

Notice of Public Meeting  
**Tuesday, April 9, 2019**  
**9:00 a.m.**

**ADMINISTRATIVE  
 COMMITTEE**

Door County Government Center  
**Peninsula 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 March 19, 2019 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
  - ◆ **County Board**
    - ◆ Emergency Services Employees Protective Occupation Participant Status [ §§ 40.02 & 111.70, Wis. Stats.]
    - ◆ Emergency Services – Service Level Downgrade /Discontinuance of Service
    - ◆ County Board Committees – Rules of Order
    - ◆ Compensation for County Board Members (§59.10. Wis. Stats.)
  - ◆ **Corporation Counsel**
    - ◆ Resolution 2019-\_\_\_ - Publication of Legal Notices: Newspapers
    - ◆ Intergovernmental Agreement (County & School Districts) School Resource Officer Program
    - ◆ §173.15, Wis. Stats. Contract for Services – Wisconsin Humane Society
    - ◆ § 59.11(1)(c), Wis. Stats. Organizational Meeting
  - ◆ **Human Resources**
    - ◆ Request to Reclassify Position and Fill: Equipment Operator (from a Highway Worker)
    - ◆ Resolution - Amendment to Administrative Manual; 2.5 Employee Compensation; D. Special Pay Foreman Premium
    - ◆ Request to Reclassify Position and Fill: Administrative Assistant III (from a H&HS Administrative Supervisor)
    - ◆ Request to Create and Fill Three (3) School Resource Officer Positions (SRO's)
    - ◆ Resolution – New position(s) School Resource Officers
    - ◆ Request to Refill: Paramedic
    - ◆ FYI – Correspondence
    - ◆ Personnel Transactions
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
10. Vouchers, Claims and Bills
11. Next Meeting Date(s)
  - Regular Administrative Committee Meeting – May 21, 2019 – 9:00 a.m.
12. Meeting Per Diem Code
13. Adjourn

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, March 19, 2019**

**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, March 19, 2019 Administrative Committee Meeting was called to order at 9:00 a.m. by Chairman David Lienau at the Door County Government Center.

**Establish a Quorum ~ Roll Call**

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

Others present: Supervisor Jon Koch, Supervisor Richard Virlee, Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, Assistant CC Karyn Behling, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, TS Director Jason Rouer, Library Director Tina Kakuske, Human Services Director Joe Krebsbach, County Clerk Jill Lau, Media, and Public.

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

**Adopt Agenda / Properly Noticed**

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

**Approve Minutes of February 19, 2019 Regular Administrative Committee Meeting and the February 19, 2019 joint Administrative Committee and Negotiating Committee**

Motion by Robillard, seconded by Neinas to approve the minutes of the February 19, 2019 regular meeting and the February 19, 2019 joint Administrative and Negotiating Committee meeting. Motion carried by unanimous voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

None.

**Old Business**

No old business was presented.

**New Business (Review / Action)**

**County Administrator**

**FYI - Out of State Travel – Emergency Services (St. Louis)**

Reviewed.

**County Board**

**Emergency Services Employees Protective Occupation Participant Status [ §§ 40.02 & 111.70, Wis. Stats. ]**

Administrator Pabich reviewed statutory information included in the meeting packet. Protective Status is not required; the County has the right to designate. If the status is changed the employees can still remain represented by a Union. There is an anticipated savings of approximately 8% in WRS to move the employees from Protective to General Municipal Employee. This change would be brought forward to the full County Board. No action taken.

**Emergency Services Employees Health Care Coverage Plan Design and Selection**

A draft high deductible plan was distributed and reviewed. Premiums would remain the same; out of pocket and deductibles would change. Dental insurance would become optional at an additional cost. This change would be brought forward to the full County Board.

Motion by Fisher, seconded by Neinas to approve and proceed with the high deductible health plan as presented and send to County Board for final approval. Motion carried by voice vote with Supervisor Kohout voting No.

### **Emergency Services – Service Level Downgrade /Discontinuance of Service**

Currently the County is a level 2 service. Statutorily the County cannot downgrade service. Downgrading would require lobbying for a change legislatively.

The County is not required to provide service. The County could discontinue the service; this would trickle down to the municipalities handling the service.

### **Request for Quotations / Qualifications (“RFQ”) – Disposition of Ambulance Service**

An RFQ would determine if there is someone interested in taking over the service. The County could lease the assets and facilities and have a private company take over the service. Discussion regarding municipalities contracting with the County’s private service or choosing their own contracted service. The committee discussed maintaining the same level of service. This would be a management contract still funded by the County. An RFQ could be drafted by staff and advertised for 30 days. The County may or may not award a contract. This is expected to be a 4-6-month process.

Motion by Fisher, seconded by Lienau to direct staff to send out an RFQ for the Ambulance Service. Motion carried by voice vote with Supervisors Kohout and Austad voting No.

### **Conference/Seminar/Training Per Diems**

Administrator Pabich explained there has been some difficulty in Supervisors per diems. Chairman Lienau noted the last conference Supervisors submitted several different per diems to attend the same conference. Administrator Pabich presented a draft form that could be completed by the County Board Chairperson or Oversight Committee Chairperson prior to Supervisors attending conference.

Motion by Fisher, seconded by Kohout to adopt the Conference/Training Authorization and Allowable Expense Form as drafted. Motion carried by unanimous voice vote.

### **Corporation Counsel**

#### **Compensation for County Board Members (§59.10. Wis. Stats.)**

Administrator Pabich noted this agenda item is at the Chairman’s request. Pabich distributed a handout summarizing county board and committee expenses. Administrator Pabich explained the Board cannot pay a per diem and salary; it’s one or the other. If the Board chooses the salary option the following is suggested: County Board Chair - \$12,000; Supervisors salary - \$6,500; Committee Chair benefit - \$250/committee. Individual Supervisors per diems/expenses were reviewed. Cost of proposed salary is approximately \$146,000/year. The concern that persons wouldn’t attend meetings if paid a salary was addressed. Administrator Pabich explained a proposed change to the Rules of Order would be to include language to deduct a specific dollar amount for missed meetings after a given grace period/number of meetings. Discussion of conference/training attendance; the costs of conference per diems has increased 110% over the past 4 years. Discussion regarding having a maximum “bank” for each supervisor to use for conference fees, hotels, meals, and mileage. Discussion of persons missing meetings if salaried. This issue will be brought back to next month’s meeting.

### **Carry Over (2018 to 2019) Jingdezhen Sister City**

Chairman Lienau explained the funds left from 2018 are requested to be carried over to 2019. A delegation is expected to visit Door County this year.

Motion by Fisher, seconded by Robillard to approve the request for the carry over. Motion carried by unanimous voice vote.

### **Annual Report-2018**

FYI.

## **Human Resources**

**Request to Refill: Prep Cook – Health & Human Services**

**Request to Refill: Economic Support Specialist – Health & Human Services**

**Request to Refill: Technical Support Manager/Network Coordinator – TS**

**Request to Refill: Technical Support Specialist – Library**

**Request to Refill: Equipment Operator and Subsequent Vacancies – Highway**

All positions have been budgeted.

Motion by Austad, seconded by Fisher to approve the request to refill the Prep Cook position, the Economic Support Specialist position, the Technical Support Manager/Network Coordinator position, the Technical Support Specialist position, and the Equipment Operator. Motion carried by unanimous voice vote.

## **Exit Interview Quarterly Report**

HR Director reviewed the exit interviews received. Overall good comments.

## **FYI – Correspondence**

Letters of Retirement and Resignation reviewed.

## **Personnel Transactions**

Reviewed.

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

- Compensation for County Board Members (§59.10. Wis. Stats.)

## **Vouchers, Claims and Bills**

Reviewed.

## **Next Meeting Date(s)**

Regular Administrative Committee Meeting – April 9, 2019 – 9:00 a.m.

## **Meeting Per Diem Code**

319.

## **Adjourn**

Motion by Austad, seconded by Fisher to adjourn. Time: 10:59 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

## 41. Minutes

The record of the proceedings of County Board and its sub-units is the minutes. The minutes should contain mainly a record of what was done at the meeting, not what was said by the members or others. A verbatim record is not necessary or advisable. [See: §19.88(3), Wis. Stats. and §59.23(2)(a) & (b), Wis. Stats. and Roberts Rules of Order 10<sup>th</sup> Edition §48, pp. 451-458]

**Door County Board of Supervisors**  
**2015, 2016, 2017 and 2018 Per Diem Expense by Committee, Commission or Board**

<b>Committee, Commission or Board</b>	<b>2015 Per Diem</b>	<b>2016 Per Diem</b>	<b>2017 Per Diem</b>	<b>2018 Per Diem</b>
COUNTY BOARD	\$36,000	\$34,200	\$40,575	\$34,020
Administrative	\$8,443	\$4,653	\$6,325	\$5,402
Ag & Extension	\$2,978	\$3,067	\$3,240	\$2,237
Airport & Parks (Parks w/ F&P, & Airport w/ Highway 5/2018)	\$6,440	\$8,520	\$6,110	\$1,758
① Board of Health (3 of 8 are Citizen members)	\$870	\$2,440	\$2,771	\$2,915
Comm Adv CATS	\$653	\$965	\$545	\$600
Economic Development	\$738	\$1,275	\$1,112	\$1,237
Emergency Services (Public Safety 5/2018)	\$3,535	\$2,385	\$4,271	\$1,372
Facility / Security (Under 51111 in 2018)	\$75	\$125	\$100	
Finance	\$3,898	\$4,407	\$6,147	\$4,942
Highway	\$5,892	\$7,420	\$8,706	\$6,682
Highway Safety Comm (under Highway for 2018)	\$180	\$697	\$680	
① Human Services Board (4 of 9 are Citizens)	\$3,917	\$5,562	\$5,687	\$6,447
① ADRC Advisory Board / Nutrition (SRC) (includes citizen members; 2 County)	\$3,597	\$4,825	\$4,887	\$5,814
Lake Shore Cap (Under 51111 in 2018)	\$915	\$990	\$1,062	
① Land Conservation (1 of 7 are Citizen members)	\$4,075	\$6,412	\$6,901	\$9,405
Law Enforcement (Became Public Safety 5/2018)	\$2,305	\$3,432	\$3,955	\$4,702
Legislative	\$3,518	\$1,067	\$2,152	\$1,770
① Library Board (3 Citizens; 2 County; City pays their 2)	\$1,790	\$3,112	\$3,977	\$3,282
Local Emergency Planning	\$60	\$0	\$100	
Museum	\$353	\$2,200	\$1,235	\$1,115
Negotiating	\$483	\$0	\$62	\$1,172
Property (Became Facilities & Parks 5/2018)	\$4,663	\$7,842	\$9,617	\$9,552
Resource Planning	\$4,860	\$4,020	\$4,732	\$4,922
Risk Management	\$1,268	\$315	\$1,391	\$602
Technology Services / Info Systems	\$3,000	\$4,645	\$3,357	\$2,765
Sub-Total (lines above)	\$104,506	\$114,576	\$129,697	\$112,713
Per Diem (51111) - All Other ( <i>Conf. Training</i> )	\$11,290	\$14,505	\$21,091	\$23,632
<b>TOTALS:</b>	<b>\$115,796</b>	<b>\$129,081</b>	<b>\$150,788</b>	<b>\$136,345</b>

① Includes Citizen members



**DOOR COUNTY**

**Resolution No. 2019-\_\_\_**

**Publication of Legal Notices: Newspapers**

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

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

**BOARD ACTION**  
Vote Required: Majority Vote of a Quorum

Motion to Approve      Adopted

1st \_\_\_\_\_      Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_      No: \_\_\_\_\_      Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

**FISCAL IMPACT:** There is no fiscal impact associated with the adoption of this resolution. STW

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 16<sup>th</sup> day of April, 2019 by the Door County Board of Supervisors.

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

1        **WHEREAS**, Ch. 985, Wis. Stats. sets out requirements for counties  
2 publishing or posting legal notices; and  
3  
4        **WHEREAS**, In order for a county to satisfy the legal requirements  
5 for publishing notices in a newspaper, the newspaper must be  
6 qualified under Ch. 985, Wis. Stats.; and  
7  
8        **WHEREAS**, 2017 Wisconsin Act 282 (effective April 18, 2018)  
9 changed the definition of and qualifications for a newspaper under Ch.  
10 985, Wis. Stats.; and  
11  
12        **WHEREAS**, The Door County Advocate and Peninsula Pulse have  
13 each filed a certificate with the County Clerk stating that it qualifies  
14 (i.e., satisfies the requirements) under §985.03, Wis. Stats.; and  
15  
16        **WHEREAS**, Door County may, but is not required to, designate a  
17 newspaper as its official newspaper under §985.05, Wis. Stats.  
18  
19        **NOW, THEREFORE, BE IT RESOLVED**, By the Door County  
20 Board of Supervisors that legal notices may be published in any  
21 newspaper that meets the qualifications under §985.03, Wis. Stats.  
22  
23        **BE IT FURTHER RESOLVED**, That Door County does not wish to  
24 designate, and repudiates any prior designation of, an official  
25 newspaper under §985.05, Wis. Stats. or otherwise.

**SUBMITTED BY: ADMINISTRATIVE COMMITTEE**

_____	_____
David Lienau, Chairman	Susan Kohout
_____	_____
Kenneth Fisher	John Neinas
_____	_____
Dan Austad	Nancy Robillard
_____	
Joel Gunnlaugsson	

**INTERGOVERNMENTAL AGREEMENT**  
**School Resource Officer Program**  
 [Section 66.0301, Wisconsin Statutes]

This agreement is made this [redacted] day of [redacted], 2019, by and between the County of Door ("County") and the [redacted] School District ("School District"), each a public body corporate within the State of Wisconsin.

Whereas, The purpose of this Agreement is to establish a School Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have a shared understanding of the goals of the School Resource Officer Program;

Whereas, The parties agree that an effective School Resource Officer Program: is collaborative in nature; defines the role and responsibilities of the School Resource Officer; takes into account the educational mission of the school; distinguishes between disciplinary misconduct (to be handled by school officials) and criminal offenses (to be handled by law enforcement); provides for information sharing; respects the rights of students; endeavors to ensure that the School Resource Officer receives necessary support and training; *and* improves the overall school environment;

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes for the School District and County (e.g., including improving school safety and the educational climate); and

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

**IT IS THEREFORE AGREED AS FOLLOWS:**

- A. This agreement shall become effective on August 1, 2019, and shall be effective [unless this agreement is otherwise terminated] for a period of **three (3) years** (the Initial Term) **through July 31, 2022**, unless sooner terminated as provided in this agreement.
- B. **This Agreement's continuance, beyond the limits of funds already appropriated and available, is expressly contingent upon appropriation of necessary funds by the County and the School District. Each party reserves the right to terminate this Agreement, in whole or in part, without penalty due to non-appropriation of funds.**
- C. **Grant funding may become available for the School Resource Officer Program. If either party is an eligible applicant, that party will make a good faith effort to apply for, accept, and administer such grant funding.**
- D. This Agreement may be renewed for successive **three (3) year terms** (each a Renewal Term) by mutual written agreement of the parties hereto, executed prior to the expiration of the Initial Term or any Renewal Term, as applicable.
- E. Either party may terminate this agreement, for any or no reason and without penalty, upon ninety (90) days prior written notice to the other. Termination shall not relieve a party of any obligation incurred prior to the effective date of termination.



F. The parties agree to establish a School Resource Officer Program, subject to the terms and conditions set forth herein, including *Addendum A*, attached hereto and incorporated herein by reference as if fully set forth.

G. School Resource Officer

1. County agrees to assign, subject to funding, personnel, time and other resources being available, one School Resource Officer to the School District during the school year (approximately nine-months).
2. The School Resource Officer is a certified law enforcement officer, and shall be deemed an employee of the County (i.e., Door County Sheriff's Office) for all purposes.
3. See: School Resource Officer position description, attached hereto and incorporated by reference as if fully set forth.

H. School District will reimburse the County for the cost (i.e., wages and benefits) of the assigned School Resource Officer during the 2019-2020, 2020-2021, & 2021-2022 school years. The annual reimbursement amount will be calculated as follows:

1440 hours each school year x \$ [redacted] (hourly cost of wages and benefits) = \$ [redacted] (amount to be reimbursed annually).

The projected annual reimbursements are: 2019-2020 \$64,000; 2020-2021 \$62,000; and 2021-2022 \$60,000.

The School District may request additional hours of the School Resource Officer and will reimburse County at the same hourly rate for any additional hours requested.

County will provide the School District an invoice bi-annually for the School Resource Officer's services. School district will pay this bill within forty-five days of its receipt.

- I. School District will provide the School Resource Officer a work-space, including necessary office furniture, accessories, telephone, connectivity (for County's equipment, hardware, software & technology), and materials and supplies, within the school(s).
- J. School District hereby individually designates the School Resource Officer as a "school official" under the Federal Educational Rights and Privacy Act (FERPA) and §118.125(2)(d), Wis. Stats. A School Resource Officer may be provided access to student records information maintained by the school district only as needed by the School Resource Officer to perform his or her duties as School Resource Officer. A School Resource Officer may also be granted access to student records information in the event of an emergency situation threatening the health of safety of a student or other individual. The School Resource Officer may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.
- K. Records created and maintained by a School Resource Officer for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records ... even when such records may serve the dual purpose of enforcing school rules ... and are not subject

to the same prohibitions of access or disclosure by the School Resource Officer. This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the School Resource Officer as provided in § 118.305(4), Wis. Stats.

- L. School District is responsible, subject to funding, personnel, time and other resources being available, to establish a school leadership team that includes key personnel (e.g., principals, teachers, mental health professionals, instruction/curriculum professionals, and staff members skilled in data collection analysis) to effectively promote and support the School Resource Officer Program.
- M. Each party acknowledges that it is prohibited from discriminating against any person on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.
- N. School District agrees to defend, indemnify and hold the County harmless from and against liability, loss, damages, etc. arising out of the negligent act or omission of any School District employee, officer or agent while acting in the scope of their employment. This section shall survive expiration of this agreement.
- O. County agrees to defend, indemnify and hold the School District harmless from and against liability, loss, damages, etc. arising out of the negligent act or omission of any County employee, officer or agent while acting in the scope of their employment. This section shall survive expiration of this agreement.
- P. To the extent that indemnification is available and enforceable, neither party nor their insurer(s) will be liable in indemnity or contribution for an amount greater than the limits of liability for governmental claims established by Wisconsin law.
- Q. Nothing contained herein is intended to be a waiver or estoppel of either party or their insurer(s) to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those set out in § 893.80, 895.52, and 345.05, Wis. Stats.
- R. 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.
- S. If a dispute between County and School District arises out of or relating to this agreement, and cannot be settled through direct discussions, County and School District agree to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
- T. 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.
- U. All notices, demands or other writings shall be considered made when deposited in the U.S. Mail (registered mail with postage pre-paid) and addressed to: Attn: Sheriff, Door County Justice Center, 1201 S. Duluth Ave., Sturgeon Bay, Wisconsin 54235 or District Superintendent, \_\_\_\_\_, \_\_\_\_\_, Wisconsin \_\_\_\_\_.

- V. 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.
- W. This agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.
- X. 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.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE FOLLOWS

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2019.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_, District Superintendent  
\_\_\_\_\_  
School District

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2019.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_, Principal  
\_\_\_\_\_  
School

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Ken Pabich, Door County Administrator

Accepted and agreed this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Tammy Sternard, Door County Sheriff

# COUNTY OF DOOR

## Stray and Impound Animal Shelter Services Agreement

**THIS SERVICES AGREEMENT** (the "Agreement"), is made and entered into, by and between the County of Door (the "COUNTY") and the Wisconsin Humane Society ("WHS").

### RECITALS

WHEREAS, the COUNTY desires to purchase services from WHS for the sheltering, care, treatment and humane disposal of stray, abandoned, and impounded animals located within the geographic limits of the COUNTY; and

WHEREAS, WHS has acquired certain assets of Door County Humane Society, which previously provided similar services to the COUNTY, and WHS and is presently situated to provide such services; and

WHEREAS, at all times this Agreement shall be construed in a manner so as to maximize the welfare of the animals who are the subject hereof and who are cared for by WHS pursuant to the terms of this Agreement; and

WHEREAS, the COUNTY's fiscal year runs from January 1 through December 31 of each calendar year; and

WHEREAS, WHS maintains a place of business located at 3475 Park Drive Sturgeon Bay, WI 53235 (the "Park Drive Facility"), but also uses other facilities and third party facilities to pursue its mission; and

WHEREAS, WHS is a person entering into a contract with a political subdivision as defined in Wis. Stat § 173.15(1) and acknowledges its obligations under Wis. Stat, § 173.15(2) in relation to said contract; and

WHEREAS, the COUNTY has the authority and/or obligation to enforce: (i) Chapter 951 of the Wisconsin Statutes ("Crimes Against Animals"); (ii) Chapter 174 of the Wisconsin Statutes ("Dogs"); (iii) Chapter 173 of the Wisconsin Statutes ("Animals; Humane Officers") and (iv) COUNTY ordinances (collectively the "Animal Care Laws").

### AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals (which are acknowledged to be true and correct and are incorporated into this Agreement) and the promises and agreements hereinafter contained and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each party to this Agreement), it is agreed by the COUNTY and WHS as follows:

**1.0 SERVICES.**

WHS agrees to provide the services detailed in this agreement.

**2.0 COST.**

COUNTY shall pay for services detailed in this agreement on a fee for service basis as described in Schedule A, which is attached hereto and incorporated herein by reference.

### **3.0 TERM OF AGREEMENT.**

3.1 Term. The term of this Agreement shall commence on \_\_\_\_\_ and this Agreement shall terminate on \_\_\_\_\_, unless sooner agreed to in writing by the parties or renewed as set forth in Paragraph 3.2 herein. The Agreement may also be terminated before \_\_\_\_\_ if subject to termination under Section 6.0.

3.2 Renewal Procedures. After \_\_\_\_\_, this Agreement shall renew automatically from year to year on a calendar year basis unless notice of nonrenewal is given by either party by December 31 two years in advance of the end of the final year. For example, if notice of nonrenewal is given during the calendar year \_\_\_\_\_, this Agreement shall not renew after December 31, \_\_\_\_\_. The Agreement may be terminated earlier if subject to termination under Section 6.0.

### **4.0 DEFINITIONS.**

As used in this Agreement, the following words shall have the meanings provided below:

4.1 Abandoned. A companion, exotic or livestock animal left for any length of time without apparent provision for its food, water, or other care as is reasonably necessary for the animal's health. An abandoned animal includes, but is not limited to, an animal owned by a known individual who, because of the owner's death, disability, incarceration, eviction or other like circumstance, is unable or unwilling to provide appropriate care for the animal.

4.2 Companion Animals. Dogs, cats, rabbits, guinea pigs, hamsters, mice, ferrets, birds, fish, reptiles, amphibians, invertebrates, or any other species of wild or domestic or hybrid animal sold, transferred, or retained for the purpose of being kept as a household pet, except livestock, as defined in subsection 4.5, *infra*.

4.3 Exotic Animal. An animal that is not normally domesticated in the United States or that is wild by nature and not native to Wisconsin.

4.4 Impound. The withholding of an animal from the owner under Wis. Stat. §173.21.

4.5 Livestock. Horse, bovine, sheep, goat, pig, llama, alpaca, farm-raised deer, rabbit raised for food, or domestic fowl, including farm-raised game bird.

4.6 Redemption. The identification and verification of ownership of a stray or abandoned animal and the return of the animal to its owner.

4.7 Seizure. The taking of a animal, whose owner is known, into custody by a humane or law enforcement officer pursuant to Wis. Stat. §173.13

4.8 Stray. A companion, exotic or livestock animal found wandering at large whose owner or custodian is unknown or cannot be ascertained immediately with reasonable effort.

4.9 Unclaimed. A companion, exotic or livestock animal that is found abandoned or stray whose owner has failed to redeem the animal.

4.10 Wild Animal. Any mammal, bird, fish, or other creature of a wild nature endowed with sensation and the power of voluntary motion.

### **5.0 DESCRIPTION OF SERVICES.**

5.1 Cooperation. WHS agrees to use commercially reasonable methods in working with all COUNTY departments, agencies, employees and officers in providing the services

described herein. The COUNTY agrees to use commercially reasonable methods in working with WHS in order to enable WHS to provide the services described herein and in paying for such services.

5.2 WHS Personnel. WHS agrees to secure, at its own expense, all personnel necessary to carry out its obligations under this Agreement. Such personnel shall not be deemed to be employees of the COUNTY. WHS shall ensure that its personnel are instructed that they do not have any direct individual contractual relationship with the COUNTY. Except as otherwise provided in this Agreement, COUNTY shall have no authority over any aspect of WHS' personnel practices and policies and shall not be liable for actions arising from such policies and practices.

5.3 24-hour Drop Off Availability. WHS will provide, at the Park Road Facility or another appropriate facility, access so that authorized personnel operating within the geographical boundaries of COUNTY can drop off animals eligible for sheltering services under this Agreement during times when the facility is closed to the public.

5.4 Services for Abandoned and Stray Animals. WHS agrees to provide animal care services (as described below in this paragraph) as well as humane euthanasia and cremation services for companion, livestock and exotic animals that are found stray or abandoned within the geographical limits of COUNTY, and that are dropped off at the Park Road Facility (or any other WHS-COUNTY approved facility). Animal care services shall include: (i) admitting services as deemed appropriate by WHS; (ii) daily custodial care; (iii) necessary and appropriate veterinary treatment; and (iv) redemption services. Animal care services purchased under the terms of this Agreement include those provided on the day the animal is admitted to the Park Road Facility (or other approved facility) and for the required stray holding period under Wis. Stats. sec. 173.19 or the period the animal is in WHS's custody, whichever is shorter.

5.4.1 WHS shall have the sole and exclusive right under this Agreement to provide those admitting services that it deems in its professional judgment are in the best interest of the animal and the shelter environment in which the animal is maintained.

5.4.2 Custodial care shall include for each animal cared for under the terms of this Agreement, the provision of: (i) adequate food and water to maintain the animal's health; (ii) daily status check; and (iii) adequate shelter as required by Wis. Stat. §951.44.

5.4.3 Necessary and appropriate veterinary care and treatment, beyond that provided every animal upon admission and the daily custodial care, shall be provided as determined necessary and appropriate in the sole discretion of WHS.

5.4.4 Redemption services shall include reasonable attempts to identify, locate, make contact with, and provide written notice to an animal's owner in order to arrange for either the surrender of the animal or the return of the animal to its owner. Said efforts will be made within the statutory holding period. Notwithstanding the foregoing, the parties acknowledge that the owners of some stray and/or abandoned animals are never known or even identified such that WHS' ability to find the owner is a legal impossibility and/or not possible with reasonable effort. WHS may charge and retain reasonable fees to owners redeeming animals.

5.4.5 Euthanasia. The decision to euthanize an animal shall be within the sole and absolute discretion of WHS. WHS agrees to abide by the applicable statutory holding periods before euthanizing any animal governed thereby.

5.4.6 Wildlife. The parties acknowledge that WHS provides custodial care, rehabilitation, and euthanasia services for sick, injured or trapped wildlife at its Milwaukee, Wisconsin facility. The COUNTY is not purchasing any services for such wildlife by this Agreement.

5.5. Services for Impounded Animals. WHS agrees to provide animal care services (as described in this paragraph) as well as euthanasia and cremation services for companion, livestock and exotic animals that are seized within the geographical limits of COUNTY, and that are impounded by humane officers or law enforcement personnel at the Park Road Facility (or other approved facility) Animal care services shall include (i) admitting services as deemed appropriate by WHS; (ii) daily custodial care; and (iii) necessary and appropriate veterinary treatment. Custodial care shall include the provision of adequate food and water to maintain the animal's health; daily health checks; and adequate shelter as required by Wis. Stat § 951 14. Animal care services will be provided on the day the animal is admitted to either the Park Road Facility (or other approved facility) and until the animal is either removed from the facility, the animal is deemed unclaimed, the animal is returned to the owner, or ownership of the animal is transferred to WHS by order of any court of competent jurisdiction. The humane officer or law enforcement officer dropping any such animal off shall identify the name of the animal's owner, if known, and advise WHS of its impound status. The parties agree that WHS's cost to provide these services is \$30 per animal per day.

5.6 Notice and Penalties for Impounded Animals. The parties agree to the following procedures with respect to impounded animals.

5.6.1 Notice by WHS. With respect to any impounded animal being provided animal care services by WHS, WHS shall have the unilateral right to require the COUNTY to take custody of the animal upon ten (10) days written notice to the COUNTY requesting that any such animal be picked up from the Park Road Facility (or any other WHS-COUNTY approved drop off facility). Said notice shall be delivered via facsimile to \_\_\_\_\_

5.6.2 Penalty. If the COUNTY fails to pick up the animal by the 10th day after the COUNTY has received the written notice described above, the COUNTY shall be charged \$100.00 (one hundred dollars and no cents) per day (per animal) for each day thereafter that the animal remains in the care of WHS, in addition to any other charges permitted by this Agreement.

5.6.3 Livestock and Exotic Animal Impounds. WHS will provide animal care services as well as optional humane euthanasia and cremation services for livestock and exotic animals on a limited basis. The COUNTY shall provide as much notice as possible to WHS before impounding livestock and exotic animals and will work in good faith with WHS to recognize and deal with logistical challenges in housing these animals. WHS may deny admission, or may require the COUNTY to take custody impounded livestock and exotic animals with notice specified in section 5.6.1.

## 5.7 Rabies Control Services

5.7.1 Quarantine Services. WHS agrees to provide animal care, isolation and observation and rabies testing services for animals as required by Wis. Stat §95.1. WHS agrees to provide such services on an as needed basis upon request of the COUNTY. The parties acknowledge that rabies testing may be accomplished in two ways, namely (a) immediate euthanasia of the animal and brain pathology testing ("Euthanasia Testing"); or (b) 10-day quarantine of the animal with veterinary observation during the incubation period of the rabies virus ("Observation Testing"). WHS' obligation to perform Euthanasia Testing shall be in its sole and absolute discretion. If WHS refuses to perform Euthanasia Testing and opts instead to perform Observation Testing, the COUNTY shall have the right to retrieve the animal from the Park Road Facility (or any other facility approved by agreement with the COUNTY) and have Euthanasia Testing accomplished through a different vendor. WHS shall have no obligation to pick up or otherwise transport animals suspected of carrying the rabies virus to the Park Road Facility (or any

other WHS-approved facility). The parties agree that this service applies to both impounded animals and stray and abandoned animals.

5.7.2 Owner Reimbursement for Rabies Observation and Testing Services. If the owner of an animal is known, WHS may seek reimbursement from such owner of any expenses incurred in connection with keeping the animal in isolation, the supervision and examination of the animal by a veterinarian, and the preparation of the carcass for laboratory examination.

5.7.3 Rabies Vaccination Program. WHS agrees to comply with all statutory mandates regarding the vaccination of animals against rabies.

## **6.0 TERMINATION OF AGREEMENT.**

6.1 Termination; No Cause. Either party may terminate this Agreement, for any reason, at any time upon two years' written notice.

6.2 Termination for Cause. The following shall constitute grounds for termination by the non-breaching party 30 days from written notice of termination:

6.2.1 WHS' failure to cure, within 30 days of written notice of breach, a substantial violation of any State, Federal or local law governing the services provided under this Agreement, as expressed by applicable statutes, rules and regulations.

6.2.2 WHS' failure to obtain, within 30 days of written notice of breach, any license or certifications required by law for the provision of the services required by this Agreement.

6.2.3 The COUNTY's failure to cure, within 30 days of written notice of breach, a failure to timely pay for services rendered under this Agreement.

6.3 60-Day Termination for Cause. In the event either party engages in a material breach of this Agreement other than as described in section 6.2, above, and fails to cure such breach within 30 days' written notice of breach, the non-breaching party shall thereupon have the right to terminate this Agreement by giving the breaching party sixty days' written notice of the termination. Notwithstanding anything else contained herein, either party may initiate the Dispute Resolution procedure as set forth in paragraph 14.5 upon notice of a breach which if uncured would lead to termination for cause.

## **7.0 INDEMNIFICATION/INSURANCE.**

7.1 Indemnification of COUNTY. WHS shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of any breach of this agreement by WHS, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from (1) the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives, or (2) the acts or omissions of third parties. The obligations of WHS under this paragraph shall survive the expiration or termination of this Agreement.

7.2 Indemnification of WHS. COUNTY shall indemnify, hold harmless and defend WHS, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which WHS, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of any breach of this



agreement by COUNTY, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from (1) the acts or omissions of WHS, its agencies, boards, commissions, officers, employees or representatives, or (2) the acts or omissions of third parties. The obligations of COUNTY under this paragraph shall survive the expiration or termination of this Agreement.

7.3 Insurance. WHS shall procure and maintain throughout the term of this AGREEMENT, without any additional expense to the COUNTY the following insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

7.3.1. Worker's Compensation and Employers Liability Insurance WHS shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. WHS shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

7.3.2 Commercial General Liability and Automobile Liability Insurance WHS shall provide and maintain the following commercial general liability and automobile liability insurance:

7.3.2.1 Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle)

7.3.2.2. Limits - WHS shall maintain limits no less than the following:

1. General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to COUNTY or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability- One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability- Five Million dollars (\$5,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.
4. Professional Liability - WHS will ensure that each veterinary performing services covered under this Agreement will have current professional liability insurance.

7.3.2.3. Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Contractors; products and completed operations of WHS; premises occupied or used by WHS; and vehicles owned, leased, hired or borrowed by WHS. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

2. WHS's insurance as required by this paragraph 7.3 shall be primary insurance as respects COUNTY, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by COUNTY, its elected and appointed officials, officers, employees, or authorized representatives or volunteers shall not contribute to coverage for such claims.

3. WHS's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or WHS, except after 60 days, or 10 days for non-payment of premium, prior written notice by U.S. mail has been given to COUNTY.

7.3.3. Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to COUNTY.

7.3.4. Evidences of Insurance - Prior to execution of the agreement, WHS shall file with COUNTY a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1 - 6.

**8.0** ASSIGNMENT/TRANSFER. WHS shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due WHS from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to WHS shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. WHS shall promptly provide notice of any such assignment or transfer to COUNTY.

**9.0** NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of WHS and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice

the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

**10.0 PAYMENT.** COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule A, which is fully incorporated herein by reference.

**11.0 REPORTS.** WHS agrees to make such monthly and annual reports as are required in the attached Schedule B, which is fully incorporated herein by reference.

**12.0 COMPLIANCE WITH STATE OF WISCONSIN OBLIGATIONS.** WHS warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, WHS shall notify the COUNTY immediately, in writing, of any change in its registered agent, its registered agent's address, and WHS' legal status.

**13.0 NOTICE.**

13.1 Notice to the COUNTY. Except as more specifically provided by the terms of this Agreement, notice to the COUNTY shall be delivered via first class mail, return receipt requested, as follows:

\_\_\_\_\_

13.2 Notice to WHS. Except as more specifically provided by the terms of this Agreement, notice to WHS shall be delivered via first class mail, return receipt requested, as follows:

President/CEO  
Wisconsin Humane Society  
4500 W. Wisconsin Avenue  
Milwaukee, WI 53208

**14.0 MISCELLANEOUS.**

14.1 Integrated Agreement. This document together with any and all instruments, exhibits, schedules or addenda attached hereto or referenced herein sets forth the complete understanding of the parties relating to the matters which are the subject hereof and supersede any and all prior or contemporaneous written or oral agreements, understandings and representations relating thereto.

14.2 Modifications. This Agreement may only be modified in writing signed by the parties or any officers of such parties with authority to bind the party. No oral statements, representations, or course of conduct inconsistent with the provisions of this Agreement shall be effective or binding on any party regardless of any reliance thereon by the other.

14.3 Choice of Law. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

14.4 Construction.

14.4.1 Construction Against the Drafter. Provisions for which ambiguity is found shall not be strictly construed against any party by virtue of that party having drafted or prepared the same.

14.4.2 Captions. Captions or any section or paragraph of this Agreement are for the convenience of reference only and shall not define or limit the scope of any provisions contained therein.

14.4.3 Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner so as to be effective and valid under applicable law. However, if any provision is prohibited by or found to be invalid or unenforceable under applicable law or for any other reason or under particular circumstances the same shall not affect the validity or enforceability of such provision under any other circumstances or of the remaining provisions of the Agreement. Such provision shall be deemed automatically amended with the least changes necessary so as to be valid and enforceable and consist with the intent of such provision as originally stated.

14.4.4 Tense. Use of the singular number shall include the plural and one gender shall include all others.

14.5 Dispute Resolution. If a dispute arises from or relates to this contract, the parties agree that upon request of either party they will request the mediation of a mutually selected professional and try in good faith to settle the dispute within 30 days of that request. The COUNTY Administrator and the President/CEO of WHS, shall participate personally in these settlement efforts. If the dispute is not resolved within 30 days of the mediation request, either party may demand arbitration, by a single arbitrator, administered by the American Arbitration Association under its Commercial Arbitration rules. The parties are including this arbitration provision in this Agreement in order to provide both parties with a way of resolving disputes within the context of a two-year contract with limited powers of unilateral termination. Therefore, the arbitrator shall interpret the rules whenever possible in a way that will serve that purpose and expedite the resolution of the proceeding. The arbitrator may determine how the costs and expenses of the arbitration shall be allocated between the parties, but he/she shall not award attorneys' fees. Either party may apply to the arbitrator seeking injunctive or specific performance relief until the arbitration award is rendered or the controversy is otherwise resolved. Either party also may, without waiving any remedy under this agreement, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that party, pending the appointment of an arbitrator.

**15.0 ASSIGNMENT**. Neither party shall assign nor transfer any interest or obligation under this Agreement without the prior written consent of the other.

**16.0 THIRD-PARTY BENEFICIARIES**. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or appeal existing duties, rights, benefits or privileges of any third-party or parties, including, without limitation, employees of either party and any other municipality located within the geographic limits of the COUNTY. **[Adjust as needed for county/municipality arrangements.]**

**17.0 EXECUTION IN COUNTERPARTS**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

**18.0 REPRESENTATION OF COMPREHENSION OF DOCUMENT**. In entering into this Agreement, the parties represent that they have relied upon the advice of their attorneys, who are the attorneys of their choice, concerning the legal consequences of this Agreement. They further agree that the terms of this Agreement have been completely read and explained to them and they are fully understood and voluntarily accepted.

**19.0 WARRANTY OF CAPACITY TO EXECUTE**.

19.1 \_\_\_\_\_, warrant that they have the legal authority to execute this Agreement on behalf of the COUNTY and to receive the consideration specified in it, and that neither they nor the COUNTY have sold, assigned, transferred, conveyed or otherwise disposed of any rights subject to this Agreement,

19.2 Anne Reed, President/CEO of WHS, warrants that she has the legal authority to execute this Agreement on behalf of WHS and to receive the consideration specified in it, and that neither she nor WHS have sold, assigned, transferred, conveyed or otherwise disposed of any rights subject to this Agreement.

**FOR PROVIDER:**

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

\_\_\_\_\_  
Anne Reed, WHS Executive Director

**FOR COUNTY:**

COUNTY OF DOOR

By: \_\_\_\_\_  
\_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

Provisions have been made to pay the liability that will accrue hereunder.

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE A**  
**PAYMENT**

1.0 **Costs.**

COUNTY agrees to pay for services covered by this agreement the sum of \_\_\_\_\_ annually, payable in equal monthly payments of \_\_\_\_\_ -

Any services requested by COUNTY, but not covered under this contract, may be provided by WHS in its discretion, and any such services will be billed to COUNTY on an as incurred basis.

2.0 **Method of Payment.**

2.1 WHS shall submit an invoice to COUNTY by the 10<sup>th</sup> day of each month for the services provided in the preceding month. COUNTY shall pay the statement within ten (10) days of receipt thereof. Invoiced amounts not paid within 10 days shall bear interest thereafter at the rate of 3% annually.

3.0 **Fee for Service Beyond Initial Contract Year.**

The parties will work in good faith to establish the fee for services in this Agreement for calendar years beyond \_\_\_\_ by September 1 of each year for the following year. Payment for services in \_\_\_\_ and subsequent years will be calculated based on a formula that recognizes the number of animals served and the number of shelter days used multiplied by the unit cost per animal per day. It is the parties' expectation that shelter days used in caring for animals seized in large-scale law-enforcement seizures will not be separately included in these calculations, in order to ensure that this contract does not create disincentives to law enforcement acting in these situations. Instead, the parties expect that each year's fee will be sufficient to cover WHS's expected cost of caring for animals from large-scale seizures, \$30 per animal per day, on average over time. In calculating each year's fee, WHS may in its sole discretion define what is a large-scale seizure.

## **SCHEDULE B REPORTS**

Costs billed by WHS to the COUNTY will be paid with public funds. The parties acknowledge that as a custodian of public funds, the COUNTY has an interest in understanding the expenses incurred by WHS in providing services under this Agreement. With that understanding, WHS agrees to provide COUNTY with the reports described below.

1.0 By the 10th day after every month of service covered by this Agreement, WHS shall submit to \_\_\_\_\_, a written report that shall contain the information described in 2.0 below regarding the services purchased by the COUNTY during the previous month of service. The parties have agreed to the form of report to be used and an exemplar of the report is attached as Exhibit 1 to Schedule A of the Agreement. Annually WHS shall provide the information described in 2.0 below regarding all services purchased by the County of Door as served by WHS.

2.0 For each of the following categories of animals, WHS shall report the information described in 2.1 to 2.3, below: "Dogs", "cats", "livestock" and "others".

2.1 Total number of animals in each category that were admitted as stray or abandoned animals.

2.2 Total number of animals in each category for which WHS provided custodial care and the total number of days for which custodial care service was provided.

2.3 Total number of animals in each category that were euthanized.

2.4 The parties agree to work collaboratively to deliver more detailed information to provide the COUNTY the ability to easily audit the aggregate numbers referenced in 2.1.2.2, and 2.3.



**59.10 COUNTIES**

Updated 17–18 Wis. Stats. 8

**(6) ENFORCEMENT OF DIVISION REQUIREMENT.** If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under sub. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be in effect until superseded by a plan adopted by the board in compliance with this section.

**History:** 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973 c. 334 s. 57; 1973 c. 336; 1975 c. 93 s. 113; 1975 c. 116, 200; 1977 c. 427; 1979 c. 34, 89, 122, 260; 1981 c. 4, 390; 1983 a. 29; 1983 a. 192 ss. 115, 303 (1), (2); 1983 a. 484; 1983 a. 532 s. 36; 1985 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490; 1995 a. 16 s. 2; 1995 a. 201 s. 100; Stats. 1995 s. 59.10; 1997 a. 35; 1999 a. 150 s. 672; 2001 a. 107; 2003 a. 32; 2005 a. 100, 235, 248; 2007 a. 72, 97; 2011 a. 39, 75; 2013 a. 14; 2015 a. 196; 2017 a. 207 s. 5.

**Cross-reference:** See s. 17.21 (5) for provision as to filling vacancies on county boards in counties over 750,000.

**Cross-reference:** See s. 59.20 (1) for county supervisor residency requirements.

**Cross-reference:** See s. 66.0505 for restrictions on changes in compensation of county board members.

City and county apportionment is discussed. *City of Janesville v. Rock County*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The trial court properly voided a city's supervisory district plan and adopted the county's plan even though the county did not adopt the plan within 60 days of receiving census data as required by sub. (3). *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The constitutionality of sub. (3) (a) is discussed. 60 Atty. Gen. 327.

A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An incumbent county supervisor must resign before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 946.13 if he is appointed as counsel for indigent defendants. 62 Atty. Gen. 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been subsequently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.) [now s. 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now s. 59.10 (3) (g)]. 68 Atty. Gen. 73.

State law does not prohibit either discontinuation of all health insurance for county supervisors in self-organized counties during supervisors' terms of office or modest but involuntary increases in health insurance premiums for county supervisors in self-organized counties during supervisors' terms of office. OAG 5-11.

A tribal law enforcement officer who is an active duty deputy sheriff, but is not on the county's payroll, may not serve as a county board supervisor. Under sub. (4), the office of county supervisor is incompatible with the office of active duty deputy sheriff, even if the deputy sheriff is not paid by the county. OAG 3-13.

The provision of health, dental, and life insurance and the payment of insurance premiums for county supervisors are not "compensation" under sub. (3). Thus the procedural requirements of that statute are inapplicable to motions or proposals to change those benefits. OAG 5-13.

**59.11 Meetings; adjournment; absentees.** (1) (a) Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November in each year for the purpose of transacting business. Any board may establish by rule an earlier date during October or November for the annual meeting and may by rule establish regular meeting dates throughout the year at which to transact general business. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

(b) The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

(c) The board, except in counties with a population of 750,000 or more, shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting, including the appointment of all county commissions and committees. The meeting may be adjourned in the same manner as the annual meeting.

**(2)** A special meeting of the board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.

(b) For the purposes and in the manner prescribed in s. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.

(c) In a county with a population of 750,000 or more, upon a written request of the county executive delivered to the clerk which must have been approved by the county board chairperson, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request and the approval of the county board chairperson, the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

**(3)** All meetings shall be held in the county at places that are designated by the board. The board shall give adequate public notice of the time, place and purpose of each meeting.

**(4)** The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend. If any supervisor misses or leaves a meeting of the board without good cause or without being first excused by the board, the chairperson may issue a warrant requiring the sheriff or some constable immediately to arrest and bring the supervisor before the board. The expenses of the arrest shall be deducted from the pay of the member unless otherwise directed by the board. The board may punish its members for infraction of its rules by imposing the penalty provided in the rules.

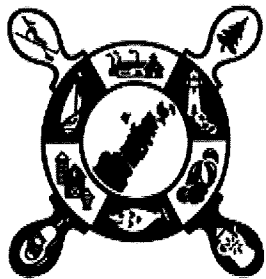
**(5)** The board may appropriate funds to broadcast by radio or television, or to tape and rebroadcast, any meeting of the board held under this section.

**History:** 1971 c. 68, 307; 1975 c. 41, 109; 1983 a. 192; 1995 a. 201 ss. 105, 233; Stats. 1995 s. 59.11; 2013 a. 14; 2017 a. 207 s. 5.

A county clerk can adjourn a regular meeting of the county board when requested by majority of the elected members of the board. 61 Atty. Gen. 352.

**59.12 Chairperson; vice chairperson; powers and duties.** (1) The board, at the first meeting after each regular election at which members are elected for full terms, shall elect a member chairperson. The chairperson shall perform all duties required of the chairperson until the board elects a successor. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board, and shall preside at meetings when present. When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(2) The board at the time of the election of the chairperson shall also elect a member vice chairperson, for the same term, who in case of the absence or disability of the chairperson shall perform the chairperson's duties. The board at the time of the election of the chairperson may also elect a member 2nd vice chairperson, for the same term, who in case of the absence or disability of the chairperson and vice chairperson shall perform the duties of the chairperson. Except for the board of a county with a population of



**County of Door**  
**HIGHWAY AND AIRPORT DEPARTMENT**

1001 S. Duluth Avenue  
 Sturgeon Bay, WI 54235

**John P. Kolodziej, PE**  
 Highway Commissioner  
 (920) 746-2500  
 jkolodziej@co.door.wi.us

Memo To: Highway Committee

From: John P. Kolodziej, Highway and Airport Commissioner

Subject: Proposal for Personnel Changes and Software Purchase

Date: April 1, 2019

**Background:** A recent review of the Department operations identified a need to improve communication, supervision and oversight to field staff. The administration evaluated ways that would improve in these areas, including a review of current processes and organizational structure. The following areas were identified, along with recommended changes, to improve the Department. It is important to note that these recommendations do not increase the overall staffing numbers.

**Review and Recommendations**

1. **Hot Mix Paving Operations/Construction Superintendent:** Several years ago, the paving operation was reduced from a 5-man crew to a 4-man crew, with additional staff being appointed on a project as needed basis. Because of this reduction of staff, the Construction Superintendent devotes a significant amount of his time to the paving operations. In addition to providing general supervision, he performs layout of the projects and direct assistance with the crews. Although his responsibility includes supervision of all construction work with the Department, because of the staffing structure, he is unable to devote adequate time with other crews such as the prep crew, other construction crews and the hot plant operation.

**Recommended solutions:**

- A. Establish a paving foreman assignment, by allowing for a qualified existing staff member thru an internal posting process to express interest. The foreman would become the lead person for the paving crew, and would be responsible for layout, supervising the crew, and completing reports. This would be a working foreman, and in addition to supervising the paving crew would continue to perform duties of the equipment operator position. Currently the policy of the County is as follows:

**Current language:**

*Special Pay Foreman Premium: FLSA non-exempt employees in the Highway Department will receive fifty cents (\$0.50) per hour when assigned to oversee the operations of the department in the absence of management.*

A research of Wisconsin Highway Departments has revealed a wide range of compensation for similar positions. Based on this survey management is recommending that this pay premium be increased to \$1.00 per hour. In addition, a change in the administration manual is being proposed:

**Proposed: Foreman Premium**

FLSA non-exempt employees in the Highway Department will ~~receive fifty cents (\$0.50) per hour when assigned to oversee the operations of the department in the absence of management.~~ receive a premium of one dollar (\$1.00) per hour if and when assigned, by the Highway Commissioner, as a Foreman. Such assignments are temporary in nature.

This would affect other foreman positions within our current structure including the crushing foreman, or other temporary foreman positions when they are serving in that capacity. The estimated total fiscal impact of this change is \$2,361 per year.

- B.** Reestablish the 5-man crew for paving operations. This would require the promotion of an existing staff member from a Highway Worker to an Equipment Operator. The Highway Worker position would not be filled. Staff of the paving crew are cross trained to operate all of the paving equipment and requires an Equipment Operator job classification. The estimated fiscal impact of this change is \$5,137 per year.
- 2. Time and material timesheet system.** Currently our time and material system consists of work crews filling out a daily yellow sheet providing information on the work performed and material handled. These time sheets are reviewed by supervisory staff, and then delivered to the finance department and manually entered into the CHEMS accounting software. A significance amount of labor is used to review, correct, modify, develop spreadsheets, and enter the information. The goal is to reduce this labor-intensive activity and free up time for the supervisory staff to perform more field communication and supervision. It will also reduce the labor hours of support staff performing entries. The Patrol Superintendent in particular spends too much time reviewing, tracking and processing this information.

**Recommended solution:** Acquire and implement RtVision Timecard Plus software to transition from paper to total digital entry of the time and material entry. RtVision is a web-based system that has been successfully implemented in several Wisconsin Counties including full integration with CHEMS software, as well as various payroll systems. Attached to this memorandum is a cost proposal from RtVision for the software subscription and implementation. In addition, it is necessary to acquire field computers and workstations for entry and reviewing. The following is a summary of the costs.

Timecard-Plus subscription fee (this is an annual fee)	\$5,875
Implementation and installation charges	4,000
Road School Incentive	(-750)
Acquire two field computers for Superintendents	3,000
Computer workstations – 4 total	<u>3,200</u>
Total Cost to Implement	\$15,325

All costs would be processed thru the Highway Departments operations budget and do not require any funding from the County general funds. The acquisition of the two field computers are an allowable expense from the Departments small tool account and will be recovered thru the billing process. Likewise, other costs are recoverable thru our billing process thru our administrative rates or shop operations.

A review team consisting of staff from the Highway and Airport Department, Finance, and Technology Service upon approval would continue to evaluate the implementation of the new software. This review would include a detailed review of the software with the vendor and how it would integrate to our operations, as well as visits to existing counties that have this system under operation.

Full implementation of the Timecard Plus system will reduce labor costs, however the full impact of the implementation on existing staff has not been fully determined.

3. **Update the Organization Chart:** The overall organization chart has been updated to define the employee reporting structure. The department has implemented a change in the evaluation process so that the organization chart defines which supervisor will be performing the employee's evaluation. The updated organization chart is attached.

### **Conclusion:**

It is recommended the Highway Committee take the following actions:

1. Approve the revised language in the administrative manual for Special Pay Foremen Premium.
2. Approve the reclassification of one Highway Worker Position to an Equipment Operator position.
3. Authorize the expenditure of the following items from the Highway Department operational budget.

Timecard-Plus subscription fee (this is an annual fee)	\$5,875
Implementation and installation charges	4,000
Road School Incentive	(-750)
Acquire two field computers for Superintendents	3,000
Computer workstations – 4 total	3,200

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

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

Position Title  
 Effective Date  
 Department

Highway Foreman  
 6 Mo  
 Highway Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	Total Salary and Benefit Increase	TOTAL SALARY and Benefits
1.00	\$1.00	1,040	194		1,234
Highway Foreman Paving					
Highway Foreman Crushing					
1.00	\$0.50	950	177		1,127
Total Salary and Benefit Increase					1,127

Dept Head Signature: *Steve [Signature]*  
 Date: 4/18/19

Finance Director

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.

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION

FTE/Hours  
 Job Class  
 Step  
 Rate

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

Position Title  
 Effective Date  
 Department

Equipment Op/Highway Worker Grade G & F  
 6 Mo  
 Highway Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	2019 TOTAL SALARY and Benefits
<b>Highway Equipment Operator Grade G-level 1</b>				
1.00	\$21.34	44,507	31,272	75,779
<b>Highway Worker Grade F-Level 1</b>				
1.00	\$19.46	40,586	30,541	71,127
				Total Salary and Benefit Increase
				4,652
<b>Highway Equipment Operator Grade G-level Control Point</b>				
1.00	\$24.39	50,868	32,458	83,326
<b>Highway Worker Grade F-Level Control Point</b>				
1.00	\$22.24	46,384	31,621	78,005
				Total Salary and Benefit Increase
				5,321

Dept Head Signature: Steve Dappalunga  
 Date: 4/8/19

Finance Director

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



**DOOR COUNTY**

**Resolution No. 2019-\_\_**

**AMENDMENT TO DOOR COUNTY ADMINISTRATIVE MANUAL**

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

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

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

**FISCAL IMPACT: see attached SW**

**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 16<sup>th</sup> day of April, 2019 by the Door County Board of Supervisors.

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

1       **WHEREAS**, The *Door County Employee Administrative Manual* was approved  
2 by the County Board's adoption of Resolution No. 2013-69 on October 22, 2013,  
3 and has been in full force and effect from and after January 1, 2014.

4  
5       **WHEREAS**, The Door County Board of Supervisors does hereby amend the  
6 *Door County Administrative Manual* as follows:

7  
8       ❖ **ADMINISTRATIVE MANUAL**  
9  
10       2.5 EMPLOYEE COMPENSATION

11                               **D. Special Pay**  
12   **Foreman Premium**  
13  
14   FLSA non-exempt employees in the Highway Department will  
15   receive fifty cents (\$0.50) per hour when assigned to oversee the  
16   operations of the department in the absence of management.  
17   receive a premium of one dollar (\$1.00) per hour if and when  
18   assigned, by the Highway Commissioner, as a Foreman. Such  
19   assignments are temporary in nature.  
20  
21

22  
23       **WHEREAS** The purpose of this premium pay is to fairly compensate employees  
24 temporarily assigned, based on their abilities, knowledge and skills, Foreman  
25 duties.

26  
27       **NOW, THEREFORE, BE IT RESOLVED**, That the proposed amendments to the  
28 Door County Administrative Manual, as set forth above, are hereby approved.

29  
30       **BE IT FURTHER RESOLVED**, That the Door County Administrative Manual  
31 shall remain unchanged and shall continue in full force and effect except as  
32 amended by this Amendatory Resolution.

33  
34       **BE IT FINALLY RESOLVED**, That this Amendatory Resolution shall be in full  
35 force and effect from and after its adoption by the Door County Board of  
36 Supervisors.

**SUBMITTED BY: ADMINISTRATIVE COMMITTEE**

_____	_____
David Lienau, Chairman	Susan Kohout
_____	_____
Kenneth Fisher	John Neinas
_____	_____
Dan Austad	Nancy Robillard
_____	_____
Joel Gunnlaugsson	







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

---

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

## Memo

To: Human Services Board  
From: Joe Krebsbach  
CC: Administrative Committee  
Date: April 2, 2019  
Re: Request to change and refill Administrative Assistant Position

---

Mrs. Shawn Barlament who was hired in 2014 as the Administrative Supervisor in DHS is retiring in June.

In 14' following the retirement of a previous staff member, this supervisor position was created to directly oversee and support the six remaining support staff that were doing fiscal and administrative functions within the Department. Prior to that, all seven individuals reported directly to the Director, in addition to the department managers. In 2017, an additional administration position was moved from TS to DHS.

In 2018, DHS added a Business Manager position to oversee spending and improve collections. The supervision of the seven administrative staff was split between the two management positions at that time.

With Mrs. Barlament's retirement, we would like to use this opportunity to rearrange job duties to better meet the department needs. The intention is to transition the Administrative Supervisor position to an Administrative Assistant III position. The supervision of the three staff currently reporting to the Administrative Supervisor will be transferred to the Business Manager. Most of the other functions of the position will remain the same. However, more emphasis will be placed on providing direct support to the Director and Deputy Director of the department.

Please see the attached Job Description for the details.

I am respectfully requesting permission to both reclassify the position and to fill. I would also request permission to fill any subsequent vacancies.

## County of Door

<b>Job Title</b>	Administrative Assistant 3 – Administration	<b>Last Revision</b>	4/1/19
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Administrative	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Director of Human Services and Deputy Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	F	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This is a confidential position, reporting to the Director of Health and Human Services. This position performs a variety of administrative and clerical tasks, which are generally assigned to the position, in addition to being responsible for time-limited special projects and other duties as assigned by the Director. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours are expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Answers and directs telephone calls, schedules appointments, and maintains calendar for the Director.
2. Assists the Director and performs a variety of clerical duties, to include typing a variety of confidential correspondence and reports and program presentations.
3. Conducts research, completes data entry, compiles reports, responds to surveys, and performs other special projects on behalf of and at the request of the Director.
4. Gathers information, prepares, post, and distributes Health and Human Services Board Agenda.
5. Records and prepares accurate minutes for various committees and meetings from rough draft to final copy.
6. Oversight of contract issuance and contractor compliance, ensuring that all contracts are competed in a timely manner. This includes monitoring contract expenditures and issuing amendments as needed throughout the year as needed,
7. Tracking credentialing requirements for all Comprehensive Community Services contractors.
8. Oversight and organization of departmental policies and procedures to promote efficient and effective work flow while complying with Federal and State rules and regulations.
9. Act as liaison with HR, TS and Maintenance departments when there are department needs.
10. Provide truthful and accurate written and verbal communications.

#### *General Job Functions*

1. Types a variety of confidential correspondence, and other projects as directed for Deputy Director or members of the DHS management team.
2. Miscellaneous projects / duties / tasks as directed by DHHS Director.
3. Makes copies of a variety of documents, labels, sorts and distributes.
4. Works with billing specialist to assure credentialing of billable staff.
5. Provides office reception duties as needed throughout the department.
6. Assist with maintaining information on website, as needed / requested for the DHHS department.

## County of Door

### Requirements

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

1. High school diploma or equivalent.
2. Associate's degree in Administrative Professional, or equivalent combination of education and experience preferred.
3. One (1) to three (3) years of relevant office experience. Experience in government setting is desirable.
4. Ability to type a minimum of 45 words per minute determined by a standard keyboard test.

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

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Knowledge of modern office practice and procedures, with an emphasis on professional secretarial manners and standard office protocol.
3. Ability to maintain highest levels of confidentiality required.
4. Advanced skill in the using Microsoft Office computer software. Familiarity with using Internet to find information.
5. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county board supervisors, county officials, and general public.
6. Strong organizational skills, and maturity are required.
7. Working knowledge of the functions of county government is essential.
8. Ability to work independently, foresee tasks needing completion and anticipate appropriate manner to proceed.

#### **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, county board supervisors, general public, outside agencies and businesses, 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:*

---

Joseph A. Krebsbach, Health & Human Services Director Date

---

Kelly A. Hendee, Human Resources Director Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION

From \_\_\_\_\_ TO \_\_\_\_\_

CHANGE FTE/Hours

From \_\_\_\_\_ TO \_\_\_\_\_

CHANGE JOB CLASS/STEP

Position Title: Human Services - Adm Ass't III

Effective Date: 6 Mo

Department: Human Services Sub Dept: \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
<b>HS - Adm Ass't III Pay Range F - Step 1</b>				
1.00	\$19.46	40,586	28,845	69,431
<b>Human Services -Adm Supervisor HS- Level H Budget</b>				
1.00	\$23.20	48,386	16,209	64,595
Total Salary and Benefit Increase				4,836
<b>HS - Adm Ass't III Pay Range F - Step CP</b>				
1.00	\$22.24	46,384	29,680	76,064
<b>Human Services -Adm Supervisor HS- Level H Budget</b>				
1.00	\$23.20	48,386	16,209	64,595
Total Salary and Benefit Increase				11,469

Dept Head Signature: *Steph Huppert* Finance Director

Date: 4/2/19

**Disclaimer: This Fiscal Impact does not include Step 2 \$20.02, Step 3 \$20.57, Step 4 \$21.13, or Step 5 \$21.68.**

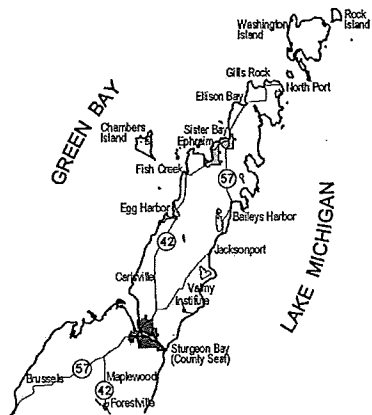
This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may 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.

**SHERIFF**  
*Tammy Sternard*

**CHIEF DEPUTY**  
*Patrick McCarty*

**FIELD SERVICES  
 LIEUTENANT**  
*Robert Lauder*

**JAIL LIEUTENANT**  
*Kyle Veaser*



**OFFICE OF THE SHERIFF  
 DOOR COUNTY**

1201 S. Duluth Avenue Sturgeon Bay, WI 54235  
 (920) 746-2400 FAX (920) 746-2411

**Memo**

**To:** Administrative Committee

**From:** Sheriff Tammy Sternard

**Date:** 04-01-19

**Re:** Implement a Formal School Resource Officer Program in Door County

---

Historically, for the past 30 years the Sheriff's Office has had one Juvenile Investigator position who is responsible to provide D.A.R.E programming, investigate school incidents, child abuse cases, sexual assault cases along with providing school administration guidance on law enforcement related issues.

Based on the increased caseload in these areas, calls for service to the districts, complexity and amount of time involved, one individual can no longer handle all of these responsibilities and effectively provide the proactive programming needed. With our limited involvement in the school districts we often find ourselves responding in a reactive manner.

Southern Door and Sevastopol schools currently have minimal hours each month of additional foot patrol which we are providing at no cost to the districts. Gibraltar had been utilizing the Gibraltar Police Department officer in their district. My understanding is this is no longer the case due to personnel vacancies within Gibraltar Police Department.

My plan for implementing a formal School Resource Officer Program in Door County takes the approach of finding the balance between prevention, enforcement and most importantly using an evidence based approach to providing a safe learning environment for students and staff. There are numerous benefits of adding SRO's in schools, here are some examples.

1. Build Positive Relationships with Youth
2. Provide Educational Programming to Students, Staff & Community
3. Provide Timely Response to School Threats
4. Reduction in Youth Entering Criminal Justice System
5. Building Stronger Relationships with Community
6. Serves as Liaison Between Law Enforcement, Schools, Parents, Human Services and Outside Agencies.

Schools and law enforcement must build trust and open lines of communications while developing their SRO program. The proposed model MOA (Memo of Agreement) with the school districts utilizes best practices from SECURE (Safe School Based Enforcement through Collaboration, Understanding and Respect) created by Department of Education and Department of Justice. The MOA is currently under review by Corporation Counsel.

In order to continue addressing the area of school safety the Sheriff's Office, Police Departments, School Administrators, District Attorney and Emergency Services have been meeting on a regular basis and have agreed to work collaboratively and be proactive when addressing school safety issues within our community.

For many years the common thought had been to place one SRO per every 1000 students. Based on the increase on issues schools are facing NASRO (The National Association of School Resource Officers) suggests school districts and communities assign at the very minimum one School Resource Officer in every school/campus to allow for effective implementation and program success. All three proposed districts have one campus for all grade levels. Each school district will make the determination regarding what coverage they would contract for.

I completely understand and respect the established process for adding personnel. The reason I'm bringing this forward outside of the established time line is two-fold. First, I was not Sheriff when the 2019 budget was drafted and secondly all three districts have requested the SRO positions to begin for the start of the 2019-2020 in September of this year.

I presented my proposal for the School Resource Officer Program to the Public Safety Committee in February. The committee approved presenting the School Resource Program at the March school board meetings to determine specific interest.

In March, I presented this proposal at Southern Door, Sevastopol and Gibraltar school board meetings to determine the level of interest. All three districts voted to move ahead with entering into a three-year purchase service agreement for the 2019-2020, 2020-2021 & 2021-2022 school years to add a full-time School Resource Officer in their districts.

Sturgeon Bay School District and Washington Island School District are currently working with their police departments regarding SRO's.

#### School District's Financial Investment

Each school district will reimburse the County for the cost (i.e., wages and benefits) of the assigned School Resource Officer during the 2019-2020, 2020-2021, & 2021-2022 school years. The annual reimbursement amount will be calculated based on 1440 hours each school year.

Each school district will cover 80% of the cost for 9 months (roughly 1440 hours). The reason for 80% is, as the Sheriff, I would still have the flexibility to utilize SRO's when needed outside of the school environment during the school year for emergency situations, court, training, investigations requiring them to leave campus, etc.

The school districts of Southern Door, Sevastopol and Gibraltar will reimbursement the amount below for each contracted year of purchased service as follows:

2019-2020	\$ 64,000.00 x 3	\$192,000.00
2020-2021	\$ 62,000.00 x 3	\$186,000.00
2021-2022	\$ 60,000.00 x 3	\$180,000.00
Total Reimbursed by Districts:		<b>\$558,000.00</b>

The School District may request additional hours of the School Resource Officer and will reimburse County at the same hourly rate for any additional hours requested. The County will provide the School District an invoice bi-annually on December 1<sup>st</sup> and July 1<sup>st</sup> for the School Resource Officer's services. The school district will pay this bill within forty-five days of its receipt.

Any future requests from other districts would be handled on a case-by-case basis.

### Sheriff's Financial Investment

In 2018, Sheriff Delarwelle made the decision to make an organizational structure change, which resulted in going from five investigators to four investigators for the purpose of entering into a contract with the Sturgeon Bay Police Department to pay for 50% of the Forensic Analyst/Investigator position. This contract costs \$52,398.50 annually, which results in the funding for half of an investigator position not currently being utilized.

**2019- Sept-Dec - \$24,165.00 Available in 2019 Budget (Exhibit A)**

**2020- \$123,257.00 (Exhibit B)**

\$ 50,000.00 ½ of Investigator position not being filled.

-\$ 5,000.00 Expense of current coverage at Southern Door/Sevastopol

**\$ 68,257.00 Total Maximum Increase on Budget (3 Full-Time SRO's)**

**2021- \$123,068.00 (Exhibit C)**

\$ 50,000.00 ½ of Investigator position not being filled.

-\$ 5,000.00 Expense of current coverage at Southern Door/Sevastopol

**\$ 68,068.00 Total Maximum Increase on Budget (3 Full-Time SRO's)**

**2022- TBD, based on final union contract negotiations, anticipate similar amount**

I have included the following for your review:

1. SRO Job Description
2. Revised Organizational Structure for Sheriff's Office
3. Fiscal Impact

The issue of school safety impacts every community and ours is no different. Both nationally and within our own state this is an area of top priority. In 2018, the State of Wisconsin formed the Office of School Safety to start addressing this very serious issue. It's my belief as we move forward either the County and/or the school districts will be able to apply for grant funding to assist with the cost of SRO's. The first rounds of grants were given to address Safety and Security measures dealing with physical plants, technology, etc.

Statistically, acts of school violence can happen in any size community. In my mind, it really comes down to asking ourselves this, "Are we as prepared, investing in, and being proactive as possible in this area?" As the Sheriff, it's my responsibility to provide the background regarding the benefits and the direction of personnel allotment I feel is needed to help ensure we are doing everything possible to provide the safest school environments possible.

Respectfully Submitted,

Sheriff Tammy Sternard

## County of Door School Resource Officer

<b>Job Title</b>	School Resource Officer	<b>Last Revision</b>	
<b>Department</b>	Sheriff	<b>HR Reviewed</b>	
<b>Division</b>		<b>Employee Group</b>	Union
<b>Report To</b>	Sheriff and/or his/her designee. The Investigative Sergeant is the direct supervisor.	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	Pay Grade F	<b>EEO Code</b>	04 – Protective Services

### General Summary

Under the general direction of the Sheriff, Chief Deputy and Field Service Lieutenant. The Investigative Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; aids in conducting investigations and making arrests. The School Resource Officer program provides a convenient and confidential resource for students to express concerns, and provides exposure to law enforcement in an informal, non-authoritarian setting. Performs related duties as required.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Provides a sense of safety for the schools and students by patrolling the area during the school day and at extra-curricular activities.
2. Act as a liaison between the Door County Sheriff's Office, the school district and the community and is responsible for all law enforcement related activities involving the assigned school.
3. Provides schools' staff with a readily available law enforcement resource to provide a better understanding of what the law provides as it relates to the juvenile/children's code and other applicable laws.
4. Responsible for dealing with campus related problems that range from crime prevention to law enforcement, investigates possible criminal activity, and provides investigative follow-up.
5. Participate in the creation and updating of the school safety plan. Plan and implement school threat drills. Attend school safety meetings.
6. Act as a counselor and resource person for students, their families, school staff and the community. Serves as a referral source for various social services agencies.
7. Establishes rapport with students, school staff, parents, and the community to promote public relations and become more responsive to the needs of the schools, communities, and Sheriff's Office.
8. Coordinates activities with school officials to maintain open lines of communication and serve the needs of the schools. Participates in meetings and committee work within the school.
9. Creates and administers programs to serve the needs of students, schools' staff, and communities.
10. Creates, completes and files appropriate reports, statistical information, and documentation using appropriate grammar, symbols and mathematical computations.
11. Serves as a resource person for classroom lectures, demonstrations and discussions. Serves as an instructor on various topics by delivering presentations to the students and training to the schools' staff.



## **County of Door School Resource Officer**

12. Perform after-hours duties at school functions as required.
13. Supplement other Sheriff's Office functions when school is not in session.
14. Provide truthful and accurate written and verbal communications.

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

1. Works an assigned shift within the school without supervision. Exercises sound judgment in deciding course of action to handle routine and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies/workers in other law enforcement and social services agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Carries out duties in conformance with Federal, State and County laws, ordinances and departmental policies and procedures.

### **Requirements**

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

1. High School diploma or equivalent.
2. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in police science, criminal justice, or related field.
3. Current law enforcement certification with the State of Wisconsin.
4. Three (3) years of full-time law enforcement experience.
5. Successful completion of:
  - Basic School Resource Officer (SRO) training program.
  - Other specialty training as required
6. Working knowledge and ability to use a computer and current software programs.

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

1. Knowledge of laws, regulations, ordinances and departmental and school policies and procedures which impact duties of a school resource officer.
2. Knowledge of personal self-defense.
3. Ability to use tact and discretion to optimize safety and control.
4. Ability to react quickly, both mentally and physically, to any situation.
5. Ability to prepare accurate reports.
6. Ability to operate: police vehicle, radio, handgun and other weapons as required, baton, handcuffs, computer, Automatic External Defibrillators (AED), first aid equipment, copy machine, fax machine, camera, PBT, Taser, SCBA equipment, and other related equipment to the school resource officer position.

### County of Door School Resource Officer

#### Physical and Working Conditions

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

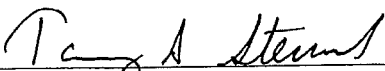
The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work conditions vary by school. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

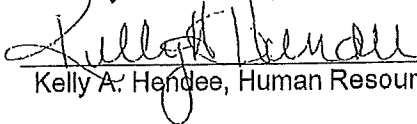
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) – (d) Wis. Stats. and County emergency management plans and programs.

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

Approvals:

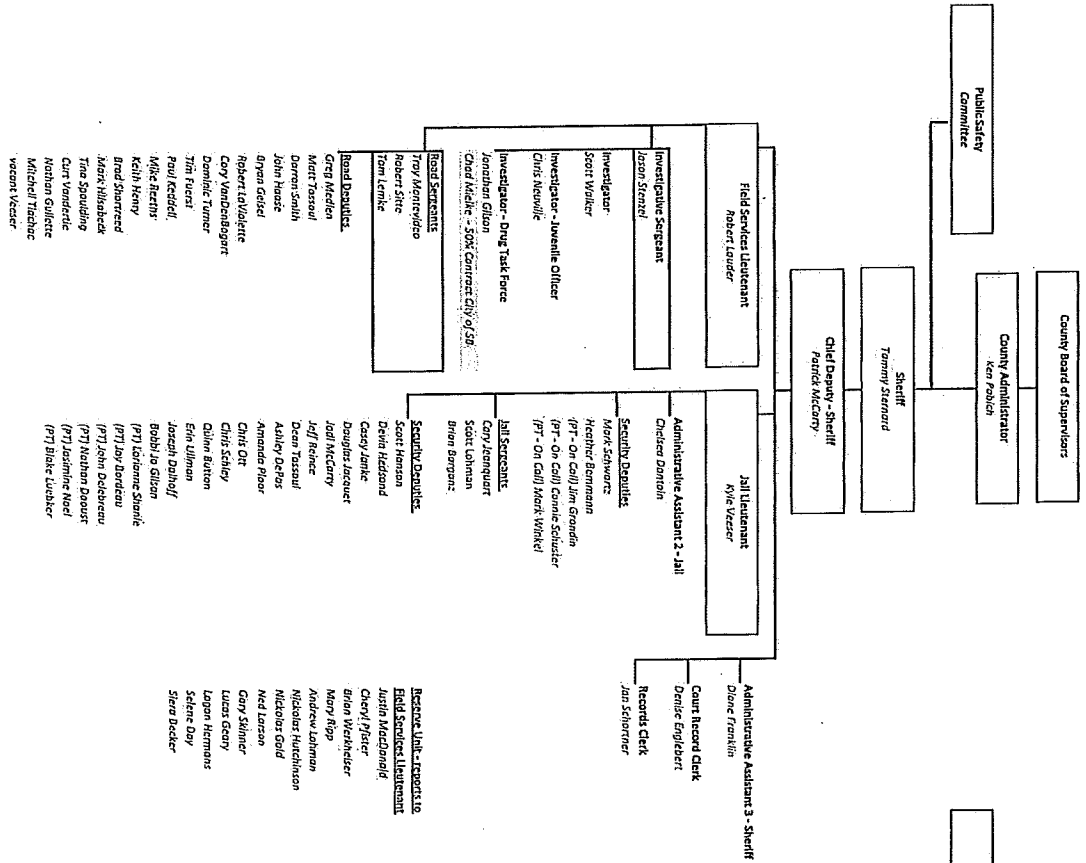
  
\_\_\_\_\_  
Tammy A. Stenard, Sheriff

1-31-19  
\_\_\_\_\_  
Date

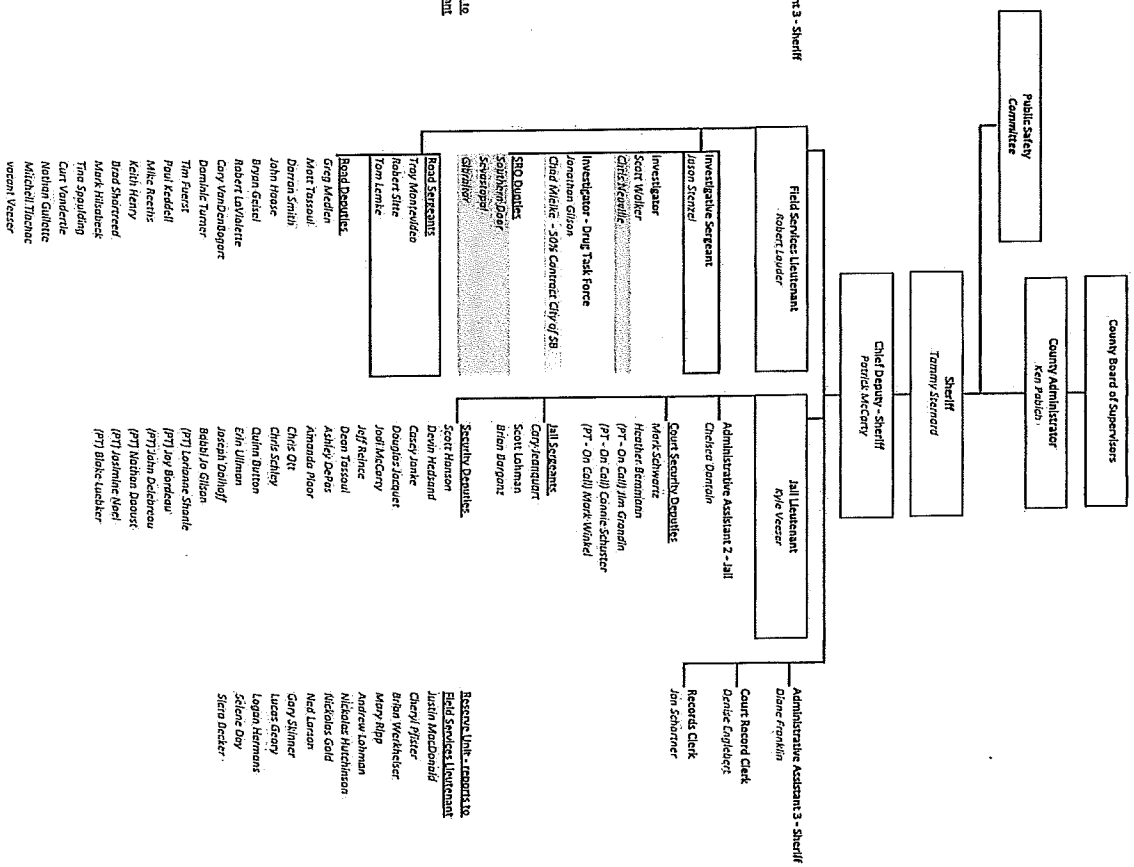
  
\_\_\_\_\_  
Kelly A. Hendee, Human Resources Director

1-31-19  
\_\_\_\_\_  
Date

**Current Organization Chart  
Sheriff Department**



**Proposed Organization Chart  
Sheriff Department (Changes in Blue)**



**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION

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

Position Title \_\_\_\_\_

Effective Date \_\_\_\_\_

Department \_\_\_\_\_

CHANGE FTE/Hours

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

3 School Deputies

6 Mo

Sheriff

Sub Dept \_\_\_\_\_

EX - A

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	2019 TOTAL SALARY and Benefits
<b>1 Sheriff Deputy - Grade F: Step 7 (1955 Hours) based on 9 Pay Periods Sept-Dec 2019 Incl. 2% Bonus</b>				
1.00	\$32.10	22,101	12,695	34,796
<b>3 Sheriff Deputy - Grade F: Step 7 (1955 Hours each) based on 9 Pay Periods Sept-Dec 2019</b>				
3.00	\$32.10	66,302	38,084	104,386
<b>3 Sheriff Deputy - Grade F: Step 7 (4-school months; 640 hrs) Incl. 2% Bonus</b>				
3.00	\$32.10	62,931	37,344	100,275
<b>3 Sheriff Deputy - Grade F: Step 7 (4 school months) 80% to be paid by School Districts</b>				
3.00	\$32.10	50,345	29,875	80,220
<b>3 Sheriff Deputy - Grade F: Step 7 (4 school months) 20% to be paid by County</b>				
3.00	\$32.10	12,586	7,469	20,055
<b>3 Sheriff Deputy - Grade F: Step 7 (4-school months) 20% to be paid by County</b>				
3.00	\$32.10	12,586	7,469	20,055
<b>3 Sheriff Deputy - Grade F: Step 7 (non school)</b>				
3.00	\$32.10	3,371	739	4,110
<b>Total County Cost:</b>				
		15,957	8,208	24,165

Dept Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Finance Director \_\_\_\_\_

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.

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours \_\_\_\_\_  
 Job Class \_\_\_\_\_  
 Step \_\_\_\_\_  
 Rate \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Effective Date \_\_\_\_\_  
 Department \_\_\_\_\_

CHANGE FTE/Hours

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

3 School Deputies

6 Mio  
 Sheriff Sub Dept

FTE/Hrs	@ Rate	2020 TOTAL SALARY	2020 TOTAL BENEFITS	2020 TOTAL SALARY and Benefits
1.00	\$32,10	63,705	37,514	101,219
3 Sheriff Deputy - Grade F, Step 7 (1955 Hours each)				
3.00	\$32,10	191,114	112,541	303,655
3 Sheriff Deputy - Grade F, Step 7 (9 school months) 20% to be paid by County				
3.00	\$32,10	141,495	84,002	225,497
3 Sheriff Deputy - Grade F, Step 7 (9 school months) 80% to be paid by School Districts				
3.00	\$32,10	113,196	67,202	180,398
3 Sheriff Deputy - Grade F, Step 7 (9 school months) 20% to be paid by County				
3.00	\$32,10	28,299	16,800	45,099
3 Sheriff Deputy - Grade F, Step 7 (3 non-school months)				
3.00	\$32,10	49,619	28,539	78,158
3 Sheriff Deputy - Grade F, Step 7 (9 school months) 20% to be paid by County				
3.00	\$32,10	28,299	16,800	45,099
3 Sheriff Deputy - Grade F, Step 7 (3 non-school months)				
3.00	\$32,10	49,619	28,539	78,158
Total County Cost				
		77,918	45,339	123,257

Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Director \_\_\_\_\_

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.

EX B

**REQUEST FOR FISCAL IMPACT INFORMATION**

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

Position Title \_\_\_\_\_  
 Effective Date \_\_\_\_\_  
 Department \_\_\_\_\_

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

3 School Deputies  
 6 Mo  
 Sheriff Sub Dept \_\_\_\_\_

FTE/Hrs	@Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	2021 TOTAL SALARY and Benefits
<b>1 Sheriff Deputy - Grade F; Step 7 (1955 Hours) - 2021</b>				
1.00	\$32.27	63,096	37,380	100,476
<b>3 Sheriff Deputy - Grade F; Step 7 (1955 Hours each)</b>				
3.00	\$32.27	189,288	112,141	301,429
<b>3 Sheriff Deputy - Grade F; Step 7 (9 school months; 1440 hrs)</b>				
3.00	\$32.27	139,406	83,544	222,950
<b>3 Sheriff Deputy - Grade F; Step 7 (9 school months) 80% to be paid by School Districts</b>				
3.00	\$32.27	111,525	66,835	178,360
<b>3 Sheriff Deputy - Grade F; Step 7 (9 school months) 20% to be paid by County</b>				
3.00	\$32.27	27,881	16,709	44,590
<b>3 Sheriff Deputy - Grade F; Step 7 (9 school months) 20% to be paid by County;</b>				
3.00	\$32.27	27,881	16,709	44,590
<b>3 Sheriff Deputy - Grade F; Step 7 (3 non school months)</b>				
3.00	\$32.27	49,881	28,597	78,478
<b>Total County Cost:</b>				
		77,762	45,306	123,068

Dept Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Finance Director \_\_\_\_\_

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.

EX-C



**Resolution No. 2019-\_\_\_\_**  
**SCHOOL RESOURCE OFFICER POSITION(S)**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

**BOARD ACTION**  
 Vote Required: Majority Vote of a Quorum

---

Motion to Approve      Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

**FISCAL IMPACT:**  
 See Attached. STW

**Certification:**  
 I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 16<sup>th</sup> day of April, 2019 by the Door County Board of Supervisors.

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

1           **WHEREAS**, The standard practice and procedure calls for a joint meeting of the  
 2 Administrative Committee and Finance Committee for evaluation and resolution of new  
 3 position requests; and

4  
 5           **WHEREAS**, In this instance, no joint meeting was held but the Administrative  
 6 Committee met, considered and acted upon this matter on Tuesday, April 9, 2019 and the  
 7 Finance Committee met, considered and acted upon this matter on Monday, April 15, 2019;


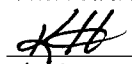

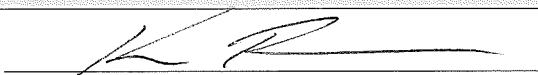
8  
 9           **WHEREAS**, Both the Administrative Committee and Finance Committee have  
 10 recommended approval of the School Resource Officer positions (See: Addendum A,  
 11 incorporated herein by reference herein as if fully set forth) effective for the 2019-2020  
 12 school year; and

13  
 14           **WHEREAS**, Neither the amounts of the various appropriations or the purposes for  
 15 such appropriations stated in the Door County Sheriff's Office 2019 budget need be  
 16 changed because of these positions being approved.

17  
 18           **NOW, THEREFORE, BE IT RESOLVED**, That the three School Resource Officer  
 19 positions, as described in Addendum A, are hereby approved effective for the 2019-2020  
 20 school year.  
 21

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

_____	_____
David Lienau, Administrative Committee Chair	Kathy Schultz, Finance Committee Chair
_____	_____
Ken Fisher	David Englebert
_____	_____
Dan Austad	David Enigl
_____	_____
Joel Gunnlaugsson	Susan Kohout
_____	_____
Susan Kohout	Nancy Robillard
_____	_____
John Neinas	Richard Virlee
_____	_____
Nancy Robillard	Laura Vlies Wotachek

Door County Human Resources Form #: 2015-04		<b>Title: Request to Refill Position</b>	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
<b>DEPT. HEAD TO COMPLETE:</b>			
Department	Emergency Services		Position Title: Paramedic
Position Status:	<input checked="" type="checkbox"/> Currently vacant	<input type="checkbox"/> Will be vacant	Date Vacant: 02/20/2019
	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> New position
			Hours per week: 56
Reason for Vacancy:	<input type="checkbox"/> Termination	<input type="checkbox"/> Transfer	<input type="checkbox"/> Retirement
	<input checked="" type="checkbox"/> Resignation		
Transfer: why is the new position more attractive to employee than current one?	N/A		
Name of Current / Most Recent Incumbent:	Julie Williams		
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by:	Aaron LeClair 	Date 04/01/2019	
<b>Financial Information:</b>			
Salary Range:	\$56,323 - \$65,188		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source:	<input checked="" type="checkbox"/> Levy % 100	<input type="checkbox"/> Grant Funded %	<input type="checkbox"/> Other %
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
<b>HR TO COMPLETE:</b>			
EEO	Para - Professional		FLSA Status non exempt
<input checked="" type="checkbox"/> Human Resources has performed a position review?		(HR initial)	4/1/19 Date
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		(HR initial)	4/1/19 Date
<b>Approvals:</b>			
County Administrator			Date 4.1.19
Administrative Committee Chair			Date



## County of Door Paramedic

<b>Job Title</b>	Paramedic	<b>Last Revision</b>	10/07/2015
<b>Department</b>	Emergency Services	<b>HR Reviewed</b>	10/07/2015
<b>Division</b>		<b>Employee Group</b>	Emergency Services Union: Paramedic
<b>Report To</b>	Emergency Services Director & Deputy Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	A	<b>EEO Code</b>	05 – Para-Professional

### General Summary

Administers expert emergency medical care to alleviate human suffering from accidental injury or sudden illness at the scene of an accident or illness and during transportation to a medical facility.

### Duties and Responsibilities

#### **Essential Functions**

1. Administer emergency medical treatment to the injured or ill.
2. Transport treated patients to most appropriate medical facility.
3. Maintain cleanliness and check general maintenance of emergency vehicles. Insure adequate stock of medical supplies are available.
4. Complete various reports related to provided medical treatment. These reports include run report, paramedic report, charge sheet, Medicare forms, Medicare charge sheets, and release sheets. Assist in the collection of past due accounts as needed.
5. Drive ambulance safely and operate all emergency related equipment properly. Assist with the maintenance of ambulance garage.
6. Provide public relations programs to schools, civic groups, scouts, fire departments, and community organizations.
7. Report discrepancies and unusual occurrences to Director or Deputy Director.

#### **General Job Functions**

1. Serves in a station rotation with other Paramedics and responds to calls for aid and assistance.
2. Completes patient care reports.
3. Performs maintenance tasks and assignments at the direction of Director or Deputy Director.

### Requirements

#### **Training and Experience**

1. Must be a licensed Paramedic in the State of Wisconsin. Should be an active Emergency Medical Technician (EMT) for one year prior to taking paramedic required training.
2. A minimum of one year of progressive work experiences as a paramedic in an emergency medical treatment environment is highly desired.
3. Current valid Wisconsin driver's license required.

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

1. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing.
2. Knowledge of emergency pre-hospital medical treatment procedures and practices.
3. Knowledge of geography of Door County including roads, parks, landmarks, and short-cuts.
4. Capable of remaining calm and effective in emergency situations. Able to deal with emotions of others and show compassion.

### County of Door Paramedic

4. Requires good physical endurance and strength due to required lifting and carrying of some patients. Work many hours without relief in times of multiple requests for medical treatment.
5. Ability to operate Paramedic, EMT, and reserve equipment properly. Ability to drive ambulance or other county emergency vehicles properly.
6. Ability to analyze the situation at site of emergency treatment and react properly to sustain patient's life. Ability to accurately and rapidly make decisions that affect patient's physical well-being.
7. Ability to maintain confidentiality of reports and personal medical data, general personal information, in the normal course of employment according to Health Intercept Privacy Protection Act.
8. Comprehend various complex radio communication systems which involve fire, police, sheriff, medical personnel, DNR, and other life support networks.
9. Ability to deal with people firmly, but with tact and courtesy.
10. Ability to meet department standards of physical condition.
11. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
12. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

#### Physical & Working Conditions

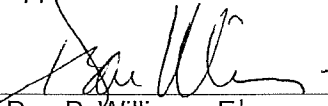
Subject to all weather conditions. However, use of proper safety equipment and personal protective equipment (PPE) will alleviate potential for personal injury. Must be able to lift a minimum of 100 lbs. repeatedly, throughout the workday. Subject to overtime call-in. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

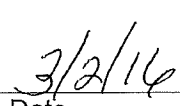
It is the duty of Paramedics to provide emergency medical treatment in all circumstances. Paramedics must be able to; effectively perform in all types of weather and environments; confront people who vary from hostile and violent to those that need immediate medical treatment and have a communicable illness or disease which may have potential to harm self. Occasionally operate an ambulance in heavy traffic or on wet and slippery roads; be present at fires, toxic spills, car accidents involving bodily harm are all duties which may present a hazardous situation. The nature of this position places Paramedics in many dangerous and hazardous situations. Extreme caution and use of proven precautionary methods must be used to avoid injury or harm to self. Working "on-call" may be disruptive to domestic relationships and planning.

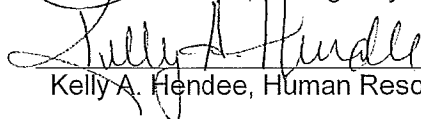
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

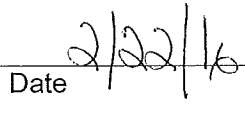
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

  
 \_\_\_\_\_  
 Dan P. Williams, Emergency Services Director

  
 \_\_\_\_\_  
 Date

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

  
 \_\_\_\_\_  
 Date

# REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours  
 Job Class  
 Step  
 Rate

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

Position Title

EMS Paramedic

Effective Date

6 Mo

Department

EMS

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	2019 TOTAL SALARY and Benefits
1.00		57,064	36,558	93,622
EMS Paramedic Budget		66,422	39,055	105,477
Total Salary and Benefit Decrease				(11,855)
FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
Total Salary and Benefit Increase				-

Dept Head Signature

*Steve Huppert*  
 Date 4/11/19

Finance Director

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.

RECEIVED  
HUMAN RESOURCES  
APR 02 2019  
TIME: AM / PM

SHAWN M. BARLAMENT  
[REDACTED]  
STURGEON BAY - WISCONSIN - 54235  
[REDACTED]  
[REDACTED]

March 28, 2019

Joseph Krebsbach - Director  
Door County Health & Human Services  
421 Nebraska Street  
Sturgeon Bay WI 54235

Dear Joe:

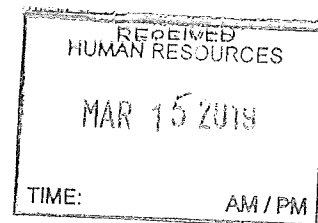
This letter is to inform you of my retirement. My final day of employment will be Monday, June 3, 2019.

Thank you so much for the opportunity to work with the incredible team of this department that serves so many! It was an awesome ending to my working career.

Sincerely,



Shawn M. Barlament



Aaron LeClair, Director  
Emergency Services of Door County  
916 N. 14<sup>th</sup> Ave  
Sturgeon Bay, WI 54235

Dear Aaron,

After considerable thought, I reluctantly have come to the realization that I must resign my position as a full-time Paramedic for personal reasons. As a result of unforeseen circumstances in my life I need to focus completely on taking care of that. My final day will be March 25, 2019.

I want to continue on with the service in a part-time capacity which will allow me to stay involved as I manage things.

Your understanding and support have always been appreciated. I look forward to our continued working relationship, only in a slightly different manner.

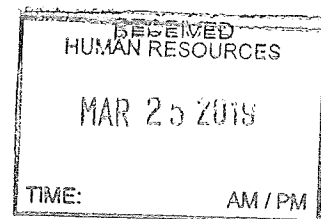
Please advise what you need from me going forward.

Sincerely,

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

Julie Williams

TO: Tina K.  
CC: HUMAN RESOURCES  
RE: TERMINATION NOTICE



As of Monday, March 18, 2019, I am giving my notice to end employment with Sister Bay Library. My last day of available work is Friday, March 29<sup>th</sup>.

Thank you for the opportunity to work with the Door County library system through the Sister Bay Library, and Christina Johnson and the other employees and volunteers. I appreciate the experiences that I have had working alongside of them, as well as with the residents and visitors to our community. I look forward to continuing to utilize the wonderful resources that the library has to offer.

With thankfulness,  
*Susan Rose*  
Susan Rose



**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  
 April 2019 Report

Date	Transaction*	Department	Name		Position
03/13/2019	Inactive	ADRC	Linda	Will	LTE Prep Cook
03/25/2019	Resignation	Emergency Services	Julie	Williams	Paramedic
03/29/2019	Resignation	Library	Susan	Rose	Circulation Assistant
04/01/2019	Hired	Health & Human Services	Savanna	Buchli	Social Worker – Child & Family
06/03/2019	Retirement	Health & Human Services	Shawn	Barlament	Administrative Supervisor

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Internal Hire	Candidate selected from another department within the organization.
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)





**CHILD SUPPORT OFFICE VOUCHERS**  
**APRIL 2019 Administrative Services Committee Meeting**

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$145.00	
52402	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$487.14	
53109	STATE BAR OF WISCONSIN	SUBSCRIPTION/PUBLICATION	\$351.55	
52302	VILLA REAL	SERVICE CONTRACT	\$12.50	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$162.22	
TOTAL:			\$1,158.41	

I hereby approve payment of the  
monthly bills for the  
**CHILD SUPPORT ENFORCEMENT AGENCY**  
as listed on this document.

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

\_\_\_\_\_  
Chairman  
Administrative Services Committee

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>25 - Court Systems</b>										
Sub-Department <b>1340 - Clerk of Courts</b>										
Account <b>52101 - Professional Services</b>										
6957 - REETZ LAW OFFICE	2019-00000067	Court Appointed Attorney Fees	Paid by Check # 664407		02/26/2019	03/01/2019	03/01/2019		03/01/2019	428.32
3629 - ERICKSON PRIBYL S.C.	2019-00000097	Court Appointed Attorney Fees	Paid by Check # 664712		03/14/2019	03/15/2019	03/15/2019		03/18/2019	372.40
6957 - REETZ LAW OFFICE	2019-00000100	Court Appointed Attorney Fees	Paid by Check # 664715		03/14/2019	03/15/2019	03/15/2019		03/18/2019	428.87
9492 - THE LAW OFFICE OF JAMES R.E. SMITH, S.C.	2019-00000103	Court Appointed Attorney Fees	Paid by Check # 664717		03/14/2019	03/15/2019	03/15/2019		03/18/2019	455.00
								Account <b>52101 - Professional Services</b> Totals	Invoice Transactions 4	<u>1,684.59</u>
Account <b>52130 - PS-Guardian Ad Litem</b>										
14349 - ATTY DEBRA R MANCOSKE	2019-00000064	Court Appointed GAL Fees	Paid by Check # 664404		02/26/2019	03/01/2019	03/01/2019		03/01/2019	742.00
9682 - PINKERT LAW FIRM LLP	2019-00000065	Court Appointed GAL Fees	Paid by Check # 664406		02/26/2019	03/01/2019	03/01/2019		03/01/2019	693.00
9848 - DI RENZO & BOMIER, LLC	2019-00000096	GAL Fees	Paid by Check # 664711		03/14/2019	03/15/2019	03/15/2019		03/18/2019	426.08
3629 - ERICKSON PRIBYL S.C.	2019-00000097	Court Appointed Attorney Fees	Paid by Check # 664712		03/14/2019	03/15/2019	03/15/2019		03/18/2019	1,078.00
15303 - NINA MARTEL SC	2019-00000099	Court Appointed GAL Fees	Paid by Check # 664714		03/14/2019	03/15/2019	03/15/2019		03/18/2019	764.17
								Account <b>52130 - PS-Guardian Ad Litem</b> Totals	Invoice Transactions 5	<u>\$3,703.25</u>
Account <b>52425 - Interpreter Services</b>										
21104 - JV TRANSLATOR, LLC	2019-00000063	Interpreter Fees	Paid by Check # 664405		02/26/2019	03/01/2019	03/01/2019		03/01/2019	105.00
15825 - SUSAN G RASCON	2019-00000066	Interpreter Fees	Paid by Check # 664408		02/26/2019	03/01/2019	03/01/2019		03/01/2019	89.00
21104 - JV TRANSLATOR, LLC	2019-00000098	Interpreter Fees	Paid by Check # 664713		03/14/2019	03/15/2019	03/15/2019		03/18/2019	52.50
13733 - SWITS, LLC	2019-00000101	Interpreter Fees	Paid by Check # 664716		03/14/2019	03/15/2019	03/15/2019		03/18/2019	318.00
								Account <b>52425 - Interpreter Services</b> Totals	Invoice Transactions 4	<u>\$564.50</u>
Account <b>54102 - Training Mile,Meals,Lodge</b>										
2930 - CONNIE DEFERE	2019-00000095	CCAP Institute - Travel, Lodging, Meals	Paid by Check # 664710		03/14/2019	03/15/2019	03/15/2019		03/18/2019	419.76
								Account <b>54102 - Training Mile,Meals,Lodge</b> Totals	Invoice Transactions 1	<u>\$419.76</u>
								Sub-Department <b>1340 - Clerk of Courts</b> Totals	Invoice Transactions 14	<u>\$6,372.10</u>
								Department <b>25 - Court Systems</b> Totals	Invoice Transactions 14	<u>\$6,372.10</u>
								Fund <b>100 - General Fund</b> Totals	Invoice Transactions 14	<u>\$6,372.10</u>
								Grand Totals	Invoice Transactions 14	<u>\$6,372.10</u>

\* = Prior Fiscal Year Activity

**CORPORATION COUNSEL OFFICE**  
**April Committee Meeting**  
**2019 Vouchers**

<b>Fund-Dept-Sub-Acct.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100-06-1161-52158</b>			
<b>100-34-5202-52101</b>			
<b>100-44-1132-54103</b>			
<b>100-17101</b>			
<b>100-14-1107-52101</b>	<b>PROFESSIONAL</b>		
<b>100-14-1107-52105</b>	<b>LITIGATION</b>		
<b>100-14-1107-54406</b>	<b>TELEPHONE</b>		
<b>100-14-1107-52301</b>	<b>REPAIR/MAINTENANCE</b>		
<b>100-14-1107-52402</b>	<b>MEMBERSHIP</b>		
	Cardmember Service	National District Attorney Association Membership	\$75.00
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples	Office Supplies	\$58.43
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for February 2019 services)	\$304.32
	Thompson Reuters	Annual Charges WI Legislative Service	\$672.00
	State Bar of Wisconsin	Attorneys Guide to Seventh Circuit Ed 6-S1 (FY19)	\$70.77
<b>100-14-1107-54101</b>	<b>CONFERENCE FEES AND TRAINING</b>		
<b>100-14-1107-54102</b>	<b>TRAINING MILES, MEALS, LODGING</b>		
<b>100-14-1305-52401</b>	<b>COUNSELING CONTRACTED SERVICES</b>		
	Gay Pustaver	2019 Bill for Mediation Services #3-2019 March	\$685.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for February 2019 services)	\$1,217.28
<b>100-14-1107-55107</b>	<b>LEASED PRINTING</b>		
	Wisconsin Document Imaging	Monthly Usage	\$111.31
		<b>TOTAL:</b>	<b>\$3,194.11</b>

## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS APRIL MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	_____ 2019 Interagency Fee - Brown County Medical Examiner <i>(April not received yet)</i>		
100.10.1101.54102	Cardmember Service	Lodging, Stevens Point, WI Local Govt. Leadership, Vlies-Wotachek and Bacon 2/22/19	\$218.00	X
204.23.3626.52702	Larson & Associates LLC	Door County Transportation Project Payment 2	\$8,500.00	X
<b>County Administrator Vouchers:</b>				
100.49.1115.53106	Staples Business Advantage	Office Supplies	\$50.65	X
100.49.1115.54102	Cardmember Service	Lodging, Stevens Point, WI Local Govt. Leadership 2/22/19	\$109.00	X
TOTAL:			\$8,877.65	

# Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/31/19

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>10 - County Clerk</b> Batch Number <b>2019-0000120</b> Batch Date <b>02/27/2019</b> Entered by User <b>Barb Pavlik</b> Vendor <b>14651 - WISCONSIN MEDIA</b> Sub-Department <b>10 County Clerk</b>									
0002243374	CTY CLERK - ADVERTISING	Paid by Check #664417		03/01/2019	03/01/2019	03/01/2019		03/01/2019	1,028.98
		Sub-Department <b>10 County Clerk</b> Totals				Invoices		1	0
		Vendor <b>14651 - WISCONSIN MEDIA</b> Totals				Invoices		1	\$1,028.98
		Batch Number <b>2019-0000120</b> Totals				Invoices		1	\$1,028.98
Batch Number <b>2019-0000156</b> Batch Date <b>03/15/2019</b> Entered by User <b>Barb Pavlik</b> Vendor <b>14642 - PITNEY BOWES RESERVE ACCOUNT</b> Sub-Department <b>10 County Clerk</b>									
3308255301	CTY CLRK- POSTAGE METER LEASES	Paid by Check #664751		03/15/2019	03/15/2019	03/15/2019		03/20/2019	1,950.42
		Sub-Department <b>10 County Clerk</b> Totals				Invoices		1	0
		Vendor <b>14642 - PITNEY BOWES RESERVE ACCOUNT</b> Totals				Invoices		1	\$1,950.42
Vendor <b>14651 - WISCONSIN MEDIA</b> Sub-Department <b>10 County Clerk</b>									
0002312059	CTY CLERK- ADVERTISING	Paid by Check #664752		03/15/2019	03/15/2019	03/15/2019		03/20/2019	1,963.15
		Sub-Department <b>10 County Clerk</b> Totals				Invoices		1	0
		Vendor <b>14651 - WISCONSIN MEDIA</b> Totals				Invoices		1	\$1,963.15
		Batch Number <b>2019-0000156</b> Totals				Invoices		2	\$3,913.57
		Department <b>10 - County Clerk</b> Totals				Invoices		3	\$4,942.55
<b>10 County Clerk</b>									
				Grand Totals		Invoices		3	\$4,942.55

Door County

# Accounts Payable Invoice Report

G/L Date Range 04/01/19 - 04/01/19

Report By Department - Batch - Vendor - Invoice Summary Listing

*Jill Leavelle*  
3/27/19

*J. L. Loda*  
3/27/19

3/29/19 Batch

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 25 - Court Systems Batch Number 2019-00000175 Vendor 22257 - COUNTRY INN & SUITES Sub-Department 25 Court Systems 05012019	FCCA Conf Hotel	Batch Date 03/27/2019		03/27/2019	04/01/2019	04/01/2019			164.00
Vendor 13825 - HOLIDAY INN Sub-Department 25 Court Systems 05152019	WI Register in Probate Conf	Edit		03/27/2019	04/01/2019	04/01/2019			164.00
Vendor 6197 - HOLLY M JEWELL Sub-Department 25 Court Systems 19419	19TR419 Transcript	Edit		03/27/2019	04/01/2019	04/01/2019			16.50
Vendor 10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC Sub-Department 25 Court Systems 201601	16GN1 Guardian ad Litem	Edit		03/27/2019	04/01/2019	04/01/2019			250.00
Vendor 2674 - LISA A HARTEL Sub-Department 25 Court Systems 18132	18CF132 DA transcript	Edit		03/27/2019	04/01/2019	04/01/2019			464.00
Vendor 9682 - PINKERT LAW FIRM LLP Sub-Department 25 Court Systems 9290044	19GN6 GAL.	Edit		03/27/2019	04/01/2019	04/01/2019			112.00
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 25 Court Systems 3407925872	office supplies	Edit		03/27/2019	04/01/2019	04/01/2019			289.18
Vendor 22257 - COUNTRY INN & SUITES Totals									164.00
Vendor 13825 - HOLIDAY INN Totals									164.00
Vendor 6197 - HOLLY M JEWELL Totals									16.50
Vendor 10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC Totals									250.00
Vendor 2674 - LISA A HARTEL Totals									464.00
Vendor 9682 - PINKERT LAW FIRM LLP Totals									112.00
Vendor 15069 - STAPLES ADVANTAGE Totals									289.18

Door County

**Accounts Payable Invoice Report**

G/L Date Range 04/01/19 - 04/01/19  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 29920	STATE BAR OF WISCONSIN								
Sub-Department 25	Court Systems								
5058491	2019 Contract Law Supplement	Edit		03/27/2019	04/01/2019	04/01/2019			214.94
	Sub-Department 25								0
	Court Systems Totals								<u>\$214.94</u>
Vendor 10922	UW LAW SCHOOL								
Sub-Department 25	Court Systems								
B0059617	WI Crimes	Edit		03/27/2019	04/01/2019	04/01/2019			45.00
	Sub-Department 25								0
	Court Systems Totals								<u>\$45.00</u>
Vendor 36721	WEST GROUP PAYMENT CENTER								
Sub-Department 25	Court Systems								
839960499	February 2019 library plan	Edit		03/27/2019	04/01/2019	04/01/2019			528.73
	Sub-Department 25								0
	Court Systems Totals								<u>\$528.73</u>
Vendor 18360	WI FAMILY COURT COMMISSIONERS								
Sub-Department 25	Court Systems								
2019	2019 Dues	Edit		03/27/2019	04/01/2019	04/01/2019			200.00
	Sub-Department 25								0
	Court Systems Totals								<u>\$200.00</u>
	Batch Number 2019-00000175								<u>\$2,448.35</u>
	Department 25 - Court Systems								<u>\$2,448.35</u>
	Department 25 - Court Systems Totals								<u>\$2,448.35</u>
	Grand Totals								<u>\$2,448.35</u>

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

<b>Acct No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
52408	Patrick Zelzer & Assoc.	Process Service Fees	\$100.00
53183	Staples Advantage	Office Supplies	\$291.05
53106	Staples Advantage	Office Supplies	\$115.92
52467	Dept. of Administration	Discovery Payments	\$10.00
53109	West Group	Publication	\$18.02
53109	State Bar of Wisconsin	Publication	\$146.79
<b>TOTAL:</b>			<b>\$681.78</b>

I hereby approve payment of the  
monthly bills for the  
**DISTRICT ATTORNEY'S OFFICE**  
as listed on this document

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Administrative Services Committee



**VETERANS SERVICE OFFICE VOUCHERS**  
**March 31st, 2019 Administrative Committee Meeting**

Acct No.	Vendor	Description	Amount	Prepaid
53106	Staples Advantage	Office Supplies	\$95.39	x
58129	DC Printing	#10 Regular Envelopes	\$165.00	x
52448	Door-Tran	Transportation Cost	\$404.00	x
59117	DCMC Dental Clinic	Dental Bills for Needy Veteran	\$555.00	x
54101	CVSO Assoc. of WI	CVSOA Spring Conf. Registration Fee	\$60.00	x
54102	CVSO Assoc. of WI	CVSOA Spring Conf. Meals	\$45.00	x
TOTAL:			\$1,324.39	

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

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

\_\_\_\_\_  
David Lienau, Chairman