

Notice of Public Meeting  
**Tuesday, June 18, 2019**  
**9:00 a.m.**

**ADMINISTRATIVE  
 COMMITTEE**

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

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

**AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of May 21, 2019 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
  - ◆ **Administrator**
    - ◆ FYI: Out-of-State Training: Anna Deutsch, UW-Extension, - Fruit Team Professional Development, June 4-6, Chanhassen, MN
    - ◆ FYI: Out-of-State Training: Tammy Sternard, Sheriff, - CEO Seminar Missing & Exploited Children, July 9-11, Alexandria, VA
  - ◆ **County Board**
    - ◆ Compensation for County Board Members (§59.10. Wis. Stats.)
  - ◆ **Corporation Counsel**
    - ◆ "Navis, et al v. BOA & Lauritzen" (Door County Case # 2018-CV-102) - Decision & Order
    - ◆ "Creek Properties Condominium Owner's Association, Inc. et al v. BOA" (Door County Case # 2018-CV-181) - Decision
    - ◆ Resolution – Duly Certified Proceedings in Electronic Format and Posted on County's Website in Lieu of Publication in Pamphlet Form
  - ◆ **Human Resources**
    - ◆ Request to Refill: Child Support Specialist - FT
    - ◆ Request to Refill: Case Manager – Long Term Support and increase hours from 24 to 40 & subsequent vacancies
    - ◆ Request to Refill: Human Resources Assistant – FT
    - ◆ Request to Reclassify & Refill: Facilities Supervisor (from Custodial FT position) & subsequent vacancies
    - ◆ Exit Interview – Summary Report
    - ◆ FYI: Resignation of: Cathy Ring - Retirement
    - ◆ FYI: Resignation of: Gloria Schneider - Retirement
    - ◆ 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 – July 16, 2019 – 9:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, May 21, 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, May 21, 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, Ken Fisher, Nancy Robillard, David Lienau, Susan Kohout, and Joel Gunnlaugsson. John Neinas was excused.

Others present: Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, Emergency Management Director Dan Kane, County Conservationist Erin Hanson, Library Director Tina Kakuske, Clerk of Circuit Court Connie DeFere, County Clerk Jill Lau, 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 April 9, 2019 Regular Administrative Committee Meeting**

Motion by Fisher, seconded by Kohout to approve the minutes of the April 9, 2019 regular Administrative 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)**

**Administrator**

**Out-of-State Training: Tenley Koehler, UW-Extension, - Social Emotional Learning Conference, May 20-22, Baltimore, MD**

FYI. Information included in the meeting packet was reviewed.

**Clerk of Court**

**Department Operations**

Clerk of Court DeFere informed the committee there is a potential for a 4-week jury trial which may be sequestered and held out of county. A transfer of funds may be required. The trial may be held in October or pushed to next year. If next year DeFere can budget accordingly.

**County Board**

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

Concerns expressed if the board moves to a salary attendance at meetings and conferences/training will diminish. Discussion of moving forward with a salary versus per diems. Review of salary with an allowance for lodging/meals/registration fees. Administrator Pabich was directed to provide an average cost for a board member to attend a conference to assist in determining an allowance for lodging/meals/registration. The Administrator can survey other counties to attempt to determine how their counties operate, attendance at meetings, etc. but the Board needs to determine how Door County wants to operate. Is there a benefit to the County moving to a salary? There will be a savings administratively. Administrator Pabich was directed to gather further information and bring it back

to the next committee meeting.

## **County Clerk**

### **Board Proceedings / Ordinances – Electronic Format and Publication**

County Clerk Jill Lau explained she had received a resolution from Outagamie County regarding publishing the Board Proceedings/Ordinances via electronic format. Lau contact CC Thomas to ask his opinion on the matter. Lau explained at one time the County was publishing many copies of the Proceedings Book. Over the years the number published has greatly diminished. Compiling and printing the books is time consuming and researching past information is difficult. If in electronic format searching would be very efficient. There is a potential to back scan old proceedings books. By consensus the committee agreed to drafting a resolution to allow publishing of the Board Proceedings via electronic format. CC Thomas will draft a resolution and bring back to the next committee meeting.

## **Corporation Counsel**

### **Period of Public Comment – Rule of Order 27**

It was suggested to review the period of public comment in the Rules of Order. CC Thomas reviewed the drafted rules which set the perimeters of what is and is not allowed during public comment. The Rules can be adopted by any sub-unit. CC Thomas also drafted a Statement that can be read at the start of the period for public comment.

Motion by Austad, seconded by Fisher to approve the Rule of Order 27 and send on to County Board. Motion carried by unanimous voice vote.

### **Notice of § 23.0917(5t), Wis. Stats. Knowles-Nelson Stewardship Funded Land Purchase**

Information included in the meeting packet was reviewed. The parcel is 29 acres in the Gibraltar/Ephraim Swamp Natural Area. This is an FYI.

### **Intergovernmental Agreement – Kewaunee County – Psychiatrist**

The draft Intergovernmental Agreement was included in the meeting packet and was reviewed. The agreement is nearly identical to the past agreement. The agreement runs through the end of the year.

Motion by Kohout, seconded by Robillard to approve the Intergovernmental Agreement with Kewaunee County for the Psychiatrist. Motion carried by unanimous voice vote.

The committee recessed at 10:04 a.m. and reconvened at 10:09 a.m.

## **Human Resources**

### **Request to Refill: Administrative Assistant II – DA**

HR Director Hendee noted the position is vacant due to a resignation.

### **Request to Refill: Technical Services Acquisitions/Cataloger – Library**

### **Request to Refill: Circulation Assistant – Sister Bay/Liberty Grove Library**

### **Request to Refill: 2 Highway Workers**

### **Request to Refill: Telecommunicator – Emergency Management & Communications**

### **Request to Refill: 2 Road Deputy and 1 Court Security Deputy and All Subsequent Vacancies**

Motion by Fisher, seconded by Robillard to approve the requests to refill the Administrative Assistant II – DA position, the Technical Services Acquisitions/Cataloger – Library, the Circulation Assistant – Sister Bay/Liberty Grove Library, two Highway Workers, three Telecommunicator Positions – Emergency Management & Communications, two Road Deputy and one Court Security Deputy Positions and all subsequent vacancies – Sheriff's Department. Motion carried by unanimous voice vote.

### **Approved in April - Request to Reclassify Position and Fill: Administrative Assistant III (from a H&HS Administrative Supervisor): Asking for 'and all subsequent vacancies'**

At last month's meeting HR brought forward the request to reclassify and fill but the all subsequent vacancies was missed.

Motion by Fisher, seconded by Kohout to approve the "and all subsequent vacancies". Motion carried by unanimous voice vote.

### **Approval for Returning the Conservation Position with a Defined End Date of 12/31/19 to a Full-Time General Municipal Employee Status Effective with Soil and Water's January 1, 2020 Budget**

A memo from County Conservationist Erin Hanson was included in the meeting packet was reviewed.

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

**Sponsorship for Leadership Door County – One Attendee \$750**

HR Director Hendee explained each year the County has sponsored one attendee. There are a couple of people interested in attending.

Motion by Gunnlaugsson, seconded by Kohout to approve the sponsorship for Leadership Door County. Motion carried by unanimous voice vote.

**Paperless Pay Stubs – Discussion & Action**

Administrator Pabich explained the County is moving to a new payroll system expected to go live in September. With the new system Pabich recommends moving to paperless stubs. There is an expected savings of approximately \$40,000/year.

Motion by Gunnlaugsson, seconded by Robillard to approve the paperless pay stubs. Motion carried by unanimous voice vote.

**FYI: Resignation of Jessica Werner – Administrative Assistant II – DA**

**FYI: Resignation of Rebecca Lin – Technical Services Acquisitions/Cataloger – Library**

**FYI: Resignation of Susan Rose – Sister Bay/Liberty Grove Library**

**FYI: Resignation of Mark DeMeuse – Highway Worker**

Reviewed.

**FYI: Completion of Introductory Period – Sue Powers, Public Health Manager/Officer**

**FYI: Completion of Introductory Period – Laurie Wilke, Administrative Assistant II**

Reviewed.

**Personnel Transactions**

Reviewed.

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

Nothing as of this meeting.

**Vouchers, Claims and Bills**

Reviewed.

**Next Meeting Date(s)**

Regular Administrative Committee Meeting – June 18, 2019 – 9:00 a.m.

**Meeting Per Diem Code**

521.

**Adjourn**

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

Respectfully submitted by Jill M. Lau, County Clerk

# Employee Development and Training for "Out of County/Overnight Travel"

(2016-03 Update)

**Department:** → UW-Extension ← enter Department name  
 Employee: Anna Deutsch ← enter employee name  
 Title / position: Agriculture Educator ← enter title / position

**Purpose (identified):** → Fruit Team Professional Development ← Identify training  
 Dates: June 4-6, 2019 ← enter dates of training  
 or Blanket Request: \_\_\_\_\_ to \_\_\_\_\_ For recurring meetings .. Must be filled out annually

**Choose all that apply:**

Type:  Mandatory  Discretionary  Personal  
 Certified:  State  Agency  Continuing Education  
 Conference/seminar/etc.:  State  County  Association

**Destination:** → Chanhassen, Minnesota ← enter city, state  
 Dates of travel: June 4-6, 2019 ← enter dates of travel  
 Via:  Air  Land If Land, check one:  County  Personal  Rental  
 County Vehicle available:  Yes  No  
 Time: \_\_\_\_\_ hours 15 ← enter travel hours  
 Miles: (round trip) estimated miles: 950 ← enter est miles Round Trip

**Time allocation** fill in number of hours for training & travel & indicate whether regular or overtime  
 Exempt  Check here if Exempt  
 # of hours in Training / Conference: \_\_\_\_\_  Regular Hours  Overtime  
 # of Hours of Travel: \_\_\_\_\_  Regular Hours  Overtime

Costs: (known / anticipated)	Qty	Cost	Extended
Mileage: enter total mileage --->	<u>950</u>		
enter reimbursable mileage --->	-	\$ 0.540	\$ -
Airfare: enter # of airfares & cost if app --->	-	\$ -	\$ -
Rental car: enter # of days & rental cost if app --->	-	\$ -	\$ -
Lodging: enter # of nights & cost per night --->	<u>2</u>	\$ 90.00	\$ 180.00
Meals: Breakfast: enter # of breakfasts --->	<u>3</u>	\$ 8.00	\$ 24.00
Lunch: enter # of lunches --->	<u>3</u>	\$ 10.00	\$ 30.00
Dinner: enter # of dinners --->	<u>2</u>	\$ 17.00	\$ 34.00
Registration fees: enter # of registration fees & cost each --->	-	\$ -	\$ -
Other (detail): detail other costs enter # & cost -->		\$ -	\$ -
University of Wisconsin (no cost to the county)			<b>\$ 268.00</b>

**Charge to account numbers**

Budgeted training item: # Gas - 40 gallons (the county will be reimburse \$ 140.00  
 Miles / meals /lodging: # \_\_\_\_\_  
 Grant provided by: \_\_\_\_\_

**Authorization**

\_\_\_\_\_  
 Department / Program Director Date 5-20-19

\_\_\_\_\_  
 County Administrator Date 5-20-19

\_\_\_\_\_  
 Administrative Committee (out-of-state requests only) Date \_\_\_\_\_

# Employee Development and Training for "Out of County/Overnight Travel"

(administrative 2009-09 Update)

**Department:** → Door County Sheriff's Office ← enter Department name  
 Employee: Tammy Sternard ← enter employee name  
 Title / position: Sheriff ← enter title / position

**Purpose (identified):** → CEO Seminar Missing & Exploited Child ← Identify training  
 Dates: 7/9/19-7/11/19 ← enter dates of training  
 or Blanket Request: \_\_\_\_\_ to \_\_\_\_\_ For recurring meetings .. Must be filled out annually  
 Choose all that apply:  
 Type:  Mandatory  Discretionary  Personal  
 Certified:  State  Agency  Continuing Education  
 Conference/seminar/etc.:  State  County  Association

**Destination:** → Alexandria VA ← enter city, state  
 Dates of travel: 7/8/19 and 7/12/19 ← enter dates of travel  
 Via:  Air  Land If Land, check one:  County  Personal  Rental  
 County Vehicle available:  Yes  No  
 Time: \_\_\_\_\_ hours 12 ← enter travel hours  
 Miles: (round trip) \_\_\_\_\_ estimated miles: 1906 ← enter est miles Round Trip

**Time allocation** fill in number of hours for training & travel & indicate whether regular or overtime  
 Exempt  Check here if Exempt  
 # of hours in Training / Conference: \_\_\_\_\_  Regular Hours  Overtime  
 # of Hours of Travel: \_\_\_\_\_  Regular Hours  Overtime

**Costs: (known / anticipated)**

	Qty	Cost	Extended
Mileage: _____ enter total mileage --->			
_____ enter reimbursable mileage --->		\$ 0.580	\$ -
Airfare: _____ enter # of afares & cost if app --->		\$ -	\$ -
Rental car: _____ enter # of days & rental cost if app --->	1	\$ 75.00	\$ 75.00
Lodging: _____ enter # of nights & cost per night --->		\$ 82.00	\$ -
Meals: Breakfast: _____ enter # of breakfasts --->	5	\$ 8.00	\$ 40.00
Lunch: _____ enter # of lunches --->	5	\$ 10.00	\$ 50.00
Dinner: _____ enter # of dinners --->	5	\$ 17.00	\$ 85.00
Registration fees: _____ enter # of registration fees & cost each --->			\$ -
Other (detail): <u>Legal Track Registr.</u> _____ enter # & cost -->			\$ -
(Air, Hotel & Registration covered by NCMEC)			\$ 250.00

**Charge to account numbers**  
 Budgeted training item: # \_\_\_\_\_  
 Miles / meals /lodging: # \_\_\_\_\_  
 Grant provided by: \_\_\_\_\_ enter grant information if applicable

**Authorization**

\_\_\_\_\_  
 Department / Program Director  
 Date: 5-29-19

\_\_\_\_\_  
 County Administrator  
 Date: 6-11-19

\_\_\_\_\_  
 Administrative Committee (out-of-state requests only)  
 Date: \_\_\_\_\_



## COUNTY OF DOOR

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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### Ken Pabich

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

TO: Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: June 18, 2019

RE: County Board Per Diem Proposal

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### Background

Administrative Committee asked that I provide a final alternative to the existing County Board per diem policy starting in April of 2020. In essence, the County Board can elect to do one of the following:

- A. Maintain the current per diem policy.
- B. Switch to a salary-based policy that includes funds for travel related expenses. Travel related expenses are registration, lodging, and meals. Mileage would remain separate.

### Analysis:

**Current per diem policy:** under this option, we would remain at the status quo.

**Salary based policy:** under this option, we would update the policy to reflect the following:

1. Salary would be \$6,504 per year. It would be paid on a month basis of \$542 per month.
2. Supervisors would be provided 5 absences from meetings without any fiscal impact. After 5 excused or unexcused absences, \$100 would be deducted from the wage for an unexcused absence. Excused absence must be approved by the Committee Chair or the County Board Chair.
3. The chairperson of the county board will receive additional salary of \$5,496 (for a total salary of \$ 12,000) per year consistent with § 59.10(3)(i), Wis. Stats.
4. The vice chairperson of the county board will receive additional salary of \$ 1,496 (for a total salary of \$ 8,000) per year consistent with § 59.12(2), Wis. Stats.
5. The chairperson of a sub-unit of the county board (committee, commission or board) will receive supplementary compensation of \$250 (for a total salary of \$6,754) per year consistent with § 59.10(3)(j), Wis. Stats.
6. In addition to the salary, each supervisor will be allocated up to \$1,500 for conferences, which includes registration, lodging and meals. Mileage would remain separate. The funds are only available for approved conferences, seminars, training or meetings *and* actual registration, lodging and meal expenses incurred. Unused funds at the end of the year are returned to the general fund. A supervisor would only be able to go over the allocation with approval by the County Board.

The dollar amount is determined based on a supervisor attending (2) WCA Conferences, (1) General Conference, (2) Regional Meetings.

7. Supervisors will continue to be entitled to mileage reimbursement for actual miles traveled consistent with §§ 59.10(3)(g) & 59.22, Wis. Stats.
8. A supervisor who resides on Washington Island will continue to be entitled to reimbursement for actual costs incurred related to lodging and meals and ferry transport.

### **Fiscal Impact:**

#### **Current per diem policy:**

Per Diem (2 year average):	\$142,540
<u>Conference / Registration / Lodging / Mileage:</u>	<u>\$ 16,000</u>
Total	\$158,540

#### **Salary based policy:**

Per Diem:	\$148,314
<u>Conference / Registration / Lodging / Mileage:</u>	<u>\$ 31,500</u>
	\$179,814

<u>Projected return on travel:</u>	<u>\$-15,750</u>
Total	\$162,568

### **Policy Comparison:**

From the Administrative review there are more advantages to the salary-based policy. These are:

1. A wage system shows that there is more work than just attending a meeting. There is research, prep and time taken to talk with constituents.
2. Meeting can occur or not occur as necessary, rather than being concerned with tracking time.
3. Time sheets are eliminated and staff time related to tracking and processing is eliminated.
4. Mileage and travel are the only two items that require submittal for reimbursement. Tracking of travel expenses will not be difficult and can be reported to supervisors on a monthly basis.
5. Each supervisor is provided that same opportunities to get involved and contribute.
6. Payroll can be issued on consistent basis.
7. The salary and travel stipend provides a clear picture for residents that may want to run in the future.

### **Recommendation:**

Administration can implement the wishes of the County Board. Both methods are similar in fiscal impact. Administratively, the salary based policy would be easier to implement, but it is not significant enough to force a decision one way or the other. The County Board needs to determine what is the best way to encourage individuals to get involved and feel that they are fairly compensated.



## COUNTY BOARD PER DIEM SURVEY

Updated: 5/21/2019

County	Population (est.)	# of Supervisors	County Board Chair salary	County Board Vice-chair salary	Per Diem Rates		Daily Cap for compensation (if any)	Other compensation (list type and amount), or additional info
					County Board	Committee		
Adams	22,000	20	\$200 mth	\$0	\$50 FOR COUNTY BOARD	\$40 per meeting		COMMITTEE MEETINGS/MILEAGE
Ashland	16,000	21	\$6,450 plus per diem	n/a	\$50	\$50 \$25 for 2nd mtg same day	\$75	\$0.51/mile mileage
Barron	45,676	29	\$2,400 plus per diem	per diem	\$75	\$35 1st mtg of day; <4 hrs \$25 Mtg >4 hrs or 2nd mtg same day \$15 3rd mtg	\$75	mileage / federal rate Conference: \$60.00 Full day >4 hrs; \$35.00 <4hrs
Bayfield	15,300	13	\$6,000	\$3,000	\$75	\$50	\$75	Ex.: Mileage, Education, Conferences, Lodging, Electronic Device Usage, etc.
Brown	262,052 (2017)	26	\$11,400	\$9,400	\$7,956 yearly salary			Some claim mileage to/from mtgs, WCA conference fee of \$175, hotel for conference, food/mileage while at conf., some have iPads
Buffalo								
Burnett								
Calumet								
Chippewa	63,000	15	\$400/month	\$100/month	\$35/meeting plus mileage			
Clark	34,748	29	7,200.00	0	\$70/less than 4 hrs \$100/more than 4 hrs	\$70/less than 4 hrs \$100/more than 4 hrs	\$100	.49/mile for meetings and conferences County pays for conferences, lodging & meals
Columbia	56,800	28	\$7,500 plus per diem	\$4,000 plus per diem	\$60	\$45 each mtg attended per day Not paid if same day a Cty. Brd. Mtg.	n/a	Mileage: 50 cents a mile; Meals: \$12 max for any combo of meals when not an overnight stay; \$28 max for all meals in a day when an overnight stay. Lodging: \$82 max.; Parking.
Crawford	16,658	17	\$5,000	\$0	\$40	\$40 or \$60 if mtg >4 hrs \$20 2nd mtg same day	\$60 for 2 meetings in one day	
Dane	500,000	37	\$38,000	\$8,000	\$25			\$8,000 the per diems are only for county exec committees
Dodge	89,000	33	\$12,000 plus per diem	nothing extra	\$50 for members \$55 for chair		2 committee meetings/day	mileage at IRS rate
Door	27,700	21	\$850/month	\$0	\$50.00/first hr, \$25 adl hrs or nearest 1/2 hour (\$12.5) per meetings; \$25/hr training; \$150 CB Mtg		\$225 meetings/WCA Conferences \$225 other training/seminars \$150 on CB days	
Douglas			\$15,000		\$3,000 Annual Salary per supervisor/exclude Chair\$0 or Stipen for annal Cty. Brd Mtg or special mtgs	\$35 \$45 for Chair of Mtg		Mileage/IRS Allowable Rate; up to 2/month Out of County Per Dien: \$50 for overnight; \$25 non-overnight Meals: Lunch \$9 Max; Dinner \$18 Max
Dunn			\$3,750		\$60	\$50 1/2 Day \$100 Full Day		
Eau Claire	100,477	29	\$4,675	\$1,836	\$30.00 per meeting			Millage at the state rate
Florence	4,300	12	\$300 PER YEAR	NONE	\$40 PER DAY IN COUNTY/ \$75 OUT	\$40 PER MEETING( NO TIME LIMIT ON MEETING TIME )	\$40 / \$75	Mileage IRS Rate - Food \$30 per day
Fond Du Lac			\$5,000 Annually + CB Annual	\$500 Annually + CB Annual	\$3,000 Annual Salary	No per diem unless votes on 50%/+ roll calls. \$45 for <4 hrs or <30 miles from Gov. Ctr. \$50 for >4 hrs or >30 miles from Gov. Ctr.	Max allowed: Sum of two separate mtgs.	Conference/Meeting/Event: \$45 <4 hrs \$50 >4 hrs; >30 miles from Gov. Ctr. Max: six per year Mileage: Minimum of \$5; unless actual mileage at rate established by CB exceeds \$5.
Forest	9,227	21	\$2,400	n/a	\$50	\$40	2 meeting \$90 or \$80	

Grant	52,725	17	\$50,000	\$0	No per diem	90 per meeting	only County Board Chair gets Retirement benefits	Ex.: Mileage, Education, Conferences, Lodging, Electronic Device Usage, etc. <b>All Board Members receive mileage at the IRS rate, County pays their conference registrations and lodging, no electronic devices or usage is compensated for</b>
Green			\$2,400		\$40	\$40		Mileage 90% of IRS Rate
Green Lake	19,200	19	\$5,763.55 annually	none	\$50.00	\$45.00	none	mileage per IRS rate
Iowa	23,687	21	None	None	\$40		None	Mileage & meal reimbursement in some cases
Iron	5,900	15	\$4,000/yr plus per diems	per diems only	\$40/meeting. limit 2 per day			
Jackson	20,735	19	\$4,400/yr plus per diems	\$600/yr plus per diems	\$55 per meeting. No limit for county Board			Mileage IRS
Jefferson	83,940	30	\$6,600	\$0	\$55/meeting		3 meetings allowed per day	reimbursements; \$55/day if education
Juneau	26,934	21	\$14,000	per diem	\$45		none	mileage
Kenosha	160,000	23	\$12,363	\$6,181		For meetings outside the committee assignments: \$100.00 full day \$50.00 half day		Mileage IRS
Kewaunee	20,786	20	\$5,867	N/A	Per diem compensation will be at the rate of \$40 up to 1 hour and \$10 for each half hour completed exceeding 1 hour for a meeting/event. \$100 will be paid for a county board meeting.		\$100 per day	mileage, meals, lodging, parking, conferences, business related phone calls
La Crosse								
Lafayette	16,900	16	\$6,000	\$2,000	\$35		\$105	Mileage at \$.45/mile
Langlade	19,847	21	\$5,500	PER DIEMS ONLY	\$40. OR \$60. for meetings over 4 hours		\$60	
Lincoln	29,000	22	7500 PLUS PER DIEM	PER DIEMS ONLY	\$70	<4HRS=\$35 / >4HRS.=70	\$115	MILEAGE ,MEALS ,LODGING, PARKING, CONFERENCE REGISTRATIONS
Manitowoc	84000ish	25	\$4,500		N/A	\$3000 Annually No per mtg pay	N/A	IRS reimbursement rate for mileage (\$0.535/mile Current) Meal & Lodging reimbursements
Marathon	135,922	38	\$30,000	\$8,991	NONE	NONE	MEALS- \$33 IN-STATE - \$42 OUT-OF-STATE	COUNTY BOARD RECEIVES IRS RATE MILEAGE AND EXPENSES PAID WHEN TRAVELING-MEALS, LODGING, CAB, AIRFARE. IPAD WITH A \$30 MONTHLY PAYMENT FOR HOME INTERNET SERVICE
Marinette	41,605	30	\$400 per month in addition to regular \$200 per month salary	\$0 per month in addition to regular \$200 per month salary	\$50/County Board Meeting \$30/Committee meeting			IRS travel rate, \$34 food/day, normal expenses
Marquette	15,376	17	\$5000 and per meeting pav	\$4000 and per meeting pav	\$75 per meeting regardless of how many in a day	\$75	none	mileage at 2.5 cents below IRS
Menominee								
Milwaukee	950,000	18	\$75,000 annually (current), \$35,000 annually (2016)	\$50,000 annually (current), \$25,000 annually (2016)	None			2013 Wis Act 14 prohibits other compensation and benefits
Monroe								
Oconto	38476	31	7200	500	125	60	1 mtg per day	Mileage (IRS rate), Conference fees, Lodging, Meals (max \$35/day)
Oneida	35,000	21	\$5,600.00	0	\$70.00	40/Supervisor, 50 if acting chairperson of committee		Mileage, Conferences, Lodging
Outagamie	180,022	36	\$13,500	\$7,000		\$5,600/yr Committee Chairs \$5,500/yr. Committee Members + \$25 for certain mtgs.	\$25	Mileage Rule 15 covers supervisors' salary/exp. (see: Public Officials Directory (rules in back): <a href="http://www.outagamie.org/index.aspx?page=737">http://www.outagamie.org/index.aspx?page=737</a>

Ozaukee	87,879	26	\$13,500 annually	\$0	\$4,500 annually			Mileage shall be paid for attendance not to exceed two Committee meetings in any one day.
Pepin	7,469	12	1500.00/year	\$0	60.00 per meeting	40.00 per meeting	\$0	Mileage, Conferences and Lodging
Pierce								
Polk	43000	15	5000	1000	100	100		Mileage, Lodging, conferences, meals, parking
Portage	71,038	25	\$24,360	per diem only	\$55.83	Committee Chair \$55.825 / members \$50.75	3 Per Diems	mileage, meal, hotel reimbursement
Price	15,000	13	\$5,000	\$0	\$75	\$50	One per diem per day	
Racine	195,461	21	\$7,800	\$6,000	n/a		n/a	mileage reimbursement at Federal rate, some CB member still have health insurance benefits, but do not know amount
Richland								
Rock	160,104	29	\$5,200	\$2,600	\$50 <4 hrs \$70 >4 hrs	\$50 <4 hrs \$70 >4 hrs	--	mileage rates apply to all meetings
Rusk	14,755	19	\$6,000	\$0	\$40 up to 3.5 hrs & \$55 for 3/5 or more		\$95 for 2 or more meetings per day	Conventions, Seminars cap \$55 per day
St. Croix	86,585	19	\$750 monthly stipend	\$300 monthly stipend		\$75 1st meeting \$25 for addtl mtg same day \$25 for chair of committee	none	Mileage reimbursement - IRS Rate Meals: A.M. Meal \$8.00; Noon Meal \$12.00; Evening Meal \$20.00; TOTAL \$40.00; 15% Gratuity Reimbursable
Sauk			\$9,600 plus per diem		\$60	\$50		
Sawyer			\$600/month plus per diem		\$50 up to four hours \$15 per hour	\$50 up to four hours \$15 per hour	\$110 max per day	Mileage
Shawano			\$5,000		\$75	\$70 for 1st mtg \$35 for additional mtg		
Sheboygan	115,000	25 (reduced from 34 in 2011)	\$10,000 (in addition to per diem & mileage)	\$1,000 (in add'n to per diem & mileage, and C. B. pay)	\$2,100/yr paid monthly	\$20 for mtg. up to 2 hrs. or \$35 mtg. 2-4 hrs or \$50 mtg. more than 4 hrs.	Per diem not to exceed \$50/day or \$4,200/yr	Committee Mtgs on diff. subjects/different places same day count as 1 mtg & combine times to calculate per diem amt; unless time lapse of more than 1 hr between mtgs then 2 per diems will be paid
Taylor	21,000	17	\$7,500	N/A		\$75 \$100 full day	no cap	
Trempealeau	28,816	17	\$7,000	-0-	\$70	\$35 up to 3 hours \$70 over 3 hours	\$70	Federal Mileage
Vernon	29900	29	8500	per diem only	40	30		irs rates
Vilas	22,000	21	\$6,000	\$0	\$50 for 1st meeting, \$25 for 2nd and \$25 for 3rd meeting that day.	Same	\$100 max per day	Mileage: IRS rate. Meals: out of county travel only - \$40 per day. Lodging: actual daily rates
Walworth	102837	11	1450/month	600/month	\$600/month		n/a	mileage
Washburn	15,869	21	\$10,000 plus per diems, mileage	Just per diem and mileage	\$50 for County Board meetings; max daily rate for multi meetings is \$75	\$25.00/mtg up to 2 hrs; \$35 for 2-4 hours; \$45 for 4-6 hours and \$50 for 6 hours and over	Max of \$75 per day; can't be reimbursed for other meetings held on County Board meeting day	mileage at 1 cent less than Fed Rate; meal reimbursement at \$7.25/\$8.15/\$16.05 for Breakfast/Lunch/Dinner respectively
Washington	115,000	25 (reduced from 34 in 2011)	\$10,000 (in addition to per diem & mileage)	\$1,000 (in add'n to per diem & mileage, and C. B. pay)	\$2,100/yr paid monthly	\$20 for mtg. up to 2 hrs. or \$35 mtg. 2-4 hrs or \$50 mtg. more than 4 hrs.	Per diem not to exceed \$50/day or \$4,200/yr	Committee Mtgs on diff. subjects/different places same day count as 1 mtg & combine times to calculate per diem amt; unless time lapse of more than 1 hr between mtgs then 2 per diems will be paid
Waukesha								
Waupaca	52,435	27	\$13,000 plus per mtg fee	\$1,000	\$60 per mtg. over 4 hrs. additional \$30		\$34.00 for meals. Conferences are \$75 for full day	mileage is IRS rate

Waushara	25,000	11	\$200 per month, plus per diems, mileage	Just per diem and mileage reimbursements	\$50; \$75 for County Board meetings and if attending a full-day conference or regular meeting lasting six or more hours		Max of three per diem payments/meetings per day; can't be reimbursed for other meetings held on County Board meeting day	IRS rate for mileage, \$5, \$10, \$15 for breakfast, lunch, dinner at overnight conferences only
Winnebago	168,216	36	\$5,000 plus per diem	\$1,500	\$66	\$44 upto 4 hrs \$66 over 4 hrs \$50 per mtg	\$66	mileage at Fed Rate, meals reimbursement, etc.
Wood	77,500	19	\$20,000/year	\$960/year	\$150.00/month Salary \$50 per mtg	\$15/mtg Committee Chair \$10/mtg Committee Secretary IF primary minute taker	none	

FILED  
05-31-2019  
Door County  
Clerk of Courts  
2018CV000102

DATE SIGNED: May 31, 2019

Electronically signed by Honorable David L. Weber  
Circuit Court Judge

**STATE OF WISCONSIN                      CIRCUIT COURT                      DOOR COUNTY**

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**KATHLEEN K. NAVIS, et. al.,**

**PLAINTIFFS,**

**-vs-**

**DOOR COUNTY BOARD OF ADJUSTMENT**

**and**

**CASE NO. 2018 -CV-102**

**CARY AND CHERIE LAURITZEN,**

**DEFENDANTS.**

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**DECISION AND ORDER**

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Plaintiffs commenced This action on May 31, 2018, seeking the remedy available by certiorari under §59.694(10), *Wis. Stats.* Specifically, Plaintiffs seek review of the Door County Board of Adjustment’s (“BOA”) May 7, 2018, decision granting a conditional use permit (“CUP”) to Cary and Cheri Lauritzen (“Lauritzen”) allowing a campground on P.I.N. 0160022292741C situated in the Town of Jacksonport, Door County, Wisconsin (“subject property”).

The record was transmitted to and filed with the Clerk of Circuit Court on September 4, 2018. Briefing schedules were set by the Court. Briefs have been filed by the parties.

Oral arguments and oral ruling took place on May 23, 2019. Attorney Matthew J. Fleming, Murphy Desmond, S.C., appeared in person, on behalf of Plaintiffs. Door County

Corporation Counsel Grant P. Thomas appeared in person, on behalf of Defendant Door County Board of Adjustment. Attorney James A. Downey, Blazkovec, Blazkovec & Downey, appeared in person, on behalf of Defendants Cary Lauritzen and Cherie Lauritzen.

Now, on all the files, records and proceedings in this matter, *and* for the reasons stated on the record at the May 23, 2019, proceeding, the Court finds that:

1. The BOA kept within its jurisdiction;
2. The BOA acted according to law;
3. The BOA's actions were not arbitrary, oppressive or unreasonable, and represented its judgment not its will;
4. The BOA's reasoning is adequately expressed in the written decision and reflected in the transcript of the BOA's proceedings, except as to the issues remanded to the BOA; *and*
5. The decision of the BOA is supported by substantial evidence in the record.

The court hereby:

- A. Affirms the BOA's May 7, 2018, decision granting a CUP to the Lauritzens allowing a campground on the subject property, except as to the issues remanded to the BOA.
- B. Remands the case to the BOA to address the following limited issues:
  1. As to Condition 11 (p. 2 of the BOA's May 7, 2018, decision); What is the status of the CUP if the Town fails to enact the requested ordinance within a reasonable time frame or at all?
  2. Regarding Condition 19 (p. 2 of the BOA's May 7, 2018, decision); What is the status of the CUP if the Wisconsin Department of Transportation does not undertake the review and provide the determination requested within a reasonable time frame or at all?

This is intended as both the Decision and Order of the Circuit Court



Town of Gibraltar here in Door County from retail to a restaurant. The Plaintiffs own a parcel of property adjacent to Unity's property.

The Defendants in this action filed their Record regarding Unity's zoning permit application on November 26, 2018. That Record included the transcript of the Board's August 28, 2018, meeting on the Plaintiffs' appeal of the Administrator's permit grant. Pursuant to my January 4, 2019, Scheduling Order in this matter, the Plaintiffs on February 1, 2019, filed Plaintiffs' Brief in Support of Certiorari Complaint along with some attachments. On March 1, 2019, the Defendants filed Defendants' Brief in Support of the Decision of the Door County Zoning Board of Adjustment along with an affidavit of Attorney Smith and attached exhibits. Finally, on March 15, 2019, the Plaintiffs filed Plaintiffs' Reply Brief in Support of Certiorari Complaint.

I have now had an opportunity to review the above referenced pleadings, documents, Record and the entire file in this matter. I am now prepared to issue this written Decision on the Plaintiffs' pending appeal of the Board's August 28<sup>th</sup> decision.

A trial court's standard of review in Wisconsin under a Wis. Stats. Section 59.694(10) review is well defined and established. Counsel in their respective briefs have thoroughly summarized that standard. Certiorari exists solely and exclusively to test the validity of a board of adjustment's decision. The board's decision is to be given a presumption of correctness and the appellant of that decision bears the burden to overcome that presumption.

A reviewing court is not to weigh the evidence the board had before it or to decide if the action of the board was the best or right decision. The court's inquiry is limited to whether there is substantial evidence in the record to support the board's decision. The court may not substitute its view of the evidence or judgment for that of the board. In determining whether a



board's actions were valid under certiorari review, a court is limited to reviewing whether the board (1) kept within its jurisdiction, (2) acted according to law, (3) did not act arbitrarily or unreasonably or according to its will and not its judgment, and (4) made a decision based on evidence one might reasonably use to make the determination in question.

The Board in this matter in considering the Plaintiffs' appeal of the Administrator's grant of a zoning permit to Unity was similarly limited in its review to the same four factors enumerated in the last sentence of the preceding paragraph. I thought Board Member Monica Nelson at page 131 of the Transcript of the Board's August 28<sup>th</sup> meeting succinctly and accurately summarized the Board's review as follows:

BOARD MEMBER NELSON: I feel that we were being asked to fix an ordinance that is not necessarily perfect.

CHAIR FREY: Right.

BOARD MEMBER NELSON: But that is not our job. Our job is to look at the ordinance that we have and see if the administrator applied good judgment and a – the department policy in making his decision. That's what we're asked to do, not whether we think all of it is especially good there in that particular place. That's not our job tonight.

The Plaintiffs carry over to this certiorari action two of the objections to Unity's parking proposal in its permit application that they raised in their appeal before the Board. They allege Unity's parking proposal violates two provisions of the Door County Zoning Ordinance. Those sections are 7.02(6)(d) which deals with driveway access and 7.05(5)(b) which deals with driveway width. The Plaintiffs argue that the Administrator by granting Unity's permit application violated those two provisions and as such did not act according to law.

Section 7.02(6)(d) of the Door County Zoning Ordinance provides as follows: "All parking areas shall be provided with an entrance and exit or shall be provided with a turnaround at the end opposite the entrance." There is no definition of "turnaround" in the Ordinance. The Plaintiffs argue that "turnaround" should be defined as an area like the end of a cul-de-sac. The

Plaintiffs in their February 1<sup>st</sup> brief cites to other zoning ordinances from around the State of Wisconsin that define “turnaround” in such a manner.

Section 13.02 of the Door County Zoning Ordinance relating to definitions and undefined words in that Ordinance provides as follows:

When used in this Ordinance, the following terms shall have the meanings herein assigned to them. Words used in this Ordinance, but not defined herein, shall carry the meaning as defined in Webster’s Unabridged Third International Dictionary, or a dictionary based on it.

Webster’s dictionary defines “Turnaround” as “a space permitting the turning around of a vehicle.” <https://www.merriam-webster.com/dictionary/turnaround>. This is the definition that was utilized by the Administrator when he testified before the Board on August 28<sup>th</sup>. He explained how he believed vehicles could turn around utilizing Unity’s parking lot and the private driveway which provides access to that lot. A diagram of how a vehicle would make that turnaround maneuver is found at the bottom of page 6 of the Plaintiffs’ February 1<sup>st</sup> brief.

I adopt the Defendants’ definition of “turnaround”. I agree with the Administrator’s conclusion that Unity’s proposed parking lot is in conformity with the access provisions of the Door County Zoning Ordinance. I agree with a majority of the Board that found that the Administrator acted according to law regarding those access provisions. There was substantial evidence before the Board to sustain the Administrator’s conclusions regarding that issue.

Section 7.05(5)(b) of the Door County Zoning Ordinance as it relates to driveway width provides as follows:

Access driveways for all other uses, except Agricultural Uses, as listed in s. 2.05(3), table of principal uses, shall be at least 20 feet wide and not more than 35 feet wide. Such drives may be reduced to 10 feet wide if they are enter-only or exit-only drives.

It is undisputed in this case that the driveway which services Unity's parking lot is for both ingress and egress purposes. It is not an enter-only or exit-only drive. It is also undisputed that this driveway is only 10 feet in width.

The Door County Zoning Ordinance was adopted in 1995. Chapter 9 of that Ordinance deals with Nonconforming Uses, Structures and Lots. Section 9.01 provides as follows:

**Previously lawful condition.** Within the districts established and mapped by this Ordinance, or amendments thereto, there may exist uses of lands or buildings, structures, or lots, which were lawful before this Ordinance, or amendments thereto, became effective, but which do not conform to the regulations herein. As set forth in s. 59.69(10), (10e), and (10m), Wis. Stats., such nonconforming conditions may be continued, subject to the requirements of this chapter.

Section 9.04(2) provides as follows:

A nonconforming lot may be used for any use permitted within the zoning district in which the lot is located.

This chapter further provides that a lot's legal nonconforming status shall be allowed to continue as long as it predates the ordinance and the permitted use of the property is not changed.

The Administrator at the August 28<sup>th</sup> Board hearing explained the Door County Planning and Zoning Department's historical interpretation of driveway widths for commercial private driveways that existed prior to the Ordinance's adoption. Historically the Department has interpreted the Ordinance to mean that existing 10-foot-wide commercial driveways which serve as both an entry and exit may continue for both of those purposes as long as the nature of the use of the property does not change. It was also discussed at the hearing that such an interpretation recognizes the existing development pattern within Fish Creek in the Town of Gibraltar. In other words, Unity's nonconforming 10-foot-wide commercial private driveway was "grandfathered" under the Door County Zoning Ordinance.

Unity's lot at issue in this case has always been zoned commercial under the Ordinance. Use of the parcel as a restaurant or a retail establishment under its commercial zoning is authorized. It has been used for one or the other of those purposes since at least 1990. The parking lot on it has always been serviced by the 10-foot-wide ingress and egress driveway. As such, the new zoning permit issued by the Administrator in June of 2018 to change the use of that lot back to a restaurant would be a continuation of the historic permitted use and is "grandfathered" under the Ordinance. Unity's nonconforming private driveway was being treated the same by the Administrator as other "grandfathered" lots in Fish Creek.

The Plaintiffs and other witnesses at the August 28<sup>th</sup> Board hearing raised safety concerns regarding Unity's use of the nonconforming driveway and its parking lot if Unity used its lot as a restaurant. But as the other Door County Zoning Administrator who was moderating the Board's hearing pointed out on more than one occasion, Unity was not seeking a conditional use permit or variance of any type. Unity's proposed restaurant is a permitted use within its commercial zoning. Safety was not an appropriate consideration for the Board to take into account at its proceedings on August 28<sup>th</sup>.

As to the driveway width issue, a majority of the Board agreed with the Administrator's determination that Unity's continuing commercial use of its property with a 10-foot-wide existing private driveway should be allowed under Chapter 9 of the Door County Zoning Ordinance. I agree. No exception or extraordinary interpretation of the Ordinance was being made by the Administrator that hadn't historically been made for other similarly situated parcels.

I find that the Door County Board of Adjustment at its August 28, 2018, hearing and in its September 12, 2018, Decision denying the Plaintiffs' appeal of the Door County Zoning Administrator's June 22, 2018, zoning permit issuance kept within its jurisdiction, acted

according to law, did not act arbitrarily or unreasonably, acted according to its will and not its judgment and made its decision based upon evidence one might reasonably use to make that determination. The Plaintiffs' appeal of the Board's determination and Decision is denied and this case shall be dismissed. I direct counsel for the Defendants to submit a proposed judgment or order to me in conformity with this Decision.



**Resolution No. 2019-\_\_\_\_**  
**DULY CERTIFIED PROCEEDINGS OF COUNTY BOARD IN ELECTRONIC FORMAT AND POSTED ON COUNTY'S WEBSITE**

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:**

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

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

1           **WHEREAS**, § 59.14(3), Wis. Stats. provides that the county board "... *may*  
 2 at any meeting, regular or special, provide by resolution for the publication in  
 3 pamphlet form by the lowest and best bidder therefor, of a sufficient and  
 4 designated number of copies of its duly certified proceedings, for general  
 5 distribution."; *and*

6  
 7           **WHEREAS**, The word '*may*' clearly connotes discretion ... so § 59.14(3),  
 8 Wis. Stats. is not mandatory and does not preclude a county from printing its  
 9 own proceedings or posting them on its website; *and*

10  
 11           **WHEREAS**, Door County ("County") has traditionally printed and bound  
 12 duly certified proceedings of County Board for general distribution; and

13  
 14           **WHEREAS**, The time and other resources needed to print and bind duly  
 15 certified proceedings of County Board for general distribution are significant;  
 16 and

17  
 18           **WHEREAS**, It is desirable to end the practice of printing and binding duly  
 19 certified proceedings of County Board for general distribution and, instead,  
 20 create an electronic (digital) version and post the same on the County's  
 21 website where it is accessible to anyone on-line.

22  
 23           **NOW, THEREFORE, BE IT RESOLVED**, That the practice of printing and  
 24 binding duly certified proceedings of County Board for general distribution will  
 25 cease and, instead, an electronic (digital) version of the same will be created  
 26 and posted on the County's website where it is accessible on-line to anyone.

27  
 28           **BE IT FURTHER RESOLVED**, That the County Clerk is empowered to  
 29 take appropriate and necessary action to carry out this change.

30  
 31           **BE IT FURTHER RESOLVED**, That this change shall take effect on and  
 32 after January 1, 2020.

33  
**SUBMITTED BY: ADMINISTRATIVE COMMITTEE**

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

\_\_\_\_\_  
 Susan Kohout

\_\_\_\_\_  
 Ken Fisher

\_\_\_\_\_  
 John Neinas

\_\_\_\_\_  
 Dan Austad

\_\_\_\_\_  
 Nancy Robillard

\_\_\_\_\_  
 Joel Gunnlaugsson

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

**DEPT. HEAD TO COMPLETE:**

Department CHILD SUPPORT AGENCY Position Title: Child Support Specialist

Position Status:  Currently vacant  Will be vacant Date Vacant: 07/05/2019  
 Full Time  Part Time Hours per week: 40

Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

Discuss turnover with the department in the previous 18-24 months: One full time retirement; two part-time resignations

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: Cathy Ring

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

If not, explain plan to obtain: \_\_\_\_\_

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Rodney Dequaine, Director/Attorney Date 6/7/2019

**Financial Information:**

Salary Range: Grade F \$19.46 - \$22.24 Is the Position Budgeted:  Yes  No

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

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 06 - office / clerical FLSA Status nonexempt  
 Human Resources has performed a position review? \_\_\_\_\_ (HR initial) KLL Date 6/10/19  
 The Job Description has been updated and signed? \_\_\_\_\_ (HR initial) KLL Date 6/10/19

**Approvals:**

County Administrator  Date 6-10-2019

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

**County of Door**  
**Child Support Specialist**

<b>Job Title</b>	Child Support Specialist	<b>Last Revision</b>	09/18/2015
<b>Department</b>	Child Support Enforcement Agency	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Director of Child Support Enforcement and the Supervisor	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	F	<b>EEO Code</b>	06 – Office/Clerical

### **General Summary**

This position performs varied and responsible secretarial, administrative and investigative work, including establishment, enforcement, review and modification of court orders. Performs tasks in accordance with policy/laws/regulations and must maintain confidentiality. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### **Duties and Responsibilities**

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

1. Communicate with parties by phone and in person to obtain information, answer questions, and determine appropriate action.
2. Interpret court orders and enter them into computer system; set up financial account; receipt and disburse monies within specific timelines; monitor and maintain all accounts.
3. Initiate and process income withholding and national medical support notices.
4. Log all client contacts (telephone calls, mail, etc.) as case events and forward information to appropriate staff.
3. Monitor reports and work lists and take appropriate action.
4. Draft letters, court documents to include orders to show cause, actions to compel support, notices, income withholding orders, pleadings for court hearing or wage assignment effectuation, etc. and follow through on proper completion.
5. Appear/testify as requested in court for hearings.
6. Provide truthful and accurate written and verbal communications.

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

1. Perform various customer service duties.

### **Requirements**

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

1. High school diploma or equivalent.
2. Certified training in effective interviewing tactics desirable.
3. One (1) to three (3) years' experience working in a Criminal Justice, Human Services, Accounting or paralegal office environment. An Associate's degree in any of these area's is strongly preferred.
4. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.



**County of Door  
Child Support Specialist**

**Knowledge, Skills, and Abilities Required**

1. Working knowledge with Microsoft® Office and data base programs.
2. Ability to exhibit good grammar and spelling skills, and possess basic math skills.
3. Ability to work with the Wisconsin KIDS software system and maintain timely data work lists to track status changes for state and federal reporting purposes.
4. Must have strong interviewing skills.
5. Ability to work with a minimum of supervision and maintain high degree of confidentiality regarding program, client and office information.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

**Physical & Working Conditions**

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

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

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

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

Approvals:



Rodney W. Dequaine, Child Support Enforcement Agency Director

Date

4-4-17

  
Kelly A. Huddle, Human Resources Director

Date

5/4/17

**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

Child Support Specialist

6 Mo

Child Support

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Child Support Specialist Grade F - Step 1</b>									
1.00	\$19.46	40,586				28,872			69,458
<b>Child Support Specialist Grade F - Budget</b>									
1.00	\$22.13	46,154				29,674			75,828
Total Salary and Benefit Decrease									(6,370)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Child Support Specialist Grade F - Control Point</b>									
1.00	\$22.24	46,384				29,707			76,091
<b>Child Support Specialist Grade F - Budget</b>									
1.00	\$22.13	46,154				29,674			75,828
Total Salary and Benefit Increase									263

Dept Head Signature

*Stu Weyand*  
 \_\_\_\_\_  
 Date 6/11/19

Finance Director

**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.

Door County Human Resources Form #: 2015-04	Title: <b>Request to Refill Position</b>
--	--

Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.
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**DEPT. HEAD TO COMPLETE:**

Department Health & Human Services Position Title: Case Manager – Long Term Support

Position Status:     Currently vacant     Will be vacant    Date Vacant: 7/16/2019  
 Full Time     Part Time     New position    Hours per week: 24 Requesting switch to 40

Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

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

Name of Current / Most Recent Incumbent: Gloria Schneider

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

Completed by: Joe Krebsbach Date 5/21/2019

**Financial Information:**

Salary Range: Grade H: \$22.56 – \$25.78 Is the Position Budgeted:  Yes     No

Funding Source:     Levy % 30     Grant Funded % \_\_\_\_\_     Other Case Management Revenue % 70

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Professional FLSA Status Exempt

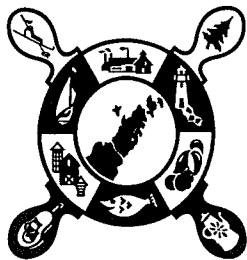
Human Resources has performed a position review?    KH (HR initial)    6/3/2019 Date

The Job Description has been updated and signed?    KH (HR initial)    6/3/2019 Date

**Approvals:**

County Administrator  Date 6-6-19

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



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

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

---

**Joseph Krebsbach, Director**

(920) 746-7155

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

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

dhs@co.door.wi.us

**Date: May 22, 2019**

**To: Door County Human Services Board**

**Cc: Ken Pabich**

**Administrative Committee**

**From: Joseph Krebsbach**

**RE: Request to Refill Children's Case Manager Position as Full-Time Position**

---

In July, Mrs. Gloria Schneider will be retiring from her position as a Children's Case Manager. Her position is currently a .6 FTE. I am requesting permission to fill this position with a full-time position.

In 2018, the Wisconsin Department of Health Services gave a direction to eliminate our Children's Long-Term Services waiting list. During the budget process for 2019, I requested an additional case manager position to make this possible. This request was denied. Had it been approved, this would have given this division 2 full time employees, one .8 FTE and one .6 FTE. Earlier this year we transitioned the .8 FTE to a full-time position when another staff retired. If this request is granted the additional hours being requested would put this division at 3 full-time case managers. We believe we would not need any additional staff given the current case load and remaining kids currently on the waiting list.

In working with the State regarding the direction to eliminate the waiting list we increased the case management rate we get paid for providing the service. Based on the revenue produced, in the first quarter of 2019 we are able to project that by moving this position to full time, we should be able to increase our revenue to cover the cost of the additional hours, once all staff are fully trained and up to speed.

Respectfully submitted.

## County of Door Case Manager – Long Term Support

<b>Job Title</b>	Case Manager-Long Term Support	<b>Last Revision</b>	9/5/2018
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Children & Family	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Children's Services Program Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	02-Professionals

### General Summary

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager provides assessment, resource development and coordination of services to children and youth with disabilities living within the county; conducts ongoing monitoring of needs, services, goals, and plans to assure the most appropriate level of support. A primary focus of this position will be the Children's Long Term Support program.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Develops and maintains knowledge of specific program requirements set forth by Wis. Stats. related to children's services, i.e., Children's Long Term Support (CLTS) waivers, Children's Community Options Program, and Targeted Case Management.
2. Completes child functional screens (state screen certified) to determine all program eligibility; completes other state required program documents and tools as assigned.
3. Identifies needs and strengths, and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
4. Prepares and maintains treatment plans and individual progress notes for each assigned client.
5. Assists clients and families to obtain all available resources (financial, social, remedial) to enable clients to reach established goals and objectives.
6. Monitors, reviews and provides follow-up consultation to ensure client needs are being met.
7. Procures and authorizes services to be delivered by service providers. Monitors the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with authorized hours. Follows up with the provider in a timely manner when adjustments are needed.
8. Prepares state and federally mandated reports regarding individuals on caseload related to the Social Security Administration, Medical Assistance Waiver programs, and case management functions.
9. Advocates on behalf of clients to ensure needs are met and client rights are protected, enhancing natural supports to the greatest extent possible.
10. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.
11. Provide truthful and accurate written and verbal communications.

#### *General Job Functions*

1. Provides regular supportive contacts with the service providers, team members, and other community partners.

## County of Door

### Case Manager – Long Term Support

2. Performs other Children's Services case management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

#### **Requirements**

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

1. Bachelor's degree in Social Work, Psychology, Sociology, Special Education or related field with a concentration in human development.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

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

1. Ability to conduct a comprehensive individual assessment, develop individual service plans and activities, and work creatively and independently.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Ability to read, comprehend, and communicate, both orally and in writing.
4. Ability to perform basic mathematical calculations; ability to compare invoices to authorizations and service notes and resolve discrepancies.
5. Ability to use tact and courtesy in maintaining an effective working relationship with clients, department employees, county supervisors, county officials, and the general public.
6. Ability to prioritize multiple tasks in an organized, efficient manner.

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

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

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

Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.


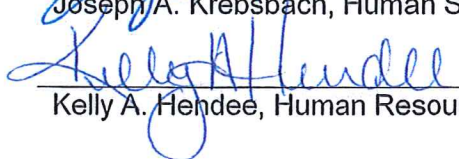
Work includes driving vehicle to visit clients in their homes and other community settings; interacting with and observing actions of clients to assess needs. Occasional pushing of clients in wheel chairs (20-40 lbs.). Frequent writing or typing of case notes.

## County of Door Case Manager – Long Term Support

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, Human Services Director	9/4/18 _____ Date
 _____ Kelly A. Hendee, Human Resources Director	8/30/18 _____ Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

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

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

Position Title  
 Effective Date  
 Department

Human Services - Case Manager Children Services

6 Mo

Human Services

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Services Pay Range H Step 1</b>									
0.65	\$23.23	31,492				20,613			52,105
<b>Human Services - Case Manager Children &amp; Families - Budget</b>									
0.65	\$29.09	39,436				13,248			52,684
Total Salary and Benefit Decrease									(579)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Services Pay Range H Step CP</b>									
0.65	\$26.55	35,992				21,451			57,443
<b>Human Services - Case Manager Children &amp; Families - Budget</b>									
0.65	\$29.09	39,436				13,248			52,684
Total Salary and Benefit Increase									4,759

Dept Head Signature

*Stacy Wignforth*

Finance Director

Date

5/22/19

**Disclaimer: This Fiscal Impact does not include Step 2 \$23.90, Step 3 \$24.56, Step 4 \$25.22, or Step 5 \$25.89.**

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

Human Services - Case Manager Children Services  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Human Services Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Services Pay Range H Step 1</b>								
1.00	\$23.23	48,448				32,006		80,454
<b>Human Services - Case Manager Children &amp; Families - Budget</b>								
0.65	\$29.09	39,436				13,248		52,684
							<b>Total Salary and Benefit Increase</b>	<b>27,770</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Services Pay Range H Step CP</b>								
1.00	\$26.55	55,373				33,298		88,671
<b>Human Services - Case Manager Children &amp; Families - Budget</b>								
0.65	\$29.09	39,436				13,248		52,684
							<b>Total Salary and Benefit Increase</b>	<b>35,987</b>

Dept Head Signature

*John Wynn*

Finance Director

Date

5/22/19

**Disclaimer: This Fiscal Impact does not include Step 2 \$23.90, Step 3 \$24.56, Step 4 \$25.22, or Step 5 \$25.89.**

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Door County Human Resources Form #: 2015-04	Title: <b style="font-size: 1.2em;">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.
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**DEPT. HEAD TO COMPLETE:**

Department Human Resources Position Title: Human Resources Assistant

Position Status:     Currently vacant     Will be vacant    Date Vacant: 5/16/2019  
 Full Time     Part Time     New position    Hours per week: 40 hours

Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

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

Name of Current / Most Recent Incumbent: Judy Klimek

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

Completed by: Kelly Hendee Date 6/6/2019

**Financial Information:**

Salary Range: Grade E: \$17.58 – \$20.09 Is the Position Budgeted:  Yes     No

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

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Clerical FLSA Status Non-Exempt

Human Resources has performed a position review? KH (HR initial) 6/6/2019 Date

The Job Description has been updated and signed? KH (HR initial) 6/6/2019 Date

**Approvals:**

County Administrator  Date 6.6.19

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

## County of Door

### Human Resources Assistant

<b>Job Title</b>	Human Resources Assistant	<b>Last Revision</b>	05/30/2019
<b>Department</b>	Human Resources	<b>HR Reviewed</b>	05/30/2019
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Human Resources Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	E	<b>EEO Code</b>	06 – Office/Clerical

#### General Summary

This is a confidential position which performs a variety of clerical tasks. Strictly follows Federal and State laws and regulations, County and departmental policies and procedures, to include individual medical information privacy, confidentiality and security. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected. This position provides services for all Door County employees and citizens on an as needed basis.

#### Duties and Responsibilities

##### *Essential Job Functions*

1. Acts as receptionist for Human Resources Department. Welcomes and directs visitors by greeting them, in person or on the telephone; answering questions regarding department services or referring inquiries.
2. Assists with recruitments, advertising, postings, and selection process as requested by following departmental policy and procedures.
3. Assist with recruiting and onboarding of Limited Term Employee's.
4. Working knowledge of HRIS software, and various HR related software programs.
5. Verify all information entered for all employees in HRIS software system.
6. Processes vouchers and journal entries.
7. Cash receipts health and dental insurance premium payments for retirees and COBRA participants; and reconciles monthly.
8. Processes Worker's Compensation claims, maintains OSHA logs as needed.
9. Maintains and updates County's website, staff directory, and phone directory.
10. Coordinates and schedules various testing and training programs.
11. Updates department manuals, posters, correspondence as needed.
12. Maintains office supply inventory.
13. Maintains system of HR office files in coordination with HR Director.

##### *General Job Functions*

1. Acts as a backup for other departments for phones and various administrative duties such as taking minutes.
2. Verifies background information with the assistance of the HR Director or HR Generalist.
3. Verify employee's information enrolled in benefit programs for accuracy.
4. Performs general clerical duties to include but not limited to: photocopying, scanning, faxing, mailing, sorting and distributing and filing.
5. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
6. Assists with agendas, gathers information, prepares and posts.

**County of Door**  
**Human Resources Assistant**

7. Continues working knowledge and familiarity with applicable laws and regulations.
8. Purges files and prepares for storage in accordance with applicable laws and regulations.
9. Research, collects and prepares a variety of information to be presented in formats such as surveys, or correspondence as required.

**Requirements**

***Training and Experience***

1. High School diploma or equivalent supplemented by additional business courses to include word processing and data base application.
2. Three or more years' work experience in an office setting. Minimum one year in Human Resources setting is strongly preferred.
3. Ability to type a minimum of 40 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. Working knowledge with Microsoft® Office Suite and data base programs.
3. Knowledge of general office procedures and the operation of normal office equipment.
4. Strong organizational skills and ability to work well and complete task with numerous interruptions.
5. Working knowledge of individual medical information privacy, confidentiality, and security statutes, regulations, policies and procedures.
6. Ability to work with frequent distractions from work due to walk-in or phone-in clients.
7. Ability to file accurately.
8. Ability to maintain highest levels of confidentiality and maintain a professional atmosphere.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

**Physical & Working Conditions**

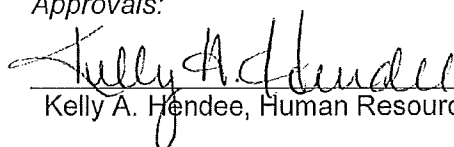
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Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional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

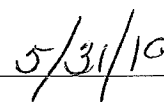
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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:

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

Date



REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
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 Step  
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 Rate  
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CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title HR Assistant  
 Effective Date \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Department Human Resources Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HR Assistant - Pay Grade E Step 1</b>									
1.00	\$17.58	36,665				28,260			64,925
<b>HR Assistant - Budgeted Grade E</b>									
1.00	\$20.47	42,692				15,342			58,034
Total Salary and Benefit Increase									6,891
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>HR Assistant - Pay Grade E Control Point</b>									
1.00	\$20.09	41,900				29,013			70,913
<b>HR Assistant - Budgeted Grade E</b>									
1.00	\$20.47	42,692				15,342			58,034
Total Salary and Benefit Increase									12,879

\_\_\_\_\_ Dept Head Signature Steve Wigginton Finance Director  
 \_\_\_\_\_ Date 6/2/19

**Disclaimer:** This Fiscal Impact does not include Step 2 \$18.08, Step 3 \$18.58, Step 4 \$19.09, or Step 5 \$19.59.

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

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

**DEPT. HEAD TO COMPLETE:**

Department Facilities & Parks Position Title: Facilities Supervisor  
 Position Status:     Currently vacant     Will be vacant    Date Vacant: 5/8/2019  
                           Full Time     Part Time     New position    Hours per week: \_\_\_\_\_  
 Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

Transfer: why is the new position more attractive to employee than current one? Exempt – Supervisory Position

Name of Current / Most Recent Incumbent: \_\_\_\_\_

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

Completed by: Wayne Spritka Date 6/5/2019


**Financial Information:**

Salary Range: Grade J: \$27.00 - \$30.86 Is the Position Budgeted:  Yes     No  
 Funding Source:  Levy % 100     Grant Funded % \_\_\_\_\_     Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 08-Service Maintenance FLSA Status Exempt  
 Human Resources has performed a position review? KH (HR initial) 6/6/2019 Date  
 The Job Description has been updated in Draft? KH (HR initial) 6/6/2019 Date

**Approvals:**

County Administrator  Date 6-6-19  
 Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



**County of Door**  
**FACILITIES & PARKS DEPARTMENT**

County Government Center  
 421 Nebraska Street  
 Sturgeon Bay, WI 54235

---

**Wayne Spritka**  
 Facilities & Parks Director  
 (920) 746-2211  
 Mobil 920-495-2131  
 wspritka@co.door.wi.us

MEMORANDUM

TO: Facilities and Parks Committee, Chairman  
 Administrative Committee, Chairman

FR: Wayne J. Spritka *W. Spritka*  
 Director, Facilities and Parks

SUBJECT: FACILITIES AND PARKS DEPARTMENT ORGANIZATIONAL  
 RESTRUCTURE

DATE: June, 3 2019

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The Organizational Chart enclosed has two fundamental adjustments.

-Development of a Facilities Supervisor -2<sup>nd</sup> shift position

Development of Facilities Supervisor

The Maintenance Department of ten years past has evolved from what was a Department that performed maintenance on less than 150,000 sq/ft of buildings into today's Facilities and Parks Department. The merge of the Department combined over 420,000 sq/ft of facilities, 19 County Parks totaling 948 acres including 12.5 miles of state trails, 7 boat launch facilities, 18 restrooms, 3 "Welcome to Door County" signs, a disc golf course, Horseshoe Bay Cave, and miscellaneous buildings. The Department manages personnel year around on both first and second shift. The second shift has not had a line Supervisor within its organizational structure since Act 10. The proposed restructure would fill that valuable position.

The second shift Facilities Supervisor position is prescribed to be a working supervisor position. The Supervisor is responsible for the day to day problems and is keenly focused on their assigned employee's performance within the facilities division. The overlap of hours from first and second shift will allow a crossover of the first and second shift. They are the first level authority to bridge the gap to other levels of management.

**Draft from the job description: General Summary-** The working supervisor is responsible for assisting in the management of the second shift custodial staff and performing custodial and maintenance activities. Specific responsibilities include: work-scheduling of all shift personnel, establishing work standards in conjunction with the Department Head, conducting site evaluations/audits, overall inventory/equipment usage, budget review and support,

employee evaluations, trouble-shooting/problem solving, orientation/safety training of personnel, customer relations, payroll (time sheets, check distribution) and special project work as requested.

#

CC: County Administrator  
Human Resources Director



## County of Door Facilities Supervisor

<b>Job Title</b>	Facilities Supervisor	<b>Last Revision</b>	05-20-19
<b>Department</b>	Facilities & Parks	<b>HR Reviewed</b>	
<b>Division</b>	Facilities	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Facilities & Parks Director	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>		<b>EEO Code</b>	

### General Summary

This is a Working Supervisor position and is responsible in the management of the second shift custodial staff and performing custodial and maintenance activities. Specific responsibilities include: work-scheduling of all shift personnel, establishing work standards in conjunction with the Department Head, conducting site evaluations/audits, overall inventory/equipment usage, budget review and support, employee evaluations, trouble-shooting/problem solving, orientation/safety training of personnel, customer relations, payroll (time sheets, check distribution) and special project work as requested. Provide truthful and accurate communications. Carry out supervisory responsibilities in accordance with the company's policies and applicable State and Federal laws.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Establishes and administers night shift schedules and other procedures for the regular, ongoing custodial care of all Facilities within the responsibility of the department.
2. Responsible for the overall direction, coordination and evaluation of personnel within the shift and assigned buildings.
3. Supervises and schedules annual project services in support of County managed facilities.
4. Ensures compliance with all department safety rules and practices, including wearing of all required PPE.
5. Provides and facilitates cross-training for staff.
6. Coordinates and assist when necessary with building-usage equipment set-ups for extra-curricular or other departmental activities that depend on Facilities and Parks operations services.
7. Responsible for managing custodial overtime based on operational requirements and maintains accurate attendance reports in order to prepare payroll for custodial staff.
8. Assists when needed to remove snow from sidewalks and driveways and spread salt.
9. Maintains custodial and maintenance records as requested with CMMS program software.
10. Manages event set-ups and services associated with community use of facilities and special event set-ups for community groups.
11. Meets with appropriate individuals to discuss and assign event and evening activities.
12. Assigns custodial and/or maintenance coverage for extra-curricular or events and community use in cooperation with Parks & Facilities Superintendent and Facilities and Parks Director.

#### *General Job Functions*

1. Performs ground maintenance such as, but not limited to, picking up leaves, litter, mowing, trimming, repairs to the driveways and grounds at various facilities as required.
2. Provides performance appraisal input to the Facilities and Parks Director for night shift custodial staff.
3. Performs work quality inspections of custodial routes and trains staff on the best cleaning methods and techniques.
4. Ensures compliance with the proper use of cleaning chemicals, tools, and equipment.
5. Daily, communicates and collaborates with the Parks & Facilities Superintendent and is available

## County of Door Facilities Supervisor

to the maintenance department and custodial department.

6. Assists the Facilities and Parks Director in coordinating, monitoring and recording keeping of County fleet vehicles department vehicles and equipment maintenance, repairs, and care.
7. Assists with custodial supply inventory and evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.
8. Holds a secondary supervisory role in assigning organizational work requests and is proficient in the use of the maintenance management system.
9. Assumes 24-hour on-call responsibilities in the absence of the on call Maintenance Technician.

### Requirements

#### *Training and Experience*

1. High School Diploma or equivalent.
2. Associate Degree in Facilities Management or a related field desired.
3. Five (5) or more years' of responsible work experience; or an equivalent combination of training and experience with minimum three (3) years managerial experience.
4. Current valid Wisconsin driver's license required.

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

1. Knowledge of cleaning techniques, materials, supply and chemical usage, and the operation of manual and power equipment.
2. Ability to stand, walk, push, pull, bend, crouch, lift, reach and stretch throughout the work day.
3. Push, pull, and move items weighing up to 50 pounds, occasionally lifting items weighing approximately 30 pounds.
4. Interpersonal skills to exchange information courteously with staff.
5. A concept of service commitment to fellow employees.
6. Ability to utilize hand held radio and or cell phone to receive and transmit communications.
7. Diverse training skills and successful experience in the management of facilities and resources: capable of training, organizing, communicating, and managing staff and budget responsibilities.
8. Understands and demonstrates the ability to operate machines, tools, and other special equipment and supplies used to perform job duties including but not limited to, hand tools, small power tools, ladder, backpack, and upright vacuum, floor buffer, cleaning and polishing chemicals, wheeled utility cart, and mowing equipment.
9. Ability to work well with professional and tradespeople.
10. Knowledge of HAZMAT regulations and Safety Data Sheets required
11. Experience with ground maintenance including mowing equipment, set-ups, painting, landscaping, custodial work, snow removal, basic construction, and landscaping work.
12. Skilled electrical, plumbing, carpentry, HVAC including HVAC controls and diagnostics, HVAC repairs, and electrical breaker replacement.

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

Portions of time are spent in administrative functions which include but are not limited to talking, listening, using both far and near vision, use hands to finger, handle, feel or operate computer, phone, calculator, etc. and to reach with hands and arms with medium (20-40 lbs.) lifting requirements. Some standing, stooping, walking, and climbing stairs is required. Travel to and within County Facilities may also include kneeling, crouching, crawling, climbing ladders, balancing bending and twisting, reaching feeling and pushing heavy objects. Occasional time maybe spent outdoors in temperatures ranging from extremely cold to warm, humid, weather depending upon the season. Limited exposure to

## County of Door Facilities Supervisor

vibration, noise, fumes, odors, dust, heights, heavy lifting (10-80 lbs.) and exposure to mechanical, electrical, or chemical hazards may be present but can be avoided or minimized with proper safety practices. Approximately 50% of the time worked is spent standing.

Approximately 75% of time worked is spent indoors and 25% of time worked is out of doors. In unusual situations work is performed in extreme cold, extreme heat, in humid conditions, with noise that may require hearing protection, and exposure to vibrations. Hazards include but are not limited to electrical, mechanical, chemical, heights, burns and physical attack, but they are minimized or eliminated by following proper safety procedures.

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

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

*Approvals:*

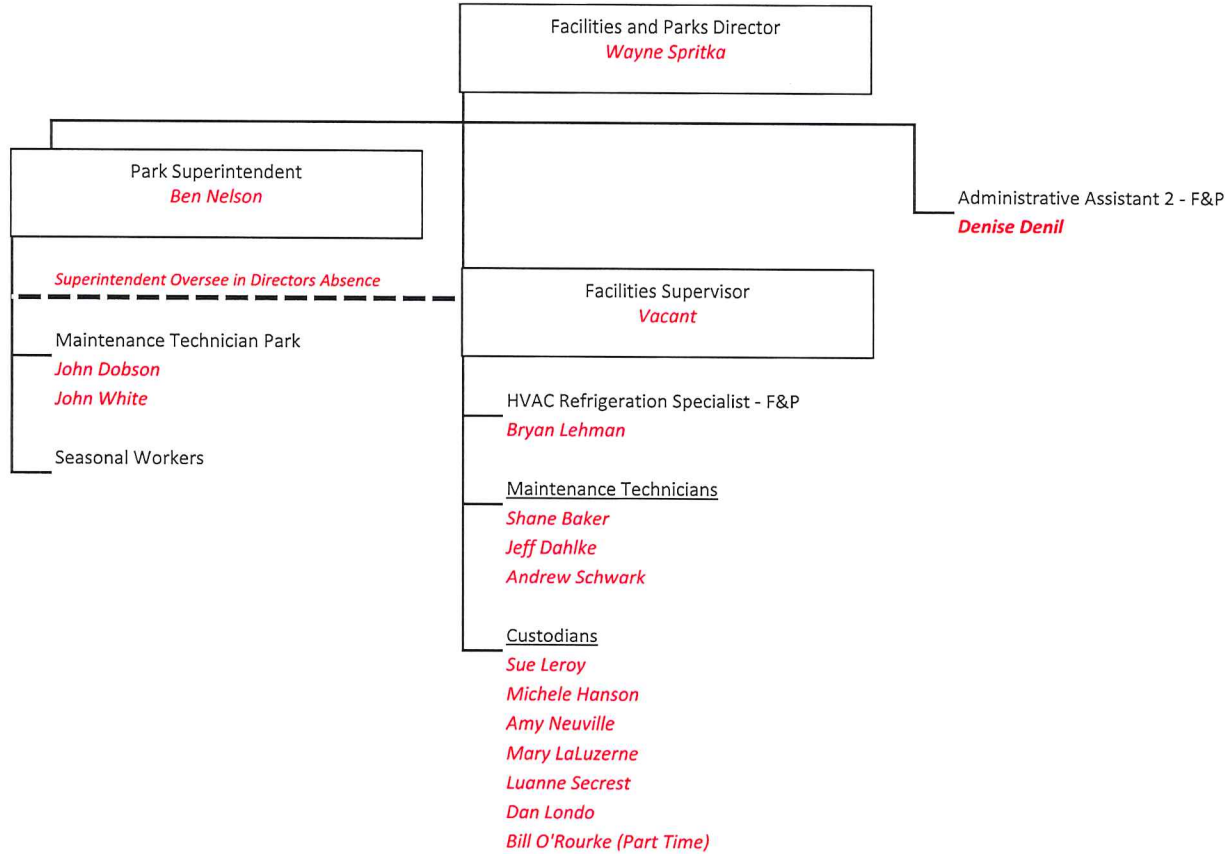
\_\_\_\_\_  
Wayne J. Spritka, Facilities and Parks Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### Proposed Organizational Chart



**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

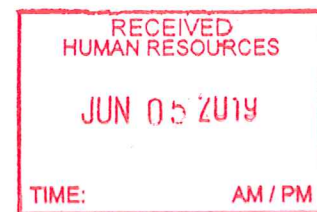
Facilities Supervisor  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Facilities & Parks Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities Supervisor-Grade J-Step 1</b>									
1.00	\$27.00	56,311				33,472			89,783
<b>Custodian - Grade B - Budget</b>									
1.00	\$13.84	28,865				14,571			43,436
Total Salary and Benefit Increase									46,347
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Facilities Supervisor-Grade J-Step CP</b>									
1.00	\$30.86	64,362				34,974			99,336
<b>Custodian - Grade B - Budget</b>									
1.00	\$13.84	28,865				14,571			43,436
Total Salary and Benefit Increase									55,900

\_\_\_\_\_ Dept Head Signature Steve Wimpfend Finance Director  
 \_\_\_\_\_ Date 6/16/15

**Disclaimer: This Fiscal Impact does not include Step 2 \$27.77, Step 3 \$28.55, Step 4 \$29.32, or Step 5 \$30.09.**

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.



May 31, 2019

Human Resource Department  
County Of Door  
421 Nebraska St  
Sturgeon Bay, Wi 54235

Ms. Kelly Hendee.

Please accept this letter as my official notification of my intent to retire from my employment with the County of Door as of July 5, 2019.

My last day of employment will be Friday July 5, 2019.

Sincerely,

*Cathy L Ring*  
Cathy Ring  
3543 Nicolet Drive  
Green Bay, Wi 54311

cc: Rodney Dequaine

May 16, 2019

Mr. Joseph Krebsbach, Director  
Door County Department of Health and Human Services  
421 Nebraska Street  
Sturgeon Bay, WI 54235

Dear Joe,

Please accept this letter as my official resignation as a Case Manager and Service Coordinator for the Door County Department of Health and Human Services as I retire from my county position. My last day of work will be July 16, 2019. I would like to thank you and the many others I have worked with for the incredible opportunity it has been to be part of this great team of people who help the amazing population of people we strive to serve.

While initially working with clients as the Supervising Nurse of the Personal Care Program through the Department of Community Programs, to my current position, I have felt no greater personal satisfaction, or challenge, elsewhere.

The relationships I have developed during this time have been priceless. I so appreciate and value the lessons I have learned here and I am very thankful for the opportunities, mentorship and support I have received. It is my desire to ensure that my records and projects are up to date and ready for a smooth transition.

To you, Beth Chisholm, Cori McFarlane and my other wonderful associates, I extend my very best wishes for the future.

Sincerely,



Gloria A. Schneider, RN, BSN  
Children's Service Coordinator  
Door County Department of Health and Human Services  
421 Nebraska Street  
Sturgeon Bay, WI 54235  
Telephone: (920) 746-5993 Fax: (920) 746-2355



**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  
June 2019 Report

Date	Transaction *	Department	Name		Position
05/14/2019	Resignation	Highway & Airport	Dillan	Zaleski	Seasonal
05/16/2019	Termination	Human Resources	Judy	Klimek	Human Resources Assistant
05/17/2019	Re-hired	ADRC	Connie	Rockwell	LTE Cook
05/28/2019	Resignation	EM & Communication	Marissa	Hallen	Telecommunicator
05/28/2019	Re-hired	Highway & Airport	Luke	Pierre	Seasonal
05/28/2019	Re-hired	Highway & Airport	Trevor	Hawkey	Seasonal
06/06/2019	Re-hired	Highway & Airport	Mike	Witt	Seasonal
06/09/2019	Re-hired	UW Extension	Donna	Henderson	LTE Clerical
06/10/2019	Internal Hire	Health & Human Services	Shannon	Lauder	Administrative Assistant 3
06/10/2019	Hired	Soil & Water	Sage	Tanck	LTE Invasive Species
07/05/2019	Retirement	Child Support	Cathy	Ring	Child Support Specialist
07/16/2019	Retirement	Health & Human Services	Gloria	Schneider	Case Manager Long Term Support

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)



**HUMAN RESOURCES DEPARTMENT  
VOUCHER LISTING: June 2019**

Acct No.	Vendor	Description	Prepaid	Amount
52121	Diversified Benefit Services	Administrative Svs - May	Y	\$ 531.50
54104	Standard & Associates	Security Deputy Testing	Y	\$ 178.43
59109	ERGO	Telecommunicator Test	Y	\$ 245.20
59176	Humana	Wellness Program	Y	\$ 3,830.12
53130	Door County Visitor Bureau	Gift Certificate - retiree	Y	\$ 100.00
54102/54103	Cardmembers services	WACPD Spring Conf. & Training Webinar	Y	\$ 359.00
59119	WI Dept. of Justice	Background checks for May	Y	\$ 10.00
59109	ERGO	Telecommunicator Test	Y	\$ 150.00
52401	ABR Employment Services	Finance Dept. - week ending 5/26/19	Y	\$ 226.44
59120	Employee Resource Center	Case #161657	Y	\$ 420.00
59169	St. Vincent Hospital	Functional Tests for Seasonals	Y	\$ 804.00
54103	Stone Harbor Resort	Lodging - Kyle Gulya (Highway Training)	Y	\$ 103.00

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

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

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

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

Acct No.	Vendor	Description	Amount	Prepaid
52302	FIELDPRINT	SERVICE CONTRACT	\$23.25	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$136.73	
52402	STATE BAR OF WISCONSIN	MEMBERSHIP DUES	\$536.00	
52302	VILLA REAL	SERVICE CONTRACT	\$12.50	
52302	WI DEPT OF JUSTICE	SERVICE CONTRACT	\$84.75	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$65.00	JE
TOTAL:			\$858.23	

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>											
3629 - ERICKSON PRIBYL S.C.	2019-00000176	Court Appointed Attorney Fees	Paid by Check # 665805		05/10/2019	05/10/2019	05/10/2019		05/15/2019	1,184.70	
15303 - NINA MARTEL SC	2019-00000178	Court Appointed GAL Fees	Paid by Check # 665806		05/10/2019	05/10/2019	05/10/2019		05/15/2019	11.67	
									Account <b>52101 - Professional Services</b> Totals	Invoice Transactions 2	<u>\$1,196.37</u>
Account <b>52130 - PS-Guardian Ad Litem</b>											
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000177	Court Appointed Attorney Fees	Paid by Check # 665804		05/10/2019	05/10/2019	05/10/2019		05/15/2019	455.00	
3629 - ERICKSON PRIBYL S.C.	2019-00000176	Court Appointed Attorney Fees	Paid by Check # 665805		05/10/2019	05/10/2019	05/10/2019		05/15/2019	14.00	
15303 - NINA MARTEL SC	2019-00000178	Court Appointed GAL Fees	Paid by Check # 665806		05/10/2019	05/10/2019	05/10/2019		05/15/2019	255.99	
9682 - PINKERT LAW FIRM LLP	2019-00000179	Court Appointed GAL Fees	Paid by Check # 665807		05/10/2019	05/10/2019	05/10/2019		05/15/2019	133.00	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000197	Court Appointed GAL Fees	Paid by Check # 666007		05/22/2019	05/24/2019	05/24/2019		05/23/2019	826.00	
3629 - ERICKSON PRIBYL S.C.	2019-00000199	Court Appointed GAL Fees	Paid by Check # 666010		05/22/2019	05/24/2019	05/24/2019		05/23/2019	231.00	
									Account <b>52130 - PS-Guardian Ad Litem</b> Totals	Invoice Transactions 6	<u>\$1,914.99</u>
Account <b>52301 - Repair &amp; Maintenance</b>											
1967 - CAMERA CORNER	2019-00000201	Service - Courtroom Audio/Hearing Equip	Paid by Check # 666008		05/22/2019	05/24/2019	05/24/2019		05/23/2019	165.00	
									Account <b>52301 - Repair &amp; Maintenance</b> Totals	Invoice Transactions 1	<u>\$165.00</u>
Account <b>52425 - Interpreter Services</b>											
19805 - SPAN WISH, LLC	2019-00000180	Interpreter Fees	Paid by Check # 665808		05/10/2019	05/10/2019	05/10/2019		05/15/2019	36.00	
13733 - SWITS, LLC	2019-00000200	Interpreter Services April Telephonics	Paid by Check # 666011		05/22/2019	05/24/2019	05/24/2019		05/23/2019	61.00	
									Account <b>52425 - Interpreter Services</b> Totals	Invoice Transactions 2	<u>\$97.00</u>
Account <b>54102 - Training Mile,Meals,Lodge</b>											
2930 - CONNIE DEFERE	2019-00000198	D8 Clerks of Court Meeting	Paid by Check # 666009		05/22/2019	05/24/2019	05/24/2019		05/23/2019	48.72	
									Account <b>54102 - Training Mile,Meals,Lodge</b> Totals	Invoice Transactions 1	<u>\$48.72</u>
									Sub-Department <b>1340 - Clerk of Courts</b> Totals	Invoice Transactions 12	<u>\$3,422.08</u>
									Department <b>25 - Court Systems</b> Totals	Invoice Transactions 12	<u>\$3,422.08</u>
									Fund <b>100 - General Fund</b> Totals	Invoice Transactions 12	<u>\$3,422.08</u>
									Grand Totals	Invoice Transactions 12	<u>\$3,422.08</u>

\* = Prior Fiscal Year Activity

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

<b>Fund-Dept-Sub-Acct.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100-44-1114-53106</b>	<b>OFFICE SUPPLIES (FROM HR BUDGET)</b>		
	Complete Office of WI	File Folders	\$157.70
	Staples	Copy Paper	\$41.53
<b>100-14-1107-52101</b>	<b>PROFESSIONAL</b>		
<b>100-14-1107-52105</b>	<b>LITIGATION</b>		
	Door County Sheriff's Department	Civil Service Fee 2014-125	\$65.00
<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>		
	State Bar of WI	Paralegal Annual Membership Dues	\$75.00
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples	Copy Paper	\$41.53
	Grant Thomas	Reimbursement - Office Doorbell	\$29.97
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for April 2019 services)	\$304.32
	State Bar of Wisconsin	WI Public Records & Open Meetings Handbook Ed 6-Rev (FY19)	\$103.80
<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 #5-2019 May	\$470.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for April 2019 services)	\$1,217.28
<b>100-14-1107-55107</b>	<b>LEASED PRINTING</b>		
	Wisconsin Document Imaging	Monthly Usage	\$416.27
		<b>TOTAL:</b>	<b>\$2,922.40</b>

## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS JUNE MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	June 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.54103	Morton Safety	CPR Training Renewal (Offset \$400.00 by Employee partial contribution)	\$850.00	X
100.11.1101.54115	Cardmember Service	Newport Resort Egg Harbor, J-1 Sister City	\$229.00	X
<b>County Administrator Vouchers:</b>				
TOTAL:			\$9,981.25	

# Accounts Payable Invoice Report

G/L Date Range 05/01/19 - 05/31/19  
 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>2019-0000237</b>		Batch Date <b>05/01/2019</b>			Entered by User <b>Barb Pavlik</b>				
Vendor <b>16973 - DOMINION VOTING SYSTEMS, INC</b>									
Sub-Department <b>10 County Clerk</b>									
DVS128210	Cty Clerk - Feb 2019 Election Programming	Paid by Check #665691		05/01/2019	05/01/2019	05/01/2019		05/09/2019	1,250.00
DVS128239	Cty Clerk - April 2019 Election programming	Paid by Check #665691		05/01/2019	05/01/2019	05/01/2019		05/09/2019	6,696.00
Sub-Department <b>10 County Clerk</b> Totals						Invoices	2		0
Vendor <b>16973 - DOMINION VOTING SYSTEMS, INC</b> Totals						Invoices	2		<u>\$7,946.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>10 County Clerk</b>									
3409992531	Cty Clerk - Office Supplies	Paid by Check #665692		05/01/2019	05/01/2019	05/01/2019		05/09/2019	115.92
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals						Invoices	1		<u>\$115.92</u>
Vendor <b>22091 - WISCONSIN COUNTY CLERKS ASSOC</b>									
Sub-Department <b>10 County Clerk</b>									
05012019	Cty Clerk - WCCA Conference	Paid by Check #665693		05/01/2019	05/01/2019	05/01/2019		05/09/2019	125.00
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>22091 - WISCONSIN COUNTY CLERKS ASSOC</b> Totals						Invoices	1		<u>\$125.00</u>
Batch Number <b>2019-0000237</b> Totals						Invoices	4		<u>\$8,186.92</u>
Batch Number <b>2019-0000269</b>									
Batch Date <b>05/21/2019</b>		Entered by User <b>Barb Pavlik</b>							
Vendor <b>14651 - WISCONSIN MEDIA</b>									
Sub-Department <b>10 County Clerk</b>									
0000577472199	CTY CLERK - ADVERTISING	Paid by Check #666016		05/21/2019	05/21/2019	05/21/2019		05/24/2019	640.46
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>14651 - WISCONSIN MEDIA</b> Totals						Invoices	1		<u>\$640.46</u>
Batch Number <b>2019-0000269</b> Totals						Invoices	1		<u>\$640.46</u>
Department <b>10 - County Clerk</b> Totals						Invoices	5		<u>\$8,827.38</u>
<b>10 County Clerk</b>				Grand Totals		Invoices	5		<u><u>\$8,827.38</u></u>

Door County  
*Jennifer Moeller*  
 5/29/19

*N. Hood*  
 5/29/19

# Accounts Payable Invoice Report

G/L Date Range 05/31/19 - 05/31/19  
 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>25 - Court Systems</b>									
Batch Number <b>2019-0000286</b>		Batch Date 05/29/2019			Entered by User Jennifer Moeller				
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1899	transcripts	Edit		05/29/2019	05/31/2019	05/31/2019			86.50
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>6197 - HOLLY M JEWELL</b> Totals							Invoices	1	\$86.50
Vendor <b>20086 - MARSHALL J BALES</b>									
Sub-Department <b>25 Court Systems</b>									
4143	evlauations	Edit		05/29/2019	05/31/2019	05/31/2019			1,260.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>20086 - MARSHALL J BALES</b> Totals							Invoices	1	\$1,260.00
Vendor <b>8710 - MARTINSON LAW OFFICES</b>									
Sub-Department <b>25 Court Systems</b>									
0508	Guardian ad litem fees	Edit		05/29/2019	05/31/2019	05/31/2019			500.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>8710 - MARTINSON LAW OFFICES</b> Totals							Invoices	1	\$500.00
Vendor <b>9682 - PINKERT LAW FIRM LLP</b>									
Sub-Department <b>25 Court Systems</b>									
17141715	Guardian ad Litem fees	Edit		05/29/2019	05/31/2019	05/31/2019			245.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>9682 - PINKERT LAW FIRM LLP</b> Totals							Invoices	1	\$245.00
Vendor <b>7891 - STATE BAR OF WISCONSIN</b>									
Sub-Department <b>25 Court Systems</b>									
2020	2020 Bar Dues	Edit		05/29/2019	05/31/2019	05/31/2019			947.95
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>7891 - STATE BAR OF WISCONSIN</b> Totals							Invoices	1	\$947.95
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b>									
Sub-Department <b>25 Court Systems</b>									
840290122	April 2019 Library Charges	Edit		05/29/2019	05/31/2019	05/31/2019			565.74
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b> Totals							Invoices	1	\$565.74
Batch Number <b>2019-0000286</b> Totals							Invoices	6	\$3,605.19
Department <b>25 - Court Systems</b> Totals							Invoices	6	\$3,605.19
<b>25 Court Systems</b>									
						Grand Totals	Invoices	6	\$3,605.19

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

Acct No.	Vendor	Description	Amount
52408	Patrick Zelzer & Assoc.	Process Service Fees	\$375.00
53106	Staples Advantage	Office Supplies	\$101.06
53109	West Group	Publication	\$18.02
TOTAL:			\$494.08

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**  
**May 31st, 2019 Administrative Committee Meeting**

Acct No.	Vendor	Description	Amount	Prepaid
59106	Door-Tran	Veteran Trip - Meal Reimbursement	\$9.63	x
52206	Cellcom	Monthly Bill	\$136.06	x
53106	Staples	Office Supplies	\$95.99	x
TOTAL:			\$241.68	

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

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

---

David Lienau, Chairman  
Administrative Committee