RESORT						
				JILL LAU	1	\$	99.50			
VOUCHER TOTAL							\$ (93.50)	VOUCHER TOTAL		

P:/Finance/Templates/voucherform.xls

11/15/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

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.

30 U.W. Extension *County Clerk*
DEPARTMENT

[Signature]
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2017 Batch Nbr: 259650

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
UNITED PARCEL SERVICE	34120	5108	53102			COUNTY CLERK - UW EXTENSION MAILING	4.22	
UNITED PARCEL SERVICE	34120	5108	53102			COUNTY CLERK - UW EXTENSION	4.75	
UNITED PARCEL SERVICE	34120	1120	53102			COUNTY CLERK - MAINTENANCE UPS MAILING	43.61	
UNITED PARCEL SERVICE	34120	1310	53102			COUNTY CLERK - CIRCUIT COURT	3.89	
UNITED PARCEL SERVICE	34120	5108	53102			COUNTY CLERK - UW EXTENSION MAILING	4.22	
UNITED PARCEL SERVICE	34120	5108	53102			COUNTY CLERK - UW EXTENSION	4.34	
UNITED PARCEL SERVICE	34120	3900	53102			COUNTY CLERK-HUMAN SERVICES UPS MAILING	5.07	
Vendor Total:							70.10	**
Schedule Total:							\$70.10	****

11/15/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

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.

11 County Board
DEPARTMENT



DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2017

Batch Nbr: 259652

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
WISCONSIN MEDIA	14651	1101	52403			COUNTY CLERK - CTY 8/22/17 BOARD MINUTES	136.12	
WISCONSIN MEDIA	14651	1101	52403			COUNTY CLERK - ORDINANCE 2017-11	13.65	
WISCONSIN MEDIA	14651	1101	52403			COUNTY CLERK- CTY BOARD ORD 2017-56	16.66	
Vendor Total:							166.43	**
Schedule Total:							\$166.43	****
							=====	

11/01/17

Page 1
DC404R

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

With Batch _____ *11/7* _____ *2017*
MEETING DATE

H. Lind

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.

25 Court Systems _____
DEPARTMENT DEPARTMENT HEAD COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2017 Batch Nbr: 259618

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
LISA A HARTEL	2674	1310	52406			16CF55 transcript	82.00
LISA A HARTEL	2674	1310	52406			DA transcript search warr audio	22.00
LISA A HARTEL	2674	1310	52406			16CM73 DA transcript	127.50
Vendor Total:							231.50 **
RICHARD R LAURENT	90278	1310	52130			92GN22P Guardian ad Litem	250.00
PINKERT LAW FIRM LLP	9682	1310	52130			17JC14&15 Guardian ad Litem	126.00
PINKERT LAW FIRM LLP	9682	1310	52130			17TP5 Guardian ad Litem	42.00
PINKERT LAW FIRM LLP	9682	1310	52130			17GN2P Guardian ad Litem	35.00
PINKERT LAW FIRM LLP	9682	1310	52130			17GN18 Guardian ad Litem	658.00
Vendor Total:							861.00 **
WEST GROUP PAYMENT CENTER	36721	1310	53104			September 2017 library charges	494.14
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			copier lease	160.00
Schedule Total:							\$1,996.64 **** =====

11/13/17

Page 1
DC404R

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

11/15/17 Batch

MEETING DATE 2017

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.

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2017

Batch Nbr: 259641

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRI BYL S. C.	3629	1310	52130			17JC13 Guardian ad Litem	322.20
ERICKSON PRI BYL S. C.	3629	1310	52130			16JC7 Guardian ad Litem	574.40
Vendor Total:							896.60 **
LESLIE TAYLOR, MD	18402	1310	52130			17ME12 evaluation	722.50
NI NA MARTEL SC	15303	1310	52130			17GN20 Guardian ad Litem	77.00
NI NA MARTEL SC	15303	1310	52130			03GN16P Guardian ad Litem	200.00
NI NA MARTEL SC	15303	1310	52130			15GN12 Guardian ad Litem	200.00
NI NA MARTEL SC	15303	1310	52130			17JC11 Guardian ad Litem	105.00
NI NA MARTEL SC	15303	1310	52130			16GN10P Guardian ad Litem	200.00
NI NA MARTEL SC	15303	1310	52101			17JC10A&12 attorney for mother	349.86
Vendor Total:							1,131.86 **
MARTINSON LAW OFFICES	8710	1310	52130			07GN2P guardian ad litem	173.60
STATE BAR OF WISCONSIN	17463	1310	53104			book freight	10.18
Schedule Total:							\$2,934.74 **** =====

12/05/17

Page 1
DC404R

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

12/6/17 Batch

MEETING DATE

2017

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.

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2017 Batch Nbr: 259689

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			16GN9 Guardian ad Litem Ann. Rvw.	250.00
ERICKSON PRIBYL S.C.	3629	1310	52130			17JC13 Guardian ad Litem	171.50
ERICKSON PRIBYL S.C.	3629	1310	52130			16JC7 Guardian ad Litem	119.00
Vendor Total:							290.50 **
KELLY A MARTYKA	22013	1310	52130			03GN9P Guardian ad Litem Ann. Rvw.	250.00
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			17GN19P independent evaluation	1,200.00
PINKERT LAW FIRM LLP	9682	1310	52130			17TP5 Guardian ad Litem	63.00
PINKERT LAW FIRM LLP	9682	1310	52130			17JC14&15 Guardian ad litem	259.00
PINKERT LAW FIRM LLP	9682	1310	52130			15JV11 Guardian ad Litem	126.00
Vendor Total:							448.00 **
REME BASHI	18535	1310	52101			16JV30 interpreter services	183.86
STAPLES ADVANTAGE	15069	1310	53106			office supplies	112.09
WEST GROUP PAYMENT CENTER	36721	1310	53104			October 2017 library charges	494.14
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			November 2017 copier lease	150.00
Schedule Total:							\$3,378.59 **** =====

