

Notice of Public Meeting  
**Tuesday, September 17, 2019**  
**2:00 p.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 August 20, 2019 Regular Administrative Committee Meeting, the August 20, 2019 Joint Negotiating and Administrative Committee Meeting, the August 20, 2019 joint Administrative and Finance Committee Meeting, the September 3, 2019 joint Administrative and Finance Committee Meeting, and the September 9, 2019 joint Administrative and Public Safety Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)

◆ **Review and Recommendation re: Administrative Oversight Department Budgets for 2019:**

Child Support	County Clerk	Human Resources
Court Systems District	County Board	Medical Examiner
Attorney County Administrator	Corporation Counsel	Veterans Service Office
	Transportation	

◆ **Corporation Counsel**

- ◆ Wisconsin Open Meetings Law – 'Meeting' of a 'Governmental Body' and Public Notice Requirements
- ◆ Resolution and Intergovernmental Agreement – Conveyance of Real Property to City of Sturgeon Bay for Purposes Related to Affordable & Attainable Housing

◆ **Human Resources**

- ◆ Request to Refill – Soil & Water - Conservationist
- ◆ Request to Refill – Facilities & Parks - Custodian
- ◆ Request to Refill – Highway Department – Highway Worker
- ◆ Request to Refill – Health & Human Services – Behavioral Health Therapist
- ◆ Request to Refill – Health & Human Services (ADRC) – Nutrition Site Manager
- ◆ FYI: Letter of Resignation – Krista Lutzke – Conservationist
- ◆ FYI: Letter of Resignation – Daniel Londo - Custodian
- ◆ FYI: Letter of Retirement – Steven Bley – Highway Worker
- ◆ FYI: Completion of Introductory period - Dixie Jorns
- ◆ FYI: Completion of Introductory period – Blake Luebker
- ◆ FYI: Completion of Introductory period – Jasmine Noel
- ◆ Personnel Transactions

9. **Closed Session**

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

**Reconvene in Open Session**

**Discussion and Decision (if any)**

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

11. **Vouchers, Claims and Bills**

12. **Next Meeting Date(s)**

- Regular Meeting – October, 2019 – 9:00 a.m. tbd

13. **Meeting Per Diem Code**

14. **Adjourn**

*Deviation  
 from  
 order  
 shown  
 may occur*

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

AGENDA Posted \_\_\_\_\_, 2019 by \_\_\_\_\_

**MINUTES**  
**Tuesday, August 20, 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, August 20, 2019 Administrative Committee Meeting was called to order at 10:02 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, Joel Gunnlaugsson, and John Neinas.

Others present: Supervisor Jon Koch, Supervisor David Enigl, Supervisor Randy Halstead, Supervisor Richard Virlee, Supervisor David Englebert, Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, CC Grant Thomas, Human Resources Director Kelly Hendee, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Human Services Director Joe Krebsbach, Incoming Veteran Service Officer Beth Wartella, Emergency Management Director Dan Kane, County Clerk Jill Lau, Media Reps 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 Fisher to approve the agenda. Motion carried by unanimous voice vote.

**Approve Minutes of July 16, 2019 Regular Administrative Committee Meeting**

Motion by Fisher, seconded by Austad to approve the minutes of the July 16, 2019 regular Administrative Committee meeting. Motion carried by unanimous voice vote.

**Correspondence**

- Supervisor Kohout presented a petition from Door County Property Owners, regarding Emergency Services

**Public Comment**

The following persons commented:

- Don Freix, 8305 Quarterline Road, Fish Creek

**Old Business**

**Request for Statement of Qualifications - Emergency Medical Services Program - Information Gathering and Discussion Only, No Action Will Be Taken**

Administrator Pabich presented background. The County is looking to maintain a quality, countywide service in a cost-effective manner. The RFQ was not part of negotiations even though the County was in labor discussions at the time. Pabich presented comparable departments expenses and noted Emergency Services expenses have grown. Capital has also gone up significantly. The County has had a few past studies of the department. Although valuable the studies haven't gone in-depth as to how the County provides the service. A new study would look at how the County can operate or could operate. The goal of the RFQ was not to specifically say the County was privatizing; looking to see if there is optimization to partner, is there potential to privatize? The Administrator is looking at the Emergency Services Department because it is a significant service with future expansion expected. The County needs to look at the future. Pabich noted the service currently operates as a 2-paramedic service with will/is being reviewed. Pabich reviewed each county department that has been studied/reviewed. The County needs to do their due diligence and look at the facts to make sure we are operating in the most efficient way possible. Pabich explained initial interviews with the companies that responded to the RFP have been completed. The next step is to look for proposals. Proposals are expected to be in next week. All proposals will be brought before the Public Safety Committee. Discussion followed. It was noted proposals will include review of billing, review of staffing and schedules. The proposals will include the scope of work and the cost to perform such work. Pabich assured the committee that no costs, other than staff time, have been incurred.

**New Business (Review / Action)**

**County Board**

**Compensation, Mileage and Reimbursement for Other Expenses - County Board Members**

Information included in the meeting packet was reviewed. Each supervisor would be allocated up to \$1,500 annually for expenses actually incurred and related to conference/training registrations, meals, and lodging. This can be brought

forward now or to the Annual Meeting in November. Must be reaffirmed at the Annual Meeting if brought to County Board now.

Motion by Kohout, seconded by Robillard to approve the change and send on to County Board. Motion carried by unanimous voice vote.

## **Administrator**

### **Transportation Program**

#### **Transportation Draft Budget**

Information included in the meeting packet was reviewed. Net impact \$185,236 in addition there is a 25% match for the 85.21 program (ADRC bus) which results in a net 2020 budget impact of \$205,750.

#### **Transportation Door 2 Door and ADRC Bus Rates**

Health & Human Services Director Joe Krebsbach presented a PowerPoint regarding the 2020 rates and fees. Krebsbach reviewed the funding sources. Next steps are to hire a manager, review/secure RFP bids followed by Board approval, determine 2020 fare structure, write 53.11 funding grant and hold public hearings.

Motion by Gunnlaugsson, seconded by Austad to adjust the rates to \$4.00 for Door 2 Door and \$2.00 for ADRC Bus System. Motion carried by unanimous voice vote.

## **County Benefit Survey**

Administrator Pabich asked for thoughts on conducting a survey to gauge employees on their thoughts on overall county benefits with feedback for potential improvements.

**FYI: Out-of-State Training: Kevin Seng, SWCD, Conservation Planning Boot Camp, Sept. 10-26, 2019, Lincoln, NE**  
FYI/reviewed.

## **Corporation Counsel**

### **Human Health Hazards (§ 254.59, Wis. Stats.) – Investigation and Control (Prevent, Abate or Remove)**

#### **“County v. Gray” – Door County Case No. 2019-CV-103**

CC Thomas explained the County is in court with this case. A resolution will be moving forward from Finance to authorize funds to clean up the property.

### **Agricultural Performance Standards, Prohibitions, Conservation Practices and Technical Standards**

#### **“County v. Jacobs”- Door County Case # 2019-CV-97**

Commenced in July 2019; in very early stages of litigation. Issues with manure handling and storage. Property is in the Town of Forestville.

#### **“County v. Peot” – Door County Case # 2016-CVC-112**

Commenced in June 2016. Yesterday an order was entered for the owner and operator to stop all livestock operations immediately. Operation is located in the Town of Sevastopol.

## **Community Acknowledgment Forms - LOMR-F**

There is a request for a map revision based on fill. Related to Federal Flood Insurance Rate Maps. Related to removing properties from flood designation. County has been reluctant to remove properties. Any calls related to this topic can be referred to CC Thomas or Land Use Services Director Goode.

## **§ 59.11, Wis. Stats Annual Meeting**

Refers to the November County Board Meeting where changes to Rules of Order can be made.

## **Human Resources**

### **Emergency Management and Communications**

#### **Request to add (2) two Telecommunicator Positions**

A memo from Dan Kane was included in the meeting packet and was reviewed. Approving now and adding in now speeds up the recruitment process.

Motion by Gunnlaugsson, seconded by Kohout to approve the addition of two Telecommunicator positions. Motion carried by unanimous voice vote.

#### **Request to change Telecommunicator Supervisor (0.5) to Full time (1.0)**

This position is currently held by Carrie Gossen.

Motion by Kohout, seconded by Gunnlaugsson to approve the change of the Telecommunicator Supervisor from .5 to 1.0 FTE. Motion carried by unanimous voice vote.

#### **Request to provide Telecommunicator Bonus**

The request is to provide the current employees a bonus for their extra efforts to pick up extra hours and missed vacations due to staff shortages. Administrator Pabich noted the department is down four staff members. There are no options to take shifts; employees are being forced to work additional hours and shifts and to forgo vacation time/time-off. This is a one-time bonus to current Telecommunicators.

Motion by Gunnlaugsson, seconded by Robillard to approve the Telecommunicator bonus. Motion carried by unanimous voice vote.

#### **Request to provide Telecommunicator Sign on Incentive**

HR Director Hendee explained this has been used where recruitment has been difficult. The incentive would not be paid out until the new employee has completed their introductory period.

Motion by Gunnlaugsson, seconded by Kohout to approve the sign on incentive for Telecommunicators for the six vacant positions. Motion carried by voice vote with Supervisor Neinas voting no.

#### **Request to Refill: Telecommunicator (Beilke)**

Motion by Austad, seconded by Gunnlaugsson to approve the request to refill the Telecommunicator position. Motion carried by unanimous voice vote.

#### **Request to Fill: Transportation Manager (new position)**

Motion by Austad, seconded by Gunnlaugsson to approve the request to fill the Transportation Manager position. Motion carried by unanimous voice vote.

#### **Request to Refill: Library Page**

Motion by Kohout, seconded by Robillard to approve the request to refill the Library Page position. Motion carried by unanimous voice vote.

#### **FYI: Resignation of: Telecommunicator - Pam Beilke**

#### **FYI: Completion of Introductory Period – Mary Simac**

#### **FYI: Completion of Introductory – Robin Lambrecht**

#### **FYI: Completion of Introductory – Lorraine Fahrenkrug**

Reviewed.

#### **Personnel Transactions**

Reviewed.

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

- Fair Board Meeting Postings

#### **Vouchers, Claims and Bills**

Reviewed.

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

Regular Administrative Committee Meeting – September 17, 2019 – 9:00 a.m.

#### **Meeting Per Diem Code**

280.

#### **Adjourn**

Motion by Austad, seconded by Robillard to adjourn. Time: 11:54 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



<b>MINUTES</b> <b>Tuesday, August 20, 2019</b>	<b>JOINT  NEGOTIATING COMMITTEE  &amp;  ADMINISTRATIVE  COMMITTEE  MEETING</b>	<i>Door County Government Center  Chambers Room, 1st floor  421 Nebraska Street, Sturgeon Bay, WI</i>

### **Call to Order**

The Tuesday, August 20, 2019 Negotiating Committee meeting was called to order at 9:04 a.m. by Administrative Committee Chairman David Lienau at the Door County Government Center.

### **Roll Call (Establish a Quorum)**

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

Negotiating Members present: David Englebert, Joel Gunnlaugsson, Laura Vlies Wotachek, and Megan Lundahl.

Others present: Supervisor Jon Koch, Supervisor David Enigl, Supervisor Randy Halstead, Administrator Ken Pabich, CC Grant Thomas, Human Resources Director Kelly Hendee, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Human Services Director Joe Krebsbach, Incoming Veteran Service Officer Beth Wartella, County Clerk Jill Lau, Media Reps 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 adopt the agenda. Motion carried by unanimous voice vote.

### **Approve Minutes of the June 25, 2019 Negotiating Committee Meeting**

Motion by Englebert, seconded by Vlies Wotachek to approve the minutes of the June 25, 2019 Negotiating Committee Meeting. Motion carried by unanimous voice vote.

### **Review and Decision - Tentative Collective Bargaining Agreement Reached with the Door County Emergency Services IAFF Local 4982**

CC Thomas reviewed information included in the meeting packet specific to the bargaining agreement. A three-year contract, beginning in 2019 and thru 2021, was negotiated. Thomas reviewed the significant changes which included changes to vacation accruals, holiday pay, payout, leave of absence, overtime and training time, WRS contribution, health insurance, longevity, formation of a joint management and union task force, and wages.

Motion by Kohout, seconded by Robillard to approve the Collective Bargaining Agreement and resolution included in the packet and send on to county board. Motion carried by unanimous voice vote.

### **Meeting Per Diem Code**

820.

### **Adjourn**

Motion by Robillard, seconded by Vlies Wotachek to adjourn. Time: 9:19 a.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

<b>MINUTES</b> <b>Tuesday, August 20, 2019</b>	<b>JOINT ADMINISTRATIVE COMMITTEE &amp; FINANCE COMMITTEE MEETING</b>	<i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i>
<i>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</i>		

### **Call Meeting to Order**

The Tuesday, August 20, 2019 joint meeting of the Administrative Committee and Finance Committee was called to order by Chairman David Lienau at 9:22 a.m.

### **Establish a Quorum ~ Roll Call**

Administrative Committee members present: Dan Austad, John Neinas, Joel Gunnlaugsson, Ken Fisher, Nancy Robillard, Susan Kohout, and David Lienau.

Finance Committee members present: Nancy Robillard, Laura Vlies Wotachek, Susan Kohout, David Englebert, Richard Virlee, and David Enigl.

Others present: Supervisor Jon Koch, Supervisor David Enigl, Supervisor Randy Halstead, Administrator Ken Pabich, CC Grant Thomas, Human Resources Director Kelly Hendee, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Human Services Director Joe Krebsbach, Incoming Veteran Service Officer Beth Wartella, County Clerk Jill Lau, Media Reps and Public.

### **Adopt Agenda / Properly Noticed**

Motion by Enigl, seconded by Englebert to approve the agenda. Motion carried by unanimous voice vote.

### **Public Comment**

No one from the public participated.

### **New Business (Review / Action)**

#### **New Position(s), PT Pay Rates; Reclass and Increase and Decrease of Hours per Position Request for 2020 – Recommendation**

Administrator Pabich reviewed the requests as outlined and included in the meeting packet. Today's meeting is for input not action.

#### **Emergency Management & Communications:**

.5 FTE Tele Communicator Supervisor to 1.0 FTE.

#### **Health & Human Services:**

1 FTE Case Manager – Treatment Coordinator; existing LTE position in 2019 funded 50% by grants, 50% by increase revenues in jail. The position is necessary to continue with case management in the Jail (Operation Fresh Start) and juvenile treatment.

1.0 FTE Administrative Assistant 3 – changed in 2019 – eliminated the Administrative Supervisor position and replaced with the Administrative III position.

#### **Facilities & Parks:**

1.0 FTE Facilities Supervisor – changed in 2019 – eliminated one Custodian position working Supervisory position.

#### **Library:**

1.0 FTE Museum & Archives Manager and .5 FTE Museum & Archives Assistant Archivist.

**Sheriff:**

3 FTE School Resource Officers – added in 2019. Funded 80% by the individual schools and 20% by the County.

**Transportation:**

.8 FTE Transportation Manager – position is needed to manage the Door 2 Door service.

**Part time pay rates:**

**Emergency Services:**

Paramedic Replacement from \$14.50 to \$15.50 per hour

EMT Basic from \$7.25/\$11.50 to \$13.00 per hour

**Highway & Parks Seasonal:**

Seasonal Class I increase \$1.75

Seasonal Class II increase \$1.00

Seasonal Class III increase \$.25

**Museum:**

Museum Director increase \$1.75 to \$15.00

Assistant Curator – PT – increase \$1.50 to \$14.00

Total fiscal impact on 2020 budget minus revenues or department changes \$521,757.

An additional position may be requested for Human Services dependent upon the allocation anticipated from the State.

Question regarding EMT Basic and Advanced EMT and pay rates for each. ES Director LeClair will review with Administrator Pabich.

Discussion regarding reducing other areas to compensate for the additional requested positions. At this point, as the budget comes together, it is unknown if all requests will be recommended by Administrator Pabich.

Pabich will work through finalizing all requests as he looks at both this year and future years budgets.

Discussion regarding the need to analyze departments future staffing needs.

**Meeting Per Diem Code**

028.

**Adjourn**

Motion by Vlies Wotachek, seconded by Englebert to adjourn. Time: 9:50 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, Door County Clerk

<p style="text-align: center;"><b>MINUTES</b> Tuesday, September 3, 2018</p>	<p style="text-align: center;"><b>JOINT ADMINISTRATIVE COMMITTEE &amp; FINANCE COMMITTEE MEETING</b></p>	<p style="text-align: center;"><i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i></p>
<p style="text-align: center;"><small>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</small></p>		

### **Call Meeting to Order**

The September 3, 2019 joint Administrative and Finance Committee meeting was called to order at 1:00 p.m. by Administrative Chairman David Lienau.

### **Establish a Quorum ~ Roll Call**

Administrative Committee members present: Dan Austad, John Neinas, Joel Gunnlaugsson, Ken Fisher, Nancy Robillard, Susan Kohout, and David Lienau.

Finance Committee members present: Nancy Robillard, Laura Vlies Wotachek, Susan Kohout, David Englebert, and Richard Virlee. David Enigl was absent

Others present: Administrator Ken Pabich, CC Grant Thomas, Human Resources Director Kelly Hendee, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Human Services Director Joe Krebsbach, Clerk Jill Lau, Media Reps and Public.

### **Adopt Agenda / Properly Noticed**

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

### **Public Comment**

No one from the public commented.

### **New Business (Review / Action)**

#### **Discussion on the Draft 2020 Budget**

Administrator Pabich reviewed the 2020 levy limit calculation with and without new positions. Review of the 2020 proposed budget with comparison years. Review of 5-year budget model.

#### **Resolution 2019- New Position(s), PT Pay Rates; Reclass and Increase / Decrease of Hours per Position for 2019 & 2020 – Recommendation**

Administrator Pabich reviewed the proposed 2019 and 2020 positions. Discussion and review of previously suggested and potential shared services with Kewaunee County. Pabich noted all recommended positions have been reviewed. It was also noted that should future funding change in Human Services positions adjustments will need to be made.

Motion by Kohout, seconded by Robillard to approve the recommendation to hire two telecommunicators in 2019 with an October start date. Motion carried by unanimous voice vote of the Finance Committee.

Motion by Fisher, seconded by Gunnlaugsson to approve the resolution and forward it on to County Board. Motion carried by unanimous voice vote.

### **Meeting Per Diem Code**

939.

### **Adjourn**

Motion by Englebert, seconded by Fisher to adjourn. Time: 2:09 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, Door County Clerk

<b>MEETING</b> <b>Monday, September 9, 2019</b>	<b>JOINT  ADMINISTRATIVE  COMMITTEE  &amp;  PUBLIC SAFETY COMMITTEE  MEETING</b>	<i>Door County Justice Center  Multi-Purpose Room, 1<sup>st</sup> Floor  1201 South Duluth Ave, Sturgeon Bay, WI</i>
<i>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</i>		

### Call Meeting to Order

The September 9, 2019 joint Administrative & Public Safety Committee Meeting was called to order at 11:00 a.m. by Administrative Committee Chairman David Lienau.

### Establish a Quorum ~ Roll Call

Administrative Committee members present: Dan Austad, John Neinas, Joel Gunnlaugsson, Ken Fisher, Nancy Robillard, Susan Kohout, and David Lienau.

Public Safety members present: Joel Gunnlaugsson, Jon Koch, David Englebert, Roy Englebert, and Linda Wait. Megan Lundahl was absent.

Others present: Administrator Ken Pabich, CC Grant Thomas, ES Director Aaron LeClair, Sheriff Tammy Sternard, Chief Deputy Pat McCarty, County Clerk Jill Lau, Media, and Public.

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

### Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Koch to adopt the agenda. Motion carried by unanimous voice vote.

### Public Comment

The following persons commented:

- Greg Diltz
- Lou Small, Washington Island

### New Business (Review / Action)

#### Request for Statement of Qualifications-Emergency Medical Services Program

#### Review, Discussion & Decision Re: American Medical Response's Proposed 'Consulting Services Agreement', 'Data Request' & 'Mutual Confidentiality Agreement'

Administrator Pabich noted key points: the County is looking at maintaining the quality of service; the service will remain county-wide; the County is trying to make the service as cost effective as possible. Pabich explained that the RFQ was brought forward while negotiations were on-going but the RFQ was not tied to negotiations. Labor is highest cost in the department. Pabich reviewed yearly budgets and capital expenses. The Administrative Committee looked at a goal of building a public/private partnership while looking at services. Pabich noted the reason for reviewing the department is because the department is a significant cost center and the service is an important service to the county. Pabich noted inconsistent advice has been provided regarding staffing and service. Supervisor Koch reviewed email correspondence he had received from Mr. Jonathan Lockhart, EMS Section Chief, State of Wisconsin, regarding staffing and level of service. Administrator Pabich reviewed the departments that have reviewed and studied in the past including Real Property, Register of Deeds, Planning, County Treasurer, Airport, Parks, Highway, and Building & Grounds.

Pabich reviewed the items that would be included in the study by AMR – salary range, billing processes, cost of supplies, and long-term needs/call volume. It was noted the contract has been settled and salaries are in place through 2021. ES Director LeClair reviewed the current billing processes and noted the strides that have been made over the past few years with billing. Discussion followed. It was suggested any study of the department be done internally. Discussion regarding long range plans and additional locations.

Motion by Austad, seconded by Koch to not enter into an agreement to perform the study. Motion carried by roll call vote with 10 Members voting Yes; 1 Member voting No – Lienau; 1 Member absent – Lundahl.

### Meeting Per Diem Code

909.

### Adjourn

Motion by Koch, seconded by Robillard to adjourn. Time: 11:54 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 27 - Child Support						
43408	St Aid Child Support	358,514.00	358,514.00	101,876.72	256,637.00	418,232.00
43412	St Aid CS Incentive	40,500.00	40,500.00	.00	39,706.00	39,700.00
46551	Child Support Lab Fees	800.00	800.00	600.89	300.00	800.00
48516	Indirect Costs	80,237.00	79,178.38	39,589.20	39,589.00	79,178.00
Department 27 - Child Support Totals		\$480,051.00	\$478,992.38	\$142,066.81	\$336,232.00	\$537,910.00
REVENUE TOTALS		\$480,051.00	\$478,992.38	\$142,066.81	\$336,232.00	\$537,910.00
EXPENSE						
Department 27 - Child Support						
Sub-Department 1302 - Child Support						
51101	Salary & Wages	284,156.00	284,156.00	110,280.77	153,001.00	293,020.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	17,002.43	.00	.00
R						
51101.320P	S&W Holiday Holiday	.00	.00	2,187.20	.00	.00
R						
51101.390P	S&W Personal Personal	.00	.00	918.00	.00	.00
R						
51101.395P	S&W Administrative Administrative	.00	.00	765.76	.00	.00
R						
51102	Salary & Wages Part Time	18,301.00	18,301.00	7,974.69	10,326.00	18,854.00
51104	Overtime	.00	.00	14.52	.00	.00
51201	Social Security	23,138.00	23,138.00	10,002.25	13,135.00	23,859.00
51202	Retirement	18,612.00	18,612.00	8,591.62	10,020.00	19,779.00
51203	Dental Insurance	5,623.00	5,623.00	2,811.96	2,811.00	5,623.00
51204	Health Insurance	95,471.00	95,471.00	49,037.28	46,433.00	95,471.00
51205	Life Insurance	218.00	218.00	111.12	106.00	222.00
51206	Workers Compensation	635.00	635.00	280.52	354.00	625.00
52103	Independent Audit/Account	700.00	700.00	263.00	437.00	700.00
52206	Telephone	700.00	700.00	409.74	290.00	700.00
52302	Service Contracts	3,200.00	3,200.00	689.21	1,700.00	3,200.00
52402	Membership Dues	800.00	800.00	1,694.90	.00	800.00
52412	Paternity Blood Tests	500.00	500.00	184.00	300.00	500.00
52421	Birth Certificates PA	.00	.00	(30.00)	.00	.00
53102	Postage	3,500.00	3,500.00	1,225.53	2,200.00	3,500.00
53106	Office Supplies	3,000.00	3,000.00	305.92	2,700.00	3,000.00



Door County

**Budget Worksheet Report**

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 27 - Child Support						
Sub-Department 1302 - Child Support						
53109	Publication&Subscription	500.00	500.00	351.55	150.00	500.00
53140	Gasoline, Oil & Antifreez	.00	.00	79.57	.00	.00
54101	Conference Fees & Trainin	700.00	700.00	80.00	620.00	900.00
54102	Training Mile,Meals,Lodge	3,500.00	3,500.00	1,797.07	2,500.00	4,000.00
54102.0421 1	Taxable Meals Taxable Meals	.00	.00	27.42	.00	.00
55105	Family Crt Comm Chges	1,000.00	1,000.00	155.24	350.00	1,000.00
55107	Leased Copying	.00	.00	(3.02)	.00	.00
55108	Clerk of Courts Charges	15,000.00	15,000.00	4,598.64	6,000.00	12,000.00
55114	District Attorney Chrges	500.00	500.00	18.00	75.00	500.00
55310	Indirect Costs	80,237.00	79,178.38	39,589.20	39,589.00	79,178.00
Sub-Department 1302 - Child Support Totals		\$559,991.00	\$558,932.38	\$261,414.09	\$293,097.00	\$567,931.00
Department 27 - Child Support Totals		\$559,991.00	\$558,932.38	\$261,414.09	\$293,097.00	\$567,931.00
EXPENSE TOTALS		\$559,991.00	\$558,932.38	\$261,414.09	\$293,097.00	\$567,931.00
Fund 100 - General Fund Totals						
REVENUE TOTALS		\$480,051.00	\$478,992.38	\$142,066.81	\$336,232.00	\$537,910.00
EXPENSE TOTALS		\$559,991.00	\$558,932.38	\$261,414.09	\$293,097.00	\$567,931.00
Fund 100 - General Fund Totals		(\$79,940.00)	(\$79,940.00)	(\$119,347.28)	\$43,135.00	(\$30,021.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$480,051.00	\$478,992.38	\$142,066.81	\$336,232.00	\$537,910.00
EXPENSE GRAND TOTALS		\$559,991.00	\$558,932.38	\$261,414.09	\$293,097.00	\$567,931.00
Net Grand Totals		(\$79,940.00)	(\$79,940.00)	(\$119,347.28)	\$43,135.00	(\$30,021.00)

Door County

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 25 - Court Systems						
43251	St Aid Courts	126,800.00	126,800.00	66,978.15	63,336.00	126,700.00
43252	St Aid Guardian Ad Litem	27,500.00	27,500.00	.00	4,023.00	32,057.00
45101	Co Share State Fines COC	50,000.00	50,000.00	19,608.27	25,000.00	45,000.00
45105	Co Ordin.Forfeitures COC	64,000.00	64,000.00	27,552.94	32,000.00	64,000.00
46112	Copy Revenue	4,800.00	4,800.00	1,829.75	2,000.00	4,500.00
46116	Child Support Revenues	8,400.00	8,400.00	4,598.64	4,000.00	12,000.00
46118	GAL Recoup COC	48,000.00	48,000.00	16,144.32	18,000.00	48,000.00
Comments						
Level		Comment				
Dept Requested		increase in charges \$70-\$100 = increase in collections				
46118.1310	GAL Recoup Cir Crt Reg Pr GAL Cir Crt Reg Probate	3,000.00	3,000.00	4,309.00	1,000.00	3,500.00
46119	Atty Fees Recoup-COC	22,000.00	22,000.00	12,160.69	10,000.00	32,000.00
Comments						
Level		Comment				
Dept Requested		increase in charges \$70-\$100 = increase in collections				
46121	Register of Probate Fees	10,000.00	10,000.00	2,415.09	5,200.00	10,000.00
46122	Clk of Ct Fees & Cost	80,000.00	80,000.00	29,959.95	45,000.00	75,000.00
46146	CS Rev-Fam Crt-Cir Crt	1,000.00	1,000.00	155.24	150.00	500.00
46159	Surplus Funds - COC	.00	.00	6,295.36	.00	.00
47102	Interpretor Serv Reimb	3,800.00	3,800.00	.00	3,610.00	5,500.00
48125	Interest-Miscellaneous	2,000.00	2,000.00	782.32	550.00	1,500.00
49124	Prior Yr Revenues	.00	.00	(933.18)	.00	.00
Department 25 - Court Systems Totals		\$451,300.00	\$451,300.00	\$191,856.54	\$213,869.00	\$460,257.00
REVENUE TOTALS		\$451,300.00	\$451,300.00	\$191,856.54	\$213,869.00	\$460,257.00
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1303 - Family Court Commissioner						
52402	Membership Dues	720.00	720.00	922.57	.00	720.00
54101	Conference Fees & Trainin	200.00	200.00	.00	.00	100.00
54102	Training Mile,Meals,Lodge	400.00	400.00	.00	.00	200.00
55301	S& W Allocation	10,000.00	10,000.00	4,095.75	5,000.00	9,000.00

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100	General Fund					
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1303 - Family Court Commissioner		\$11,320.00	\$11,320.00	\$5,018.32	\$5,000.00	\$10,020.00
Totals						
Sub-Department 1310 - Circuit Court Judge						
51101	Salary & Wages	170,519.00	170,519.00	66,789.91	103,729.00	178,236.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	6,829.57	.00	.00
R						
51101.310P	S&W Sick/EUSL Sick	.00	.00	2,782.00	.00	.00
R						
51101.320P	S&W Holiday Holiday	.00	.00	1,325.28	.00	.00
R						
51101.330P	S&W Comp Taken Comp Taken	.00	.00	11.44	.00	.00
R						
51101.380P	S&W Trng/Meetng Trng/Meetng	.00	.00	280.28	.00	.00
R						
51101.390P	S&W Personal Personal	.00	.00	305.28	.00	.00
R						
51101.395P	S&W Administrative Administrative	.00	.00	1,373.76	.00	.00
R						
51102	Salary & Wages Part Time	16,841.00	16,841.00	8,252.98	8,588.00	17,821.00
51104	Overtime	.00	.00	17.11	.00	.00
51201	Social Security	14,334.00	14,334.00	6,246.91	8,087.00	14,998.00
51202	Retirement	11,170.00	11,170.00	5,221.28	5,948.00	12,030.00
51203	Dental Insurance	2,300.00	2,300.00	1,533.72	766.00	2,300.00
51204	Health Insurance	39,056.00	39,056.00	26,956.44	12,099.00	39,056.00
51205	Life Insurance	95.00	95.00	48.48	46.00	97.00
51206	Workers Compensation	394.00	394.00	177.26	216.00	392.00
52101	Professional Services	17,000.00	17,000.00	13,937.00	8,000.00	20,000.00
52130	PS-Guardian Ad Litem	20,000.00	20,000.00	8,902.21	11,000.00	25,000.00
52206	Telephone	1,200.00	1,200.00	446.39	600.00	1,000.00
52301	Repair & Maintenance	1,000.00	1,000.00	.00	1,000.00	1,000.00
52402	Membership Dues	700.00	700.00	789.58	.00	600.00
52406	Reporter & Transcriber Fe	6,000.00	6,000.00	3,173.00	3,000.00	6,000.00
52462	Notary Bond Renewal	30.00	30.00	.00	30.00	30.00
53102	Postage	3,500.00	3,500.00	972.92	1,000.00	3,000.00
53104	Law Library	6,500.00	6,500.00	3,834.65	3,400.00	7,500.00
53106	Office Supplies	3,500.00	3,500.00	1,537.47	1,800.00	3,500.00

Door County

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1310 - Circuit Court Judge						
53140	Gasoline, Oil & Antifreez	150.00	150.00	11.62	50.00	150.00
54101	Conference Fees & Trainin	200.00	200.00	250.00	50.00	200.00
54102	Training Mile,Meals,Lodge	450.00	450.00	314.63	200.00	450.00
55106	Printing	200.00	200.00	.00	200.00	200.00
55107	Leased Copying	1,900.00	1,900.00	833.45	1,000.00	1,900.00
55301	S& W Allocation	(10,000.00)	(10,000.00)	(4,095.75)	(4,000.00)	(9,000.00)
Sub-Department 1310 - Circuit Court Judge Totals		\$307,039.00	\$307,039.00	\$159,058.87	\$166,809.00	\$326,460.00
Sub-Department 1340 - Clerk of Courts						
51101	Salary & Wages	293,511.00	293,511.00	124,282.86	169,228.00	305,266.00
51101.300P R	S&W Vac/PTO Vacation	.00	.00	12,004.82	.00	.00
51101.310P R	S&W Sick/EUSL Sick	.00	.00	1,647.36	.00	.00
51101.320P R	S&W Holiday Holiday	.00	.00	1,770.32	.00	.00
51101.390P R	S&W Personal Personal	.00	.00	299.80	.00	.00
51104	Overtime	400.00	400.00	.00	200.00	400.00
51201	Social Security	22,486.00	22,486.00	10,089.96	12,396.00	23,384.00
51202	Retirement	19,252.00	19,252.00	9,170.30	10,082.00	20,632.00
51203	Dental Insurance	6,134.00	6,134.00	3,067.44	3,067.00	6,134.00
51204	Health Insurance	104,150.00	104,150.00	53,912.88	53,913.00	104,150.00
51205	Life Insurance	95.00	95.00	62.16	33.00	124.00
51206	Workers Compensation	619.00	619.00	283.49	368.00	611.00
52101	Professional Services	20,000.00	20,000.00	5,799.46	18,000.00	35,000.00
Comments						
Level		Comment				
Dept Requested		Last 5 yr average plus 43% increase - Atty fee increase starting Jan 2020 from \$70/hr to \$100/hr				
52130	PS-Guardian Ad Litem	48,000.00	48,000.00	9,426.66	20,000.00	48,000.00
Comments						
Level		Comment				
Dept Requested		took average and rounded down as the last 2 years have been dropping then added the 43% increase.				
52155	PS-Psychiatric Evals	12,000.00	12,000.00	1,300.00	9,000.00	12,000.00

Door County

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1340 - Clerk of Courts						
52206	Telephone	540.00	540.00	285.82	255.00	600.00
52301	Repair & Maintenance	100.00	100.00	165.00	60.00	200.00
52402	Membership Dues	225.00	225.00	125.00	100.00	225.00
52406	Reporter & Transcriber Fe	200.00	200.00	95.50	100.00	200.00
52425	Interpretor Services	6,000.00	6,000.00	3,560.79	2,600.00	7,000.00
52462	Notary Bond Renewal	100.00	100.00	.00	50.00	60.00
53102	Postage	4,800.00	4,800.00	2,194.84	2,600.00	4,800.00
53106	Office Supplies	4,100.00	4,100.00	1,460.73	2,640.00	4,200.00
53140	Gasoline, Oil & Antifreez	320.00	320.00	.00	170.00	235.00
54101	Conference Fees & Trainin	170.00	170.00	85.00	85.00	170.00
54102	Training Mile,Meals,Lodge	779.00	779.00	716.20	218.00	1,067.00
54102.0421 1	Taxable Meals Taxable Meals	40.00	40.00	9.40	10.00	40.00
55101.100	IS Chgs-General Fd General Fund	500.00	500.00	.00	250.00	500.00
55107	Leased Copying	4,000.00	4,000.00	1,223.43	2,000.00	3,900.00
Sub-Department 1340 - Clerk of Courts Totals		\$548,521.00	\$548,521.00	\$243,039.22	\$307,425.00	\$578,898.00
Sub-Department 1341 - Jury Trials Expense						
51102	Salary & Wages Part Time	1,925.00	1,925.00	940.50	815.00	3,685.00
Comments						
Level		Comment				
Dept Requested		135 hrs regular & 200 hrs/20 day trial @\$11/hr				
51201	Social Security	147.00	147.00	71.96	.00	282.00
51206	Workers Compensation	4.00	4.00	1.89	.00	7.00
52407	Jury Fees	32,400.00	32,400.00	5,866.94	7,825.00	37,600.00
Comments						
Level		Comment				
Dept Requested		*extra 20 days plus a selection day				
53101	Other Materials & Supplie	720.00	720.00	96.78	215.00	5,205.00
Comments						
Level		Comment				
Dept Requested		extra trial 15 jurors at \$15/day				

Door County

**Budget Worksheet Report**  
Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100 - General Fund						
	EXPENSE					
	Department 25 - Court Systems					
	Sub-Department 1341 - Jury Trials Expense					
53102	Postage	1,380.00	1,380.00	634.00	538.00	1,600.00
	Sub-Department 1341 - Jury Trials Expense Totals	\$36,576.00	\$36,576.00	\$7,612.07	\$9,393.00	\$48,379.00
	Department 25 - Court Systems Totals	\$903,456.00	\$903,456.00	\$414,728.48	\$488,627.00	\$963,757.00
	EXPENSE TOTALS	\$903,456.00	\$903,456.00	\$414,728.48	\$488,627.00	\$963,757.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$451,300.00	\$451,300.00	\$191,856.54	\$213,869.00	\$460,257.00
	EXPENSE TOTALS	\$903,456.00	\$903,456.00	\$414,728.48	\$488,627.00	\$963,757.00
	Fund 100 - General Fund Totals	(\$452,156.00)	(\$452,156.00)	(\$222,871.94)	(\$274,758.00)	(\$503,500.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$451,300.00	\$451,300.00	\$191,856.54	\$213,869.00	\$460,257.00
	EXPENSE GRAND TOTALS	\$903,456.00	\$903,456.00	\$414,728.48	\$488,627.00	\$963,757.00
	Net Grand Totals	(\$452,156.00)	(\$452,156.00)	(\$222,871.94)	(\$274,758.00)	(\$503,500.00)



## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 26 - District Attorney						
43255	St Aid Victim/Witness	37,000.00	37,000.00	.00	18,379.00	37,000.00
43257	ICAC Grant	1,000.00	1,000.00	.00	.00	.00
46112	Copy Revenue	9,000.00	9,000.00	9,079.34	5,287.00	10,000.00
46116	Child Support Revenues	300.00	300.00	18.00	72.00	100.00
46156	Discovery Revenue	250.00	250.00	.00	.00	.00
46349	Restitution-Surcharge	5,000.00	5,000.00	5,467.82	3,444.00	6,500.00
46352	DA Witness Fee	1,000.00	1,000.00	619.58	380.00	1,000.00
46353	Service by DA	2,000.00	2,000.00	3,652.64	848.00	2,500.00
Department 26 - District Attorney Totals		\$55,550.00	\$55,550.00	\$18,837.38	\$28,410.00	\$57,100.00
REVENUE TOTALS		\$55,550.00	\$55,550.00	\$18,837.38	\$28,410.00	\$57,100.00
EXPENSE						
Department 26 - District Attorney						
Sub-Department 1300 - Victim Witness Program						
51101	Salary & Wages	45,675.00	41,747.50	17,632.15	19,898.00	45,675.00
51101.300P	S&W Vac/PTO Vacation	.00	3,196.22	3,300.49	.00	.00
R						
51101.320P	S&W Holiday Holiday	.00	175.20	360.56	.00	.00
R						
51101.350P	S&W Funeral Funeral	.00	370.72	370.72	.00	.00
R						
51101.380P	S&W Trng/Meeting Trng/Meeting	.00	185.36	185.36	.00	.00
R						
51201	Social Security	3,494.00	3,494.00	1,560.23	1,934.00	3,494.00
51202	Retirement	2,992.00	2,992.00	1,431.11	1,561.00	3,083.00
51203	Dental Insurance	1,278.00	1,278.00	639.12	639.00	1,278.00
51204	Health Insurance	21,698.00	21,698.00	11,231.88	10,467.00	21,698.00
51205	Life Insurance	23.00	23.00	11.88	11.00	23.00
51206	Workers Compensation	96.00	96.00	44.03	52.00	91.00
52206	Telephone	250.00	250.00	93.97	.00	.00
52402	Membership Dues	40.00	40.00	35.00	.00	40.00
52462	Notary Bond Renewal	45.00	45.00	.00	.00	45.00
53102	Postage	950.00	950.00	642.26	705.00	1,200.00
53106	Office Supplies	450.00	450.00	415.51	135.00	650.00
53183	Data Processing Supplies	150.00	291.05	291.05	.00	300.00

Door County

**Budget Worksheet Report**

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100	General Fund					
	EXPENSE					
	Department 26 - District Attorney					
	Sub-Department 1300 - Victim Witness Program					
54101	Conference Fees & Trainin	75.00	75.00	.00	30.00	100.00
54102	Training Mile,Meals,Lodge	375.00	375.00	.00	300.00	375.00
54102.0421	Taxable Meals Taxable Meals	50.00	50.00	10.00	.00	50.00
1						
55107	Leased Copying	550.00	408.95	122.76	150.00	400.00
59124	Misc Expense	.00	.00	.00	40.00	75.00
	Sub-Department 1300 - Victim Witness Program	\$78,191.00	\$78,191.00	\$38,378.08	\$35,922.00	\$78,577.00
	Totals					
	Sub-Department 1301 - District Attorney					
51101	Salary & Wages	162,760.00	154,860.00	67,378.39	85,487.00	171,665.00 <i>171<sup>00</sup></i>
51101.300P	S&W Vac/PTO Vacation	.00	6,108.83	7,257.41	.00	.00
R						
51101.311P	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL	.00	.00	195.09	.00	.00
R	Payout					
51101.320P	S&W Holiday Holiday	.00	632.24	1,283.44	.00	.00
R						
51101.350P	S&W Funeral Funeral	.00	388.05	388.05	.00	.00
R						
51101.390P	S&W Personal Personal	.00	622.24	622.24	.00	.00
R						
51102	Salary & Wages Part Time	.00	148.64	148.64	.00	.00
51201	Social Security	12,452.00	12,452.00	5,543.37	6,909.00	13,132.00
51202	Retirement	10,660.00	10,660.00	5,048.55	5,612.00	11,587.00
51203	Dental Insurance	3,834.00	3,834.00	1,917.36	1,800.00	5,112.00
51204	Health Insurance	65,094.00	65,094.00	33,312.72	30,000.00	86,792.00 <i>✓ 20<sup>00</sup></i>
51205	Life Insurance	73.00	73.00	26.52	29.00	53.00
51206	Workers Compensation	343.00	343.00	155.76	170.00	434.00
52101	Professional Services	500.00	500.00	307.10	200.00	500.00
52116	Expert Witness	500.00	500.00	.00	500.00	500.00
52206	Telephone	600.00	600.00	220.46	380.00	600.00
52402	Membership Dues	1,300.00	1,300.00	1,161.07	.00	1,300.00
52403	Advertising & Legal Notic	550.00	297.19	.00	.00	.00
52406	Reporter & Transcriber Fe	.00	.00	116.50	250.00	250.00
52408	Process Service Fee	5,500.00	5,500.00	2,433.80	3,067.00	5,500.00

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100 - General Fund						
	EXPENSE					
	Department 26 - District Attorney					
	Sub-Department 1301 - District Attorney					
52409	Witness Fees	3,500.00	3,500.00	138.33	1,200.00	2,500.00
52414	Investigative Expense	200.00	200.00	.00	.00	200.00
52462	Notary Bond Renewal	90.00	90.00	.00	.00	90.00
52467	Electronic Discovery Exp.	500.00	500.00	10.00	200.00	300.00
53102	Postage	1,200.00	1,200.00	501.58	635.00	1,200.00
53106	Office Supplies	3,500.00	3,500.00	1,021.87	2,000.00	3,000.00
53109	Publication&Subscription	400.00	652.81	670.83	.00	750.00
53140	Gasoline, Oil & Antifreez	50.00	50.00	.00	50.00	50.00
54101	Conference Fees & Trainin	700.00	700.00	275.00	225.00	500.00
54102	Training Mile,Meals,Lodge	550.00	550.00	.00	350.00	500.00
55106	Printing	400.00	400.00	.00	400.00	400.00
55107	Leased Copying	3,500.00	3,500.00	897.81	.00	2,500.00
	Sub-Department 1301 - District Attorney Totals	\$278,756.00	\$278,756.00	\$131,031.89	\$139,464.00	\$309,415.00
	Department 26 - District Attorney Totals	\$356,947.00	\$356,947.00	\$169,409.97	\$175,386.00	\$387,992.00
	EXPENSE TOTALS	\$356,947.00	\$356,947.00	\$169,409.97	\$175,386.00	\$387,992.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$55,550.00	\$55,550.00	\$18,837.38	\$28,410.00	\$57,100.00
	EXPENSE TOTALS	\$356,947.00	\$356,947.00	\$169,409.97	\$175,386.00	\$387,992.00
	Fund 100 - General Fund Totals	(\$301,397.00)	(\$301,397.00)	(\$150,572.59)	(\$146,976.00)	(\$330,892.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$55,550.00	\$55,550.00	\$18,837.38	\$28,410.00	\$57,100.00
	EXPENSE GRAND TOTALS	\$356,947.00	\$356,947.00	\$169,409.97	\$175,386.00	\$387,992.00
	Net Grand Totals	(\$301,397.00)	(\$301,397.00)	(\$150,572.59)	(\$146,976.00)	(\$330,892.00)

Door County

**Budget Worksheet Report**  
Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 49 - Administrator						
Sub-Department 1115 - Administrator						
51101	Salary & Wages	176,793.00	176,793.00	73,449.89	80,511.00	182,923.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	3,632.75	.00	.00
51101.311P	PTO/Vac/Sick/EUSL Payout	.00	.00	16,643.78	.00	.00
51101.320P	S&W Holiday	.00	.00	1,333.36	.00	.00
51101.390P	S&W Personal	.00	.00	611.55	.00	.00
51101.395P	S&W Administrative	.00	.00	610.37	.00	.00
51105	Longevity	400.00	400.00	.00	400.00	400.00
51111.261	Per Diem Administrative	5,200.00	5,200.00	1,850.00	2,650.00	4,500.00
51111.271	Per Diem Economic Develo	1,100.00	1,100.00	425.00	575.00	1,000.00
51111.279	Per Diem Legislative	3,000.00	3,000.00	470.00	530.00	1,500.00
51111.282	Per Diem Local Elect Offi	300.00	300.00	100.00	200.00	300.00
51201	Social Security	14,290.00	14,290.00	7,241.26	7,050.00	14,584.00
51202	Retirement	11,606.00	11,606.00	5,216.28	6,390.00	12,374.00
51203	Dental Insurance	2,556.00	2,556.00	1,278.24	1,278.00	2,556.00
51204	Health Insurance	43,396.00	43,396.00	22,463.76	20,934.00	43,396.00
51205	Life Insurance	31.00	31.00	16.32	15.00	33.00
51206	Workers Compensation	392.00	392.00	199.46	193.00	382.00
52206	Telephone	600.00	600.00	316.71	284.00	600.00
52402	Membership Dues	1,800.00	1,800.00	1,424.00	376.00	1,800.00
52462	Notary Bond Renewal	50.00	50.00	.00	50.00	.00
53102	Postage	60.00	60.00	40.97	19.00	60.00
53106	Office Supplies	600.00	600.00	119.11	381.00	500.00
53109	Publication&Subscription	70.00	70.00	.00	70.00	70.00
53140	Gasoline, Oil & Antifreez	400.00	400.00	190.87	210.00	400.00
54101	Conference Fees & Trainin	700.00	700.00	1,525.00	.00	1,400.00
54102	Training Mile,Meals,Lodge	1,200.00	1,200.00	1,548.94	600.00	1,600.00
54102.261	ADMINISTRATION Administrative Committee	1,600.00	1,600.00	583.69	916.00	1,500.00
54102.271	ECONOMIC DEVELOPMENT Economic Development	200.00	200.00	45.24	104.00	150.00

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 49 - Administrator						
Sub-Department 1115 - Administrator						
54102.279	LEGISLATIVE Legislative Committee	400.00	400.00	95.41	155.00	250.00
54102.282	LOCAL ELECTED OFFICIAL Local Elected Officials	100.00	100.00	158.85	42.00	200.00
54120	Intergovernmntl Relations	3,000.00	3,000.00	3,000.00	.00	3,000.00
55107	Leased Copying	1,200.00	1,200.00	621.29	578.00	1,200.00
55315	Staff Allocations	.00	.00	.00	.00	(8,514.00)
Comments						
Level		Comment				
Dept Requested		Ken's time allocated to Transportation				
Sub-Department 1115 - Administrator Totals		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
Department 49 - Administrator Totals		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
EXPENSE TOTALS		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
Fund 100 - General Fund Totals		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
EXPENSE TOTALS		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
Fund 100 - General Fund Totals		(\$271,044.00)	(\$271,044.00)	(\$145,212.10)	(\$124,511.00)	(\$268,164.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$271,044.00	\$271,044.00	\$145,212.10	\$124,511.00	\$268,164.00
Net Grand Totals		(\$271,044.00)	(\$271,044.00)	(\$145,212.10)	(\$124,511.00)	(\$268,164.00)

Door County

**Budget Worksheet Report**  
Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 10 - County Clerk						
44102	Marriage License-Co Share	8,000.00	8,000.00	2,630.00	3,500.00	7,000.00
44109	Temp Vehicle Plates	1,000.00	1,000.00	145.00	.00	.00
46103	Directories	25.00	25.00	59.55	.00	25.00
46125	Copy Fees	.00	.00	7.80	.00	.00
46151	Election/SVRS	12,000.00	12,000.00	23,049.48	.00	17,000.00
46153	Election Equip Maint Reim	9,700.00	9,700.00	9,723.00	.00	9,700.00
48201	Rent Cnty Bldg & Offc	10,000.00	10,000.00	3,179.64	3,150.00	6,300.00
Department 10 - County Clerk Totals		<u>\$40,725.00</u>	<u>\$40,725.00</u>	<u>\$38,794.47</u>	<u>\$6,650.00</u>	<u>\$40,025.00</u>
REVENUE TOTALS		<u>\$40,725.00</u>	<u>\$40,725.00</u>	<u>\$38,794.47</u>	<u>\$6,650.00</u>	<u>\$40,025.00</u>
EXPENSE						
Department 10 - County Clerk						
Sub-Department 1103 - County Clerk						
51101	Salary & Wages	105,647.00	105,647.00	50,833.40	54,814.00	108,235.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	721.96	.00	.00
R						
51101.320P	S&W Holiday Holiday	.00	.00	324.32	.00	.00
R						
51104	Overtime	437.00	437.00	115.73	.00	617.00
51201	Social Security	8,082.00	8,082.00	3,663.70	4,418.00	8,327.00
51202	Retirement	6,920.00	6,920.00	3,405.68	3,514.00	7,348.00
51203	Dental Insurance	2,556.00	2,556.00	1,278.24	1,278.00	2,556.00
51204	Health Insurance	43,396.00	43,396.00	22,463.76	20,933.00	43,396.00
51205	Life Insurance	29.00	29.00	14.88	14.00	29.00
51206	Workers Compensation	222.00	222.00	105.94	116.00	218.00
52206	Telephone	350.00	350.00	86.82	125.00	350.00
52402	Membership Dues	125.00	125.00	125.00	.00	125.00
53102	Postage	200.00	200.00	60.75	75.00	200.00
53106	Office Supplies	550.00	550.00	131.58	250.00	550.00
53140	Gasoline, Oil & Antifreeze	100.00	100.00	.00	50.00	100.00
54101	Conference Fees & Trainin	700.00	700.00	225.00	.00	700.00
54102	Training Mile,Meals,Lodge	850.00	850.00	376.85	450.00	850.00
55107	Leased Copying	2,200.00	2,200.00	641.06	1,558.00	3,000.00
Sub-Department 1103 - County Clerk Totals		<u>\$172,364.00</u>	<u>\$172,364.00</u>	<u>\$84,574.67</u>	<u>\$87,595.00</u>	<u>\$176,601.00</u>



Door County

**Budget Worksheet Report**  
Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 10 - County Clerk						
Sub-Department 1110 - Elections						
51101	Salary & Wages	500.00	500.00	.00	.00	2,500.00
51104	Overtime	583.00	583.00	.00	.00	583.00
51201	Social Security	83.00	83.00	.00	.00	236.00
51202	Retirement	71.00	71.00	.00	.00	208.00
51206	Workers Compensation	1.00	1.00	.00	.00	5.00
52104	Board of Canvassers	300.00	300.00	131.09	.00	550.00
52302	Service Contracts	14,000.00	14,000.00	13,886.00	.00	14,000.00
52403	Advertising & Legal Notic	5,500.00	5,500.00	5,196.04	.00	10,000.00
53102	Postage	150.00	150.00	.50	.00	150.00
53105	Election Supplies	1,500.00	1,500.00	299.33	.00	3,000.00
53139	Ballots & Programming	15,000.00	15,000.00	12,142.66	.00	35,000.00
54101	Conference Fees & Trainin	.00	.00	125.00	.00	.00
Sub-Department 1110 - Elections Totals		\$37,688.00	\$37,688.00	\$31,780.62	\$0.00	\$66,232.00
Sub-Department 9102 - Postage Machine						
53101.6506	Oth Materials Gov Ctr Govt Center	1,500.00	1,500.00	.00	750.00	1,500.00
53102.6501	Postage-JC Justice Center	.00	.00	196.35	.00	.00
53102.6506	Postage-Govt Ctr Govt Center	.00	.00	(508.87)	.00	.00
59113	Leased Equipment	8,000.00	8,000.00	3,900.84	4,100.00	8,000.00
Sub-Department 9102 - Postage Machine Totals		\$9,500.00	\$9,500.00	\$3,588.32	\$4,850.00	\$9,500.00
Department 10 - County Clerk Totals		\$219,552.00	\$219,552.00	\$119,943.61	\$92,445.00	\$252,333.00
EXPENSE TOTALS		\$219,552.00	\$219,552.00	\$119,943.61	\$92,445.00	\$252,333.00
<b>Fund 100 - General Fund Totals</b>						
REVENUE TOTALS		\$40,725.00	\$40,725.00	\$38,794.47	\$6,650.00	\$40,025.00
EXPENSE TOTALS		\$219,552.00	\$219,552.00	\$119,943.61	\$92,445.00	\$252,333.00
Fund 100 - General Fund Totals		(\$178,827.00)	(\$178,827.00)	(\$81,149.14)	(\$85,795.00)	(\$212,308.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$40,725.00	\$40,725.00	\$38,794.47	\$6,650.00	\$40,025.00
EXPENSE GRAND TOTALS		\$219,552.00	\$219,552.00	\$119,943.61	\$92,445.00	\$252,333.00
Net Grand Totals		(\$178,827.00)	(\$178,827.00)	(\$81,149.14)	(\$85,795.00)	(\$212,308.00)

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100 - General Fund						
	EXPENSE					
	Department 11 - County Board					
	Sub-Department 1101 - County Board					
51102	Salary & Wages Part Time	10,200.00	10,200.00	5,100.00	5,100.00	10,200.00
51111	Per Diem	20,000.00	20,000.00	14,870.00	2,000.00	20,000.00
51111.259	Per Diem Retreat/Workshop	3,675.00	3,675.00	.00	3,675.00	3,675.00
51111.260	Per Diem County Board County Board	37,800.00	37,800.00	16,020.00	16,000.00	37,800.00
51201	Social Security	5,483.00	5,483.00	3,661.07	1,822.00	5,483.00
51206	Workers Compensation	150.00	150.00	98.18	52.00	143.00
52402	Membership Dues	6,000.00	6,000.00	5,837.00	.00	6,000.00
52403	Advertising & Legal Notic	4,000.00	4,000.00	1,281.06	2,500.00	4,000.00
52433	Video Taping Meetings	2,800.00	2,800.00	.00	2,800.00	2,800.00
53101	Other Materials & Supplie	750.00	750.00	137.93	500.00	750.00
53102	Postage	500.00	500.00	170.59	350.00	500.00
53106	Office Supplies	50.00	50.00	157.60	.00	50.00
53109	Publication&Subscription	1,250.00	1,250.00	1,055.94	.00	1,250.00
53130	Name Plates, Plaques,Tags	10,000.00	10,000.00	625.40	4,500.00	10,000.00
53140	Gasoline, Oil & Antifreez	100.00	100.00	39.90	50.00	100.00
54101	Conference Fees & Trainin	5,600.00	5,600.00	4,410.00	1,100.00	5,600.00
54102	Training Mile,Meals,Lodge	17,000.00	17,000.00	15,448.00	1,500.00	18,000.00
54102.273	VETERANS SERVICE Veterans Service Comm	.00	.00	1.74	.00	.00
54103	Emp Training In-House	800.00	800.00	450.00	.00	.00
54115	Jingdezhen Sister City	5,000.00	8,805.42	839.00	4,000.00	5,000.00
55107	Leased Copying	3,000.00	3,000.00	2,317.76	1,000.00	3,000.00
59160	Workshop/Conference Exp	2,036.00	2,036.00	2,308.94	.00	.00
	Sub-Department 1101 - County Board Totals	\$136,194.00	\$139,999.42	\$74,830.11	\$46,949.00	\$134,351.00
	Department 11 - County Board Totals	\$136,194.00	\$139,999.42	\$74,830.11	\$46,949.00	\$134,351.00
	EXPENSE TOTALS	\$136,194.00	\$139,999.42	\$74,830.11	\$46,949.00	\$134,351.00
	Fund 100 - General Fund Totals					
	EXPENSE TOTALS	\$136,194.00	\$139,999.42	\$74,830.11	\$46,949.00	\$134,351.00
	Fund 100 - General Fund Totals	(\$136,194.00)	(\$139,999.42)	(\$74,830.11)	(\$46,949.00)	(\$134,351.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$136,194.00	\$139,999.42	\$74,830.11	\$46,949.00	\$134,351.00

Door County

# Budget Worksheet Report

Budget Year 2020

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Net Grand Totals	(\$136,194.00)	(\$139,999.42)	(\$74,830.11)	(\$46,949.00)	(\$134,351.00)
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Door County

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 14 - Corporation Counsel						
46114	Corp Counsel Rev/Reimburs	1,500.00	1,500.00	13.21	1,487.00	1,500.00
46142	Divorce Mediation Fees	2,000.00	2,000.00	780.00	1,220.00	2,000.00
46150	Divorce Medtn-\$20 Surtax	4,000.00	4,000.00	1,420.00	2,580.00	4,000.00
Department 14 - Corporation Counsel Totals		\$7,500.00	\$7,500.00	\$2,213.21	\$5,287.00	\$7,500.00
REVENUE TOTALS		\$7,500.00	\$7,500.00	\$2,213.21	\$5,287.00	\$7,500.00
EXPENSE						
Department 14 - Corporation Counsel						
Sub-Department 1107 - Corporation Counsel						
51101	Salary & Wages	244,237.00	244,237.00	98,686.12	145,550.00	250,731.00
51101.300P R	S&W Vac/PTO Vacation	.00	.00	8,997.49	.00	.00
51101.320P R	S&W Holiday Holiday	.00	.00	1,878.08	.00	.00
51101.390P R	S&W Personal Personal	.00	.00	939.29	.00	.00
51101.395P R	S&W Administrative Administrative	.00	.00	2,328.86	.00	.00
51201	Social Security	18,685.00	18,685.00	8,277.48	10,408.00	19,181.00
51202	Retirement	15,998.00	15,998.00	7,390.34	8,608.00	16,924.00
51203	Dental Insurance	3,834.00	3,834.00	1,917.36	1,917.00	3,834.00
51204	Health Insurance	65,094.00	65,094.00	33,695.64	31,398.00	65,094.00
51205	Life Insurance	90.00	90.00	78.84	12.00	157.00
51206	Workers Compensation	513.00	513.00	227.42	286.00	502.00
52101	Professional Services	2,775.00	2,775.00	275.00	2,500.00	2,775.00 ✓
52105	Litigation	8,700.00	8,700.00	275.00	8,425.00	8,700.00 ✓
52206	Telephone	300.00	300.00	60.03	240.00	300.00
52301	Repair & Maintenance	450.00	450.00	.00	450.00	450.00
52402	Membership Dues	1,900.00	1,900.00	1,216.00	684.00	1,900.00
53102	Postage	825.00	825.00	280.66	544.00	825.00
53106	Office Supplies	1,250.00	1,250.00	367.94	882.00	1,250.00
53131	Legal Research	7,200.00	7,200.00	2,500.30	4,700.00	7,200.00 ✓
53140	Gasoline, Oil & Antifreez	.00	.00	7.90	.00	.00
54101	Conference Fees & Trainin	1,250.00	1,250.00	.00	1,250.00	1,250.00
54102	Training Mile,Meals,Lodge	225.00	225.00	.00	225.00	225.00

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100 - General Fund						
	EXPENSE					
	Department 14 - Corporation Counsel					
	Sub-Department 1107 - Corporation Counsel					
55107	Leased Copying	1,800.00	1,800.00	(91.95)	1,800.00	1,800.00
	Sub-Department 1107 - Corporation Counsel Totals	\$375,126.00	\$375,126.00	\$169,307.80	\$219,879.00	\$383,098.00
	Sub-Department 1305 - Counseling Serv Act355					
52401	Contracted Services	8,000.00	8,000.00	2,950.00	5,050.00	8,000.00
	Sub-Department 1305 - Counseling Serv Act355 Totals	\$8,000.00	\$8,000.00	\$2,950.00	\$5,050.00	\$8,000.00
	Sub-Department 1350 - Law Library					
53109	Publication&Subscription	11,760.00	11,760.00	6,227.26	5,533.00	11,760.00
	Sub-Department 1350 - Law Library Totals	\$11,760.00	\$11,760.00	\$6,227.26	\$5,533.00	\$11,760.00
	Department 14 - Corporation Counsel Totals	\$394,886.00	\$394,886.00	\$178,485.06	\$230,462.00	\$402,858.00
	EXPENSE TOTALS	\$394,886.00	\$394,886.00	\$178,485.06	\$230,462.00	\$402,858.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$7,500.00	\$7,500.00	\$2,213.21	\$5,287.00	\$7,500.00
	EXPENSE TOTALS	\$394,886.00	\$394,886.00	\$178,485.06	\$230,462.00	\$402,858.00
	Fund 100 - General Fund Totals	(\$387,386.00)	(\$387,386.00)	(\$176,271.85)	(\$225,175.00)	(\$395,358.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$7,500.00	\$7,500.00	\$2,213.21	\$5,287.00	\$7,500.00
	EXPENSE GRAND TOTALS	\$394,886.00	\$394,886.00	\$178,485.06	\$230,462.00	\$402,858.00
	Net Grand Totals	(\$387,386.00)	(\$387,386.00)	(\$176,271.85)	(\$225,175.00)	(\$395,358.00)

Door County

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 71 - Transportation						
43812	St Aid 85.21 Transportation	.00	.00	.00	98,594.00	107,606.00
43819	St Aid DOT 5311 Transport	.00	.00	.00	553,131.00	514,262.00
46600.0416 8	Transport Donations Transportation Collect	.00	.00	.00	4,852.00	6,000.00
Department 71 - Transportation Totals		\$0.00	\$0.00	\$0.00	\$656,577.00	\$627,868.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$656,577.00	\$627,868.00
EXPENSE						
Department 71 - Transportation						
Sub-Department 3616 - Specialized Transp						
51101	Salary & Wages	.00	.00	.00	.00	38,709.00
51102	Salary & Wages Part Time	.00	.00	.00	.00	3,451.00
51201	Social Security	.00	.00	.00	.00	3,225.00
51202	Retirement	.00	.00	.00	.00	2,613.00
51203	Dental Insurance	.00	.00	.00	.00	1,278.00
51204	Health Insurance	.00	.00	.00	.00	21,698.00
51206	Workers Compensation	.00	.00	.00	.00	1,872.00
52103	Independent Audit/Account	.00	.00	.00	.00	508.00
52206	Telephone	.00	.00	.00	550.00	600.00
52301	Repair & Maintenance	.00	.00	.00	1,570.00	2,000.00
52401	Contracted Services	.00	.00	.00	7,618.00	.00
52403	Advertising & Legal Notic	.00	.00	.00	1,000.00	1,000.00
52428	Building Rent	.00	.00	.00	.00	9,600.00
53106	Office Supplies	.00	.00	.00	9.00	200.00
53140	Gasoline, Oil & Antifreez	.00	.00	.00	6,016.00	7,000.00
55101.100	IS Chgs-General Fd General Fund	.00	.00	.00	.00	250.00
55315	Staff Allocations	.00	.00	.00	80,636.00	13,429.00
59153	Operational Travel Exp	.00	.00	.00	38.00	.00
69910.3211 3	Vehicle Replmt Funding Vehicle Replmnt Funding	.00	.00	.00	8,726.00	8,809.00
79102	Tr Transportation Fd Bal	.00	.00	.00	.00	17,502.00
Sub-Department 3616 - Specialized Transp Totals		\$0.00	\$0.00	\$0.00	\$106,163.00	\$133,744.00
Sub-Department 3626 - DOT 5311 Transportation						
51101	Salary & Wages	.00	.00	.00	26,650.00	53,391.00



Door County

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 71 - Transportation						
Sub-Department 3626 - DOT 5311 Transportation						
51201	Social Security	.00	.00	.00	.00	4,084.00
51202	Retirement	.00	.00	.00	.00	3,604.00
51203	Dental Insurance	.00	.00	.00	.00	895.00
51204	Health Insurance	.00	.00	.00	.00	17,869.00
51206	Workers Compensation	.00	.00	.00	.00	107.00
52206	Telephone	.00	.00	.00	.00	600.00
52302.04240	Serv Contr-Shared Taxi Shared Ride Taxi Service	.00	.00	.00	650,599.00	713,769.00
52402	Membership Dues	.00	.00	.00	.00	500.00
52403.04239	Advertising/Market Plan Advertising/Market Plan	.00	.00	.00	15,000.00	15,000.00
52808	Misc. Purchased Services	.00	.00	.00	228.00	200.00
53106	Office Supplies	.00	.00	.00	.00	500.00
54101	Conference Fees & Trainin	.00	.00	.00	.00	1,200.00
54102	Training Mile,Meals,Lodge	.00	.00	.00	.00	1,000.00
55101.100	IS Chgs-General Fd General Fund	.00	.00	.00	1,700.00	1,250.00
55107	Leased Copying	.00	.00	.00	.00	200.00
55315	Staff Allocations	.00	.00	.00	21,258.00	11,537.00
59153	Operational Travel Exp	.00	.00	.00	.00	500.00
59913	Transp Voucher Credits	.00	.00	.00	(126,708.00)	(126,708.00)
Sub-Department 3626 - DOT 5311 Transportation		\$0.00	\$0.00	\$0.00	\$588,727.00	\$699,498.00
Totals						
Department 71 - Transportation Totals		\$0.00	\$0.00	\$0.00	\$694,890.00	\$833,242.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$694,890.00	\$833,242.00
Fund 100 - General Fund Totals						
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$656,577.00	\$627,868.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$694,890.00	\$833,242.00
Fund 100 - General Fund Totals						
Net Grand Totals		\$0.00	\$0.00	\$0.00	(\$38,313.00)	(\$205,374.00)
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$656,577.00	\$627,868.00
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$694,890.00	\$833,242.00
Net Grand Totals		\$0.00	\$0.00	\$0.00	(\$38,313.00)	(\$205,374.00)

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 44 - Human Resources						
46112	Copy Revenue	.00	.00	144.62	.00	.00
49110.750	Operating Transfer In	2,000.00	2,000.00	.00	.00	.00
Department 44 - Human Resources Totals		\$2,000.00	\$2,000.00	\$144.62	\$0.00	\$0.00
REVENUE TOTALS		\$2,000.00	\$2,000.00	\$144.62	\$0.00	\$0.00
EXPENSE						
Department 44 - Human Resources						
Sub-Department 1114 - Human Resources						
51101	Salary & Wages	200,781.00	200,781.00	84,422.15	116,500.00	211,063.00
51101.300P R	S&W Vac/PTO Vacation	.00	.00	4,961.93	4,961.00	.00
51101.311P R	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL Payout	.00	.00	7,318.44	7,318.00	.00
51101.320P R	S&W Holiday Holiday	.00	.00	1,576.00	1,576.00	.00
51101.390P R	S&W Personal Personal	.00	.00	627.36	627.00	.00
51101.395P R	S&W Administrative Administrative	.00	.00	2,071.68	2,071.00	.00
51111.278	Per Diem Negotiations Negotiations Committee	.00	.00	1,157.50	1,157.00	.00
51201	Social Security	15,360.00	15,360.00	7,429.98	7,935.00	16,146.00
51202	Retirement	13,150.00	13,150.00	6,134.72	7,020.00	14,247.00
51203	Dental Insurance	3,067.00	3,067.00	1,491.14	.00	3,834.00
51204	Health Insurance	52,075.00	52,075.00	26,207.66	.00	65,094.00
51205	Life Insurance	123.00	123.00	61.80	.00	124.00
51206	Workers Compensation	422.00	422.00	205.32	.00	422.00
52101	Professional Services	.00	.00	45.00	.00	.00
52121	Cafeteria Plan Admin	8,000.00	8,000.00	3,579.50	.00	8,000.00
52141	Compensation Consultant	.00	.00	.00	.00	1,000.00
52206	Telephone	400.00	400.00	191.60	210.00	400.00
52402	Membership Dues	650.00	650.00	99.50	551.00	650.00
52403	Advertising & Legal Notic	8,000.00	8,000.00	603.82	7,000.00	5,000.00
53102	Postage	750.00	750.00	462.32	290.00	800.00
53106	Office Supplies	1,800.00	1,800.00	628.38	1,170.00	1,500.00
53109	Publication&Subscription	200.00	200.00	.00	200.00	.00
53140	Gasoline, Oil & Antifreez	300.00	300.00	44.86	250.00	300.00

Door County

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 44 - Human Resources						
Sub-Department 1114 - Human Resources						
53182	Training Materials	.00	.00	.00	.00	200.00
54101	Conference Fees & Trainin	1,800.00	1,800.00	200.00	1,600.00	2,000.00
54102	Training Mile,Meals,Lodge	1,400.00	1,400.00	163.80	1,235.00	1,500.00
54102.0421 1	Taxable Meals Taxable Meals	20.00	20.00	.00	20.00	10.00
54102.278	NEGOTIATION Negotiations Committee	900.00	900.00	132.65	.00	.00
54102.283	RISK MANAGEMENT Risk Management Insurance	500.00	500.00	.00	.00	.00
55106	Printing	2,000.00	2,000.00	.00	2,000.00	2,000.00
55107	Leased Copying	3,000.00	3,000.00	1,285.00	1,710.00	3,000.00 ✓
Sub-Department 1114 - Human Resources Totals		\$314,698.00	\$314,698.00	\$151,102.11	\$165,401.00	\$337,290.00
Sub-Department 1127 - Civil Service Commission						
51112	Per Diem Civil Service	2,000.00	2,000.00	1,335.00	700.00	2,000.00
51201	Social Security	153.00	153.00	55.08	98.00	153.00
51206	Workers Compensation	4.00	4.00	1.51	3.00	4.00
54102	Training Mile,Meals,Lodge	105.00	105.00	63.80	41.00	110.00
54104	Emp Testing	1,200.00	1,200.00	178.43	1,021.00	1,200.00
59171	PS-Psychiatric Evals	2,500.00	2,500.00	539.95	1,960.00	3,500.00
Sub-Department 1127 - Civil Service Commission Totals		\$5,962.00	\$5,962.00	\$2,173.77	\$3,823.00	\$6,967.00
Sub-Department 1132 - Personnel Administration						
52146	Drug Screens	1,200.00	1,200.00	.00	1,200.00	1,200.00
52147	Independent Medical Exp	1,700.00	1,700.00	.00	1,700.00	1,700.00
52151	EAP Administration	6,100.00	6,100.00	2,803.32	3,297.00	6,100.00
52867	Safety Training Expense	2,000.00	2,000.00	.00	.00	.00
54103	Emp Training In-House	8,000.00	8,000.00	1,740.56	6,260.00	5,000.00
54118	Leadership DC Sponsorship	750.00	750.00	.00	750.00	750.00
59109	Employee Testing	1,800.00	1,800.00	1,528.20	700.00	2,000.00
59119	Background Checks	1,000.00	1,000.00	589.35	400.00	1,000.00
59166	Employee Resource Assist	2,000.00	2,000.00	560.00	1,140.00	2,000.00
59169	Job Function Tests	2,700.00	2,700.00	1,441.85	1,260.00	3,000.00
59178	Wellness Prog Inelig Exp	100.00	100.00	.00	.00	.00

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100 - General Fund						
	EXPENSE					
	Department 44 - Human Resources					
	Sub-Department 1132 - Personnel Administration	\$27,350.00	\$27,350.00	\$8,663.28	\$16,707.00	\$22,750.00
	Totals					
	Department 44 - Human Resources Totals	\$348,010.00	\$348,010.00	\$161,939.16	\$185,931.00	\$367,007.00
	EXPENSE TOTALS	\$348,010.00	\$348,010.00	\$161,939.16	\$185,931.00	\$367,007.00
Fund 100 - General Fund	Totals					
	REVENUE TOTALS	\$2,000.00	\$2,000.00	\$144.62	\$0.00	\$0.00
	EXPENSE TOTALS	\$348,010.00	\$348,010.00	\$161,939.16	\$185,931.00	\$367,007.00
Fund 100 - General Fund	Totals	(\$346,010.00)	(\$346,010.00)	(\$161,794.54)	(\$185,931.00)	(\$367,007.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$2,000.00	\$2,000.00	\$144.62	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$348,010.00	\$348,010.00	\$161,939.16	\$185,931.00	\$367,007.00
	Net Grand Totals	(\$346,010.00)	(\$346,010.00)	(\$161,794.54)	(\$185,931.00)	(\$367,007.00)

Door County

**Budget Worksheet Report**

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
Fund 100	<b>General Fund</b>					
	EXPENSE					
	Department 39 - Medical Examiner					
	Sub-Department 1351 - Medical Examiner					
52401	Contracted Services	106,827.00	106,827.00	54,466.50	52,360.00	106,827.00
	Sub-Department 1351 - Medical Examiner Totals	\$106,827.00	\$106,827.00	\$54,466.50	\$52,360.00	\$106,827.00
	Department 39 - Medical Examiner Totals	\$106,827.00	\$106,827.00	\$54,466.50	\$52,360.00	\$106,827.00
	EXPENSE TOTALS	\$106,827.00	\$106,827.00	\$54,466.50	\$52,360.00	\$106,827.00
	Fund 100 - General Fund Totals					
	EXPENSE TOTALS	\$106,827.00	\$106,827.00	\$54,466.50	\$52,360.00	\$106,827.00
	Fund 100 - General Fund Totals	(\$106,827.00)	(\$106,827.00)	(\$54,466.50)	(\$52,360.00)	(\$106,827.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$106,827.00	\$106,827.00	\$54,466.50	\$52,360.00	\$106,827.00
	Net Grand Totals	(\$106,827.00)	(\$106,827.00)	(\$54,466.50)	(\$52,360.00)	(\$106,827.00)

Door County

# Budget Worksheet Report

Budget Year 2020

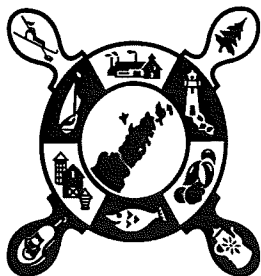
Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
REVENUE						
Department 20 - Veteran's Service						
43409	St Aid Veterans Service	10,000.00	10,000.00	10,000.00	.00	10,000.00
43413	St Aid WDVA Transportatio	1,000.00	1,000.00	1,405.36	.00	1,000.00
Department 20 - Veteran's Service Totals		<u>\$11,000.00</u>	<u>\$11,000.00</u>	<u>\$11,405.36</u>	<u>\$0.00</u>	<u>\$11,000.00</u>
REVENUE TOTALS		\$11,000.00	\$11,000.00	\$11,405.36	\$0.00	\$11,000.00
EXPENSE						
Department 20 - Veteran's Service						
Sub-Department 3801 - Veterans Relief						
59117	Veterans Relief Expenses	7,000.00	7,000.00	2,378.66	4,621.00	7,000.00
Sub-Department 3801 - Veterans Relief Totals		<u>\$7,000.00</u>	<u>\$7,000.00</u>	<u>\$2,378.66</u>	<u>\$4,621.00</u>	<u>\$7,000.00</u>
Sub-Department 3802 - Veteran's Service Office						
51101	Salary & Wages	100,109.00	100,109.00	42,796.45	57,312.00	97,940.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	3,114.42	.00	.00
51101.320P	S&W Holiday Holiday	.00	.00	787.44	.00	.00
51101.390P	S&W Personal Personal	.00	.00	399.52	.00	.00
51101.395P	S&W Administrative Administrative	.00	.00	1,254.40	.00	.00
51102	Salary & Wages Part Time	.00	12,000.00	6,063.75	5,936.00	7,821.00
51111.273	Per Diem Veterans Service Veterans Service Comm	1,280.00	1,280.00	290.00	990.00	1,280.00
51201	Social Security	7,756.00	7,756.00	4,025.51	3,730.00	8,189.00
51202	Retirement	6,557.00	6,557.00	3,167.12	3,389.00	7,139.00
51203	Dental Insurance	1,789.00	1,789.00	894.60	894.00	1,789.00
51204	Health Insurance	30,377.00	30,377.00	15,724.56	14,652.00	30,377.00
51205	Life Insurance	60.00	60.00	31.20	28.00	10.00
51206	Workers Compensation	213.00	213.00	110.25	103.00	214.00
52206	Telephone	1,100.00	1,100.00	996.33	104.00	1,100.00
52402	Membership Dues	180.00	180.00	.00	180.00	180.00
52419	Burial Indigent Veterans	800.00	800.00	.00	800.00	800.00
53102	Postage	1,000.00	1,000.00	251.37	749.00	1,000.00
53106	Office Supplies	2,800.00	2,800.00	426.85	2,373.00	2,800.00
53140	Gasoline, Oil & Antifreez	200.00	200.00	.00	200.00	200.00
54101	Conference Fees & Trainin	150.00	150.00	60.00	90.00	150.00

## Door County

## Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2019 Estimated Amount	2020 Dept Requested
<b>Fund 100 - General Fund</b>						
EXPENSE						
Department 20 - Veteran's Service						
Sub-Department 3802 - Veteran's Service Office						
54102	Training Mile,Meals,Lodge	875.00	875.00	840.85	34.00	1,200.00
54102.0421	Taxable Meals Taxable Meals	50.00	50.00	.00	50.00	400.00
1						
54102.273	VETERANS SERVICE Veterans Service Comm	1,024.00	1,024.00	109.32	915.00	1,024.00
54201	Committee Conf & Training	80.00	80.00	.00	80.00	80.00
55107	Leased Copying	2,788.00	2,788.00	853.92	1,934.00	2,788.00
55315	Staff Allocations	.00	(7,000.00)	(6,063.75)	.00	(8,963.00)
59106	Care of Veterans Graves	500.00	500.00	.00	500.00	500.00
Sub-Department 3802 - Veteran's Service Office Totals		\$159,688.00	\$164,688.00	\$76,134.11	\$95,043.00	\$158,018.00
Sub-Department 3805 - CVSO Grant						
55101.100	IS Chgs-General Fd General Fund	.00	673.50	673.50	.00	600.00
55315	Staff Allocations	.00	7,000.00	6,063.75	936.00	8,963.00
58129	Veterans Outreach	10,000.00	2,326.50	293.33	2,033.00	437.00
Sub-Department 3805 - CVSO Grant Totals		\$10,000.00	\$10,000.00	\$7,030.58	\$2,969.00	\$10,000.00
Sub-Department 3806 - WDVA Transportation						
53140	Gasoline, Oil & Antifreez	800.00	800.00	669.73	130.00	800.00
58105	WDVA Transp Expense	200.00	200.00	.00	200.00	200.00
Sub-Department 3806 - WDVA Transportation Totals		\$1,000.00	\$1,000.00	\$669.73	\$330.00	\$1,000.00
Department 20 - Veteran's Service Totals		\$177,688.00	\$182,688.00	\$86,213.08	\$102,963.00	\$176,018.00
EXPENSE TOTALS		\$177,688.00	\$182,688.00	\$86,213.08	\$102,963.00	\$176,018.00
Fund 100 - General Fund Totals						
REVENUE TOTALS		\$11,000.00	\$11,000.00	\$11,405.36	\$0.00	\$11,000.00
EXPENSE TOTALS		\$177,688.00	\$182,688.00	\$86,213.08	\$102,963.00	\$176,018.00
Fund 100 - General Fund Totals		(\$166,688.00)	(\$171,688.00)	(\$74,807.72)	(\$102,963.00)	(\$165,018.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$11,000.00	\$11,000.00	\$11,405.36	\$0.00	\$11,000.00
EXPENSE GRAND TOTALS		\$177,688.00	\$182,688.00	\$86,213.08	\$102,963.00	\$176,018.00
Net Grand Totals		(\$166,688.00)	(\$171,688.00)	(\$74,807.72)	(\$102,963.00)	(\$165,018.00)



**County of Door**  
**CORPORATION COUNSEL & LAND USE SERVICES**

County Government Center  
 421 Nebraska Street  
 Sturgeon Bay, WI 54235

**Grant Thomas, Corporation Counsel**  
**Mariah Goode, Land Use Services Director**

**September 16, 2019: Door County Finance Committee Meeting**  
**September 17, 2019: Door County Administrative Committee Meeting**

**Potential Disposition of Land for Affordable Housing**  
**Parcel numbers: 281-14-30001100, 1200, 1300, 3200, & 3300**

**Background & Question Posed**

The Door County Board of Supervisors in 2017 identified affordable housing, including year-round workforce housing, as one of its top priorities. The housing study completed in February 2019 for the Door County Economic Development Corporation, funded in large part by the County, showed significant need in the County for workforce housing. The study strongly suggested establishment of public-private partnerships to ensure such housing was developed, and in a way that it would remain affordable in perpetuity. Subsequent community-wide meetings held in April-May 2019 regarding the study results and housing issues generally, attended by over 250 people, indicated broad support for pro-active action of this sort.

The County acquired the parcels in question under § 75.521, Wis. Stats. Per § 59.52(6)(a) & (c), Wis. Stats., the County Board may take and hold land acquired under Ch. 75, Wis. Stats.; may direct the County Clerk to lease, sell or convey (or contract to sell or convey) any County land (not donated and required to be held for a special purpose) on terms that the County Board approves; and may transfer to (among other entities) County land to any municipality within the County for public uses or purposes of any nature. Affordable housing is a public purpose that rationally and reasonably justifies the contemplated action.

Whether or not to make these parcels available for affordable housing purposes is a public policy decision to be made by the County Board and its sub-units. It is the role of County Administrator and staff to carry out such policy decisions.

This week we are seeking county committee approval of the proposal and related Intergovernmental Agreement in order to move the matter forward to the County Board and City Council for final approval and enactment. A summary of the proposal and process is set forth below. We are prepared and happy to answer any questions you may have.

**Proposal**

This proposal is similar to what many other areas of the state and country do in order to support affordable housing development. The County would convey (for no or nominal consideration) the five lots to the City for the expressly stated public purpose of providing for affordable/workforce housing, such as via the Door County Housing Partnership ("Housing Trust") and partnering organizations. The City would then convey (for no or nominal consideration) the lots to an entity such as the Housing Trust, with the five lots to be ultimately developed so as to include at least five owner-occupied workforce housing units.

The Housing Trust and Habitat for Humanity have agreed to enter into a Memorandum of Understanding for the development of single-family homes on one or both of the lots on the



interior of the cul-de-sac. (One of the lots is zoned to allow for duplexes, so that one might be developed in that manner.) The regional housing non-profit organization NeighborWorks Green Bay is interested in partnering with the Housing Trust as the potential developer for the three side-by-side lots which back up against the Egg Harbor Road commercial properties. The hope is to develop townhomes on those lots if the properties are suitable for rezoning. Otherwise, a mix of duplexes (already allowed on all three lots) and/or single-family homes will be pursued.

### Process

March-April 2019: Informal meetings held between various combinations of County staff, the City Administrator, the City Community Development Director, the mayor, and the alderperson representing the area within which the lots are located to discuss the general concepts and potential process.

April 15, 2019: 5-1 vote by County Finance Committee to hold off on selling the lots until a more detailed plan could be developed and presented for committee consideration.

July 15, 2019: Unanimous vote by County Finance Committee approving both the proposed concept as outlined above and the conveyance of the lots to the city for no charge.

July 30, 2019: Unanimous vote by City Finance Committee approving the proposed concept.

August 20, 2019: Unanimous vote by City Council approving the proposed concept.

Should final approval be given by the County Finance and Administrative Committees, the next steps are:

- September 24, 2019: Final review/decision by City Finance Committee.
- September 26, 2019: Review/decision by County Board.
- October 1 or 15, 2019: Final review/decision by City Council.
- October-March 2020 anticipated activities (not necessarily in this order):
  - Housing Trust works to finalize Memorandum of Understanding with Habitat regarding affordable housing development on the two interior lots.
  - County and City staff and Housing Trust, with NeighborWorks Green Bay or another development partner, work to finalize development plans for the three side-by-side lots.
  - Conveyance of the five lots from the City to the Housing Trust via a Memorandum of Understanding outlining any terms and conditions of the City and of the County-to-City Intergovernmental Agreement.
- 2020-2021: Anticipated construction of affordable owner-occupied housing on the three side-by-side lots.
- 2021: Anticipated Habitat home constructed on one of the interior lots.
- 2022: Anticipated Habitat home constructed on the other of the interior lots.

Thank you for your time and consideration.

*EST*  
09-11-2019  
*[Signature]*  
9/11/2019

August 23, 2019

## THE DOOR COUNTY HOUSING PARTNERSHIP, INC. (The Housing Trust)

A housing trust is a vehicle by which land, homes, and/or funds are accepted for the singular purpose of providing long-term affordable housing to year-round workforce residents.

Following a year of research, the Northern Door Interfaith Prosperity Coalition (IPC) discovered that communities around the state and country working with housing trusts were able to increase their inventories of affordable housing, and to maintain that inventory as affordable housing for long-term use by year-round workforce residents.

Trusts provide funds or land to provide housing according to the needs of the community, ensuring congruity with neighborhoods, use of sustainable building materials/processes, and opportunities for community involvement. Trusts develop criteria by which an applicant can qualify for housing, and/or financial assistance. Critical to the homeownership process, trusts provide formulas that allow for equity to accrue to the original buyer, but also methods whereby upon sale the home remains affordable to the next buyers. Keeping these homes in the affordable inventory for the long term is the most critical activity a trust performs.

A trust can be responsible for everything from building to maintenance to landlord oversight (in instances where the housing developed is used as rental housing), and can operate as a community advocate, research vehicle, educator, or fundraiser. Ultimately the trust's main purpose is always to ensure a stable supply of affordable housing according to community needs.

A non-profit housing trust called the Door County Housing Partnership, Inc. has been incorporated, and will be working closely with such entities as the Door County Economic Development Corporation, the Door County Land Use Services Department, local municipalities, developers, the IPC, private donors and others to make affordable housing a reality in Door County.

Any questions can be directed to any of the following Door County Housing Partnership Board members:

Diana Wallace: [diana2433@gmail.com](mailto:diana2433@gmail.com)

James Honig: [sotpastor@gmail.com](mailto:sotpastor@gmail.com)

Barb Sajna: [bsajna@frontier.com](mailto:bsajna@frontier.com)

Steve Kase: [skase70@gmail.com](mailto:skase70@gmail.com)

Mariah Goode: [mgoode@co.door.wi.us](mailto:mgoode@co.door.wi.us)

Dick Skare: [dickskare@gmail.com](mailto:dickskare@gmail.com)





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

Intergovernmental Agreement- Affordable & Attainable Housing

**DOOR COUNTY**  
**Draft**

ROLL CALL Board Member	Ye	Nay	Exc.
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
<i>District 13</i>			
VIRLEE			
VLIES WOTACHEK			
WAIT			

**BOARD ACTION**  
Vote Required: Majority Vote of Total Membership

Motion to Approve                      Adopted

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

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

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

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

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

**FISCAL IMPACT:** The fiscal impact is the loss of revenue from the sale of the 5 lots with the adoption of this resolution. STW

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 26th day of September, 2019 by the Door County Board of Supervisors.

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

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

9  
10          **WHEREAS**, The provision of affordable and attainable housing is in  
11 the public interest, and is a public use and purpose for which public funds  
12 may be spent and property acquired or conveyed; and

13  
14          **WHEREAS**, The proposed Intergovernmental Agreement (attached  
15 hereto and incorporated herein by reference as if set forth in full) represents  
16 a collaborative and cooperative effort by the City and County to strive to  
17 meet the need for affordable and attainable housing.

18  
19          **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board  
20 of Supervisors does hereby approve the proposed Intergovernmental  
21 Agreement.

22  
23          **BE IT FURTHER RESOLVED**, That the Land Use Services Director,  
24 subject to the oversight of the County Administrator, shall administer the  
25 Intergovernmental Agreement.

**SUBMITTED BY: ADMINISTRATIVE COMMITTEE**

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

**INTERGOVERNMENTAL AGREEMENT**

**[Conveyance of Real Property for Purposes Related to Affordable & Attainable Housing]**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between Door County ("County"), and the City of Sturgeon Bay ("City"), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including striving to meet the need for affordable and attainable housing; and

Whereas, this Agreement is deemed to benefit the parties and is consistent with their powers or duties under law.

IT IS THEREFORE AGREED AS FOLLOWS:

1. This is an intergovernmental Agreement consistent with, and a cooperative arrangement as allowed by, Section 66.0301, Wisconsin Statutes.
2. This Agreement shall become effective and binding when it is fully executed and delivered.
3. The provision of affordable and attainable housing is in the public interest, and is a public use and purpose for which public funds may be spent and property acquired or conveyed.
4. County acquired Door County PIN 281-14-30001100, 1200, 1300, 3200 & 3300 (hereafter "subject parcels") through foreclosure of tax liens by action in rem under Section 75.521, Wisconsin Statutes.
5. Pursuant to Section 59.52(6)(a) & (c), Wisconsin Statutes, the County Board may: take and hold land acquired under Chapter 75, Wisconsin Statutes; sell or convey (or contract to sell or convey) any County land (not donated and required to be held for special purpose); *and* may transfer County land to (among other entities) any municipality within the County for public use or purposes of any nature.
6. The subject parcels are deemed to be appropriate for purposes related to affordable and attainable housing.
7. County will transfer the subject parcels, via quit claim deed, to the City gratis. The County Clerk is hereby directed to execute the documents, after review and approval by County Corporation Counsel, necessary to facilitate this transfer.
8. City will ensure (through deed restrictions or other restrictive covenants that run with the land) that the subject parcels are used for purposes related to affordable and attainable housing in perpetuity. City will write, administer and enforce these deed restrictions or other restrictive covenants. If the City fails to administer and enforce these deed restrictions or other restrictive covenants, the County is empowered and may choose to do so.
9. This Agreement does not limit City's or a successor's ability to use creativity and expertise to come up with the most viable strategies to further the goal of meeting the need for affordable and attainable housing.
10. Each party is responsible to designate an employee or official ("contact person"), who is responsible for administration of this Agreement. The contact persons are as follows:

a. City of Sturgeon Bay:

\_\_\_\_\_  
Phone: 920-746-\_\_\_\_\_  
E-Mail: \_\_\_\_\_@sturgeonbaywi.org

b. Door County:

\_\_\_\_\_  
Phone: 920-746-\_\_\_\_\_  
E-Mail: \_\_\_\_\_@co.door.wi.us

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

- 11. Any notices required or permitted hereunder shall be given in writing and shall be delivered (a) in person, with proof of service, (b) by certified mail, postage prepaid, return receipt requested, (c) by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

a. City:

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

b. County:

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

Any notice shall be effective upon delivery.

- 12. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this Agreement shall not constitute a waiver of any subsequent breach.
- 13. If a dispute between any party hereto arises out of or relating to this Agreement, and cannot be settled through direct discussions, each party agrees to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
- 14. If any covenant, condition, provision, or term of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this Agreement shall not be affected thereby, but each covenant, condition, provision, or term of this Agreement shall be valid and in force to the fullest extent permitted by law.
- 15. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, Door County, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.

16. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

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

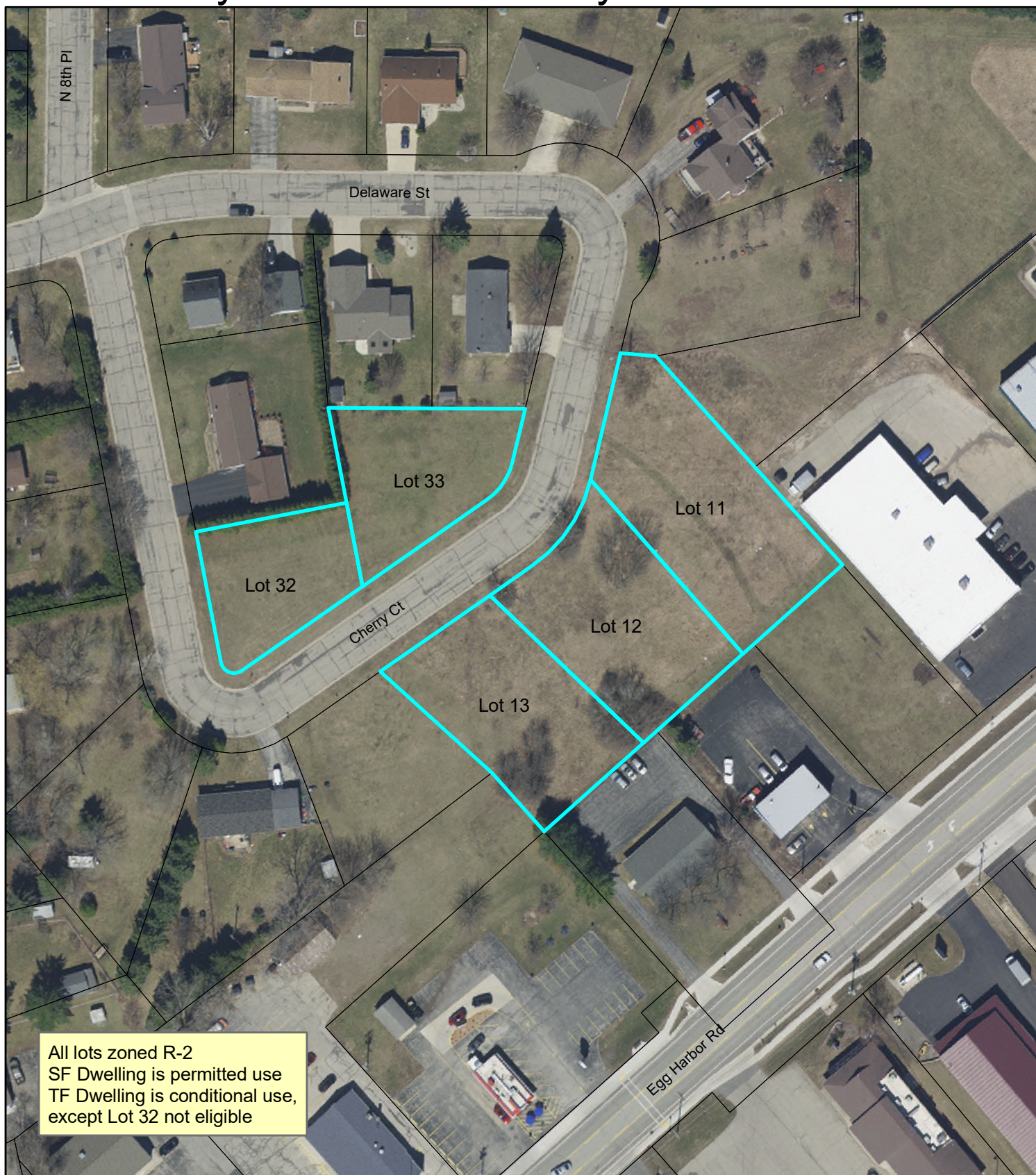
\_\_\_\_\_  
Ken Pabich  
Door County Administrator

\_\_\_\_\_  
David J. Ward, Mayor  
City of Sturgeon Bay

August 29, 2019 Draft



# Cherry Court Lots - County Tax Foreclosure



All lots zoned R-2  
SF Dwelling is permitted use  
TF Dwelling is conditional use,  
except Lot 32 not eligible



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 Soil & Water Conservation Position Title: Conservationist

Position Status:  Currently vacant  Will be vacant Date Vacant: 09/06/2019  
 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? \_\_\_\_\_

Name of Current / Most Recent Incumbent: Krista Lutzke

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

Completed by: Erin Hanson Date 08/16/19

**Financial Information:**

Salary Range: Grade H (\$48,318 – \$63,502) Is the Position Budgeted:  Yes  No

Funding Source:  Levy % 40  Grant Funded % 60  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Para/Bo (05) FLSA Status Exempt

Human Resources has performed a position review? JA (HR initial) 8-27-19 Date

The Job Description has been updated and signed? JA (HR initial) 8-27-19 Date

**Approvals:**

County Administrator [Signature] Date 8-27-19

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



## County of Door Conservationist

<b>Job Title</b>	Conservationist	<b>Last Revision</b>	07/30/2015
<b>Department</b>	Soil & Water	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	County Conservationist	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	05 – Para/Pros

### General Summary

Conservationists work independently on planning, designing and supervision of the installation of soil and water conservation projects. Also provide assistance to units of government and landowners on projects to improve the management of, and provide protection of, land, water and related natural resources.

### Duties and Responsibilities

The Duties and Responsibilities listed are performed collectively by all the Conservationists. However, each individual Conservationist staff person is assigned their duties and responsibilities, but not all the duties are assigned to each of the Conservationists.

### Essential Job Functions

1. Conduct landowner/operator contacts promoting, planning and implementing participation in SWCD conservation programming. Programming examples include but are not limited to agriculture water pollution control, non-agricultural water pollution control, nutrient management, storm water runoff control, wildlife crop damage, water quality monitoring, mine reclamation, invasive species control, beach water quality abatement, well abandonment and native tree and shrub planting.
2. Perform onsite inspections and reviews of properties to determine resource protection need. Plan, survey and design required best management practices. Inspect and monitor installation of best management practices. Prepare landowner/property conservation plans.
3. Prepare grant applications for SWCD projects and operation. Manage grant progress and complete reports.
4. Prepare landowner cost-share contracts. Manage grant progress, determine and prepare cost-share payments. Monitor landowner contract compliance.
5. Determine land operator and site compliance with environmental and conservation regulations. Proceed with and manage enforcement activities.
6. Prepare and review non-metallic mine reclamation plans and implementation thereof.
7. Conduct ground and surface water quality and watershed studies & monitoring projects.
8. Conducts conservation outreach and information/education activities including presentations, posters, field trips and training programs.
9. Provide truthful and accurate written and verbal communications.

### General Job Functions

1. Update and maintain ongoing status landowner and project files.
2. Prepare & submit monthly time and activity reports.
3. Attend and participate in governmental meetings.
4. Participate in continuing education and training sessions.

# County of Door Conservationist

## Requirements

### Training and Experience

1. A Bachelor of Science Degree in the natural resource field of soils, geology, forestry, hydrology, wildlife ecology, natural resource management or environmental science; or considered would be an exceptional candidate with an Associate Degree in one of the areas listed above with four or more years of practical work experience in the use and management of natural resources.
2. May be required to hold/obtain certifications specific to the duties assigned.
3. Minimum 1-year experience with GIS/Arc View and/or CAD strongly preferred.
4. Current valid Wisconsin driver's license required.

### Knowledge, Skills, and Abilities Required (Assigned Duties Specific)

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Ability to survey, plan, design, and supervise the construction of conservation and water quality practices.
3. Skill in using and interpreting aerial photos, soil surveys, topographic maps, geological and other resource information in hard copy and digital format.
4. Capable of dealing firmly, but with tact and courtesy, with employees, clients, supervisors, county officials, and other agencies.
5. Knowledge of Local, County, State and Federal laws on conservation and natural resource protection and related topics.
6. Capable of writing technical and non-technical assessment and investigative reports.
7. Ability to work with limited direct supervision and make decisions accurately and rapidly.
8. Ability and skill in the use and operation of computers, preferably knowledge working with Microsoft® software.
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 (Assigned Duties Specific)

Both inside office & outside work, subject to all weather conditions. Outside activities occasionally include light to heavy lifting/carrying & walking in uneven terrain. Early work day starts and late day completions and evening meetings occasionally required. Outside work may be in close proximity of domestic/farm animals and construction equipment. Occasionally interaction with emotional, threatening, verbally aggressive and abrasive clients occurs.

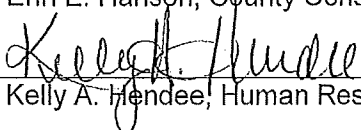
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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:

  
Erin E. Hanson, County Conservationist

6/6/17  
Date

  
Kelly A. Hendee, Human Resources Director

5/23/17  
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

Conservationist-Soil & Water

6 Mo

Soil & Water

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Conservationist Grade H-level 1</b>									
1.00	\$23.23	48,448				32,015			80,463
<b>Conservationist Grade H - Budget</b>									
1.00	\$24.49	53,996				33,049			87,045
Total Salary and Benefit Decrease									(6,582)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Conservationist Grade H-Control Point</b>									
1.00	\$26.55	55,373				33,305			88,678
<b>Conservationist Grade H - Budget</b>									
1.00	\$24.49	53,996				33,049			87,045
Total Salary and Benefit Increase									1,633

Dept Head Signature

*John Wigginton*

Finance Director

Date

8/20/15

**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.

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: Custodian  
 Position Status:  Currently vacant  Will be vacant Date Vacant: 8/30/2019  
 Full Time  Part Time  New position Hours per week: 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: Dan Londo

Reviewed, updated, and submitted to Human Resources:  
 Job Analysis Questionnaire (not to be included in the agenda packet)  
 Job Description  
 Completed by: Wayne Spritka Date 8/27/2019


**Financial Information:**

Salary Range: Grade B: \$13.86 – \$15.84 Is the Position Budgeted:  Yes  No  
 Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Service/Mt. 08 FLSA Status Non-exempt  
 Human Resources has performed a position review? KH (HR initial) 8/30/2019 Date  
 The Job Description has been updated and signed? KH (HR initial) 8/30/2019 Date

**Approvals:**

County Administrator  Date 8-27-19  
 Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



## County of Door Custodian

<b>Job Title</b>	Custodian	<b>Last Revision</b>	01/01/2018
<b>Department</b>	Facilities & Parks	<b>HR Reviewed</b>	01/01/2018
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Facilities & Parks Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	B	<b>EEO Code</b>	08 – Service/Maintenance

### General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. 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. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing towelings and other supplies. Clean rest room fans, partitions and all ceiling defusers.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
7. Sweeps and mops floors, halls, offices bathrooms and stairways. Vacuum carpets, shampoo carpets. May strip, wax and buff floors. Operate floor equipment, floor scrubbing machines, rug shampooing machine and wet and dry vacuums.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.
10. Provide truthful and accurate written and verbal communications.

#### *Essential Job Functions of Shift Lead Person*

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

#### *General Job Functions*

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.

## County of Door Custodian

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver's license required.

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

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
4. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
5. Ability to work with limited supervision and make decisions concerning work priorities.
6. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
7. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.
8. Ability to use tact and courtesy in maintaining and effective working relationship with department employees, county supervisors, county officials, and general public.

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

May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur – stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

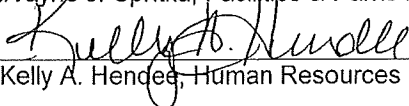
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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 & Parks Director

12-29-17  
Date

  
Kelly A. Hendee, Human Resources Director

12-29-17  
Date

## REQUEST FOR FISCAL IMPACT INFORMATION

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

CHANGE FTE/Hours

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

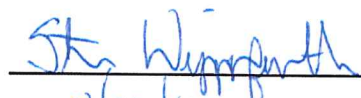
CHANGE JOB CLASS/STEP

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

Position Title Custodian  
 Effective Date \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Department Facilities & Parks Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Custodian Grade B-Level 1</b>									
1.00	\$13.86	28,906				28,370			57,276
<b>Custodian Grade B-Budget</b>									
1.00	\$16.16	33,703				29,264			62,967
Total Salary and Benefit Decrease									(5,691)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Custodian Grade B-Control Point</b>									
1.00	\$15.84	33,036				29,139			62,175
<b>Custodian Grade B-Budget</b>									
1.00	\$16.16	33,703				29,264			62,967
Total Salary and Benefit Decrease									(792)

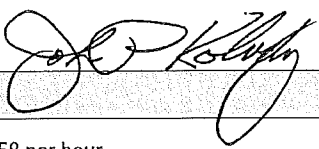
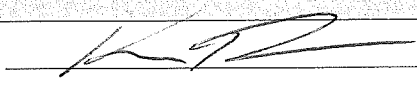
Dept Head Signature \_\_\_\_\_

  
 \_\_\_\_\_  
 Date 8/26/19

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$14.26, Step 3 \$14.65, Step 4 \$15.05, or Step 5 \$15.44.**

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 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
<b>DEPT. HEAD TO COMPLETE:</b>			
Department <u>Highway</u>		Position Title: <u>Highway Worker</u>	
Position Status: <input type="checkbox"/> Currently vacant <input type="checkbox"/> Will be vacant		Date Vacant: <u>Currently vacant.</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Limited Term <input type="checkbox"/> Project		Hours per week: <u>40</u>	
Reason for Vacancy: <input type="checkbox"/> Separation <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Death			
Discuss turnover with the department in the previous 18-24 months: <u>8 retirements/resignations in the past 12 months.</u>			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Steve Bley</u>			
Is office space, furniture, and office equipment available?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If not, explain plan to obtain: <u>Not Required</u>			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>John Kolodziej</u> 		Date <u>9/4/2019</u>	
<b>Financial Information:</b>			
Salary Range: <u>\$19.46 to \$25.58 per hour</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____		<input checked="" type="checkbox"/> Other <u>Funded thru direct billing to clients</u> % <u>100</u>	
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
<b>HR TO COMPLETE:</b>			
EEO <u>09 - Service / Mt.</u>		FLSA Status <u>nonexempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KH</u> (HR initial) Date <u>9-4-19</u>	
<input checked="" type="checkbox"/> The Job Analysis and Job Description have both been updated and signed?		<u>KH</u> (HR initial) <u>9-4-19</u>	
<b>Approvals:</b>			
County Administrator <u></u>		Date <u>9-4-19</u>	
Oversight Committee Chair _____		Date _____	
<input type="checkbox"/> I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.			
<input type="checkbox"/> I want to participate		<input type="checkbox"/> I do not wish to participate	
Administrative Committee Chair _____		Date _____	
<input type="checkbox"/> I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.			
<input type="checkbox"/> I want to participate		<input type="checkbox"/> I do not wish to participate	



## County of Door Highway Worker

<b>Job Title</b>	Highway Worker	<b>Last Revision</b>	09/24/2015
<b>Department</b>	Highway	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Highway Commissioner	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	F	<b>EEO Code</b>	08 – Service/Maintenance

### General Summary

This position is responsible for operating various highway construction equipment. Assignments given change from day to day and from season to season. 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. Perform general routine maintenance on County, State, and Local roadways.
2. Operates single, tandem, tri, quad axle trucks and semi-tractor with dump bodies.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shouldering equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic maintenance duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual and clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.
12. Provide truthful and accurate written and verbal communications.

#### *General Job Functions*

1. Performs a variety of highway operations and maintenance functions.
2. Complete a daily accounting of labor, equipment, and material used on specific projects for billing services to clients.

### Requirements

#### *Training and Experience*

1. High school diploma or Equivalent.
2. One (1) year of work experience with highway construction equipment; knowledge of machines and tools, including their uses, repair, and maintenance or an equivalent combination of training and experience.
3. One or more years' Public Safety and Security experience and knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state operations for the protection of people, property and institutions.

### County of Door Highway Worker

- 4. Current valid Commercial Wisconsin driver's license require with Class A, B, C; endorsement N is desirable.
- 5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.
- 6. Training or skill in welding and mechanics is beneficial.

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

- 1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
- 2. Ability to use computers and computer systems to set up functions, enter data, or process information.
- 3. Ability to operate road construction equipment in a safe and effective manner.
- 4. Ability to read a grade level. Requires basic knowledge of road construction, demonstrated with six (6) to twelve (12) months of progressive road construction work experience.
- 5. Knowledge of traffic laws and weight limits.
- 6. Knowledge of the location of state, county, city and town roads.
- 7. Capable of performing varied assignments from one day to another.
- 8. 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**

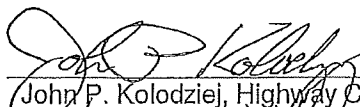
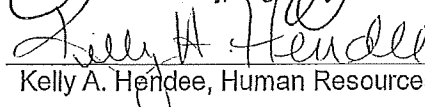
Mostly outside work, subject to all weather conditions, must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in. Nearly continuous standing and walking at work site, sitting when operating equipment. Occasional crouching, bending and twisting.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

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:*

 John P. Kolodziej, Highway Commissioner	4/5/17 Date
 Kelly A. Hendee, Human Resources Director	5/4/17 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

Highway Worker-Grade F  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Highway Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Highway Worker Grade F-level 1</b>									
1.00	\$19.46	40,586				31,150			71,736
<b>Highway Worker-Budget Grade F</b>									
1.00	\$25.58	53,350				33,720			87,070
Total Salary and Benefit Decrease									(15,334)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Highway Worker Grade F-Control Point</b>									
1.00	\$22.24	46,384				32,317			78,701
<b>Highway Worker-Budget Grade F</b>									
1.00	\$25.58	53,350				33,720			87,070
Total Salary and Benefit Decrease									(8,369)

Dept Head Signature

*Steve Wimmer*

Finance Director

Date

9/9/19

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

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

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 Services Position Title: Behavioral Health Therapist

Position Status:     Currently vacant     Will be vacant    Date Vacant: 8/22/19  
 Full Time     Part Time     New position    Hours per week: 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: Elizabeth Ziolkowski

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 8-30-19

**Financial Information:**

Salary Range: Grade K: \$28.88 to \$33.01 Is the Position Budgeted:  Yes     No

Funding Source:     Levy % 50     Grant Funded % \_\_\_\_\_     Other Insurance and MA billing % 50

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Professional (02) FLSA Status Exempt

Human Resources has performed a position review? KH (HR initial) 9-3-19 Date

The Job Description has been updated and signed? KH (HR initial) 9-3-19 Date

**Approvals:**

County Administrator  Date 9-18-19

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



**County of Door**  
Behavioral Health Therapist (Certified)

<b>Job Title</b>	Behavioral Health Therapist	<b>Last Revision</b>	10/26/2015
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	Behavioral Health	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Behavioral Health Program Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	K	<b>EEO Code</b>	02 – Professionals

### General Summary

The Behavioral Health Therapist reports directly to the Behavioral Health Program Manager and is responsible for conducting effective and professional direct therapy for count residents affected by mental illness and/or alcohol or drug abuse dependency.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Provide direct service therapy to clients with mental health and/or substance use disorders and their families. This will include individual, couples, family therapy, primary treatment and continued care groups, as necessary for the population of clients at any given time.
2. Provide screenings, intake, assessment, diagnosis, and case management to Door County residents with mental illness or chemical dependency issues. Complete treatment plans with clients to address those needs and work with a multidisciplinary team to provide the needed level of care.
3. Develop and maintain accurate case management records of assessment, treatment and current status/condition as required by state statute. Comply with DHS Chapter 35 and 75 requirements.
4. Assist in developing and providing ancillary groups or special services to other community programs relative to special needs populations, i.e., youth, elderly, women, minorities and others as deemed necessary.
5. Provide recovery services to individuals enrolled in Comprehensive Community Services, consistent with Department of Human Services Chapter 35 requirements, which may include services in the office, home or community. Participate in CCS team meetings as needed.
6. Provide service planning and oversight of clients on mental health commitment.
7. Conduct necessary team/staff meetings to review services and crisis planning.
8. Provide truthful and accurate written and verbal communications.

#### *General Job Functions*

1. Provide 24 hour on-call crisis services on a rotational schedule to include but not limited to consultation to law enforcement, hospital, and other individuals who need crisis services. Employee must remain within 50 minute response time to Door County Memorial Hospital while on crisis call. Abide by DHS Chapter 34 Requirements.
2. Coordinate inpatient psychiatric treatment with other staff members and community and state agencies. This includes ongoing case management of services, (follow-along and follow-up) as needed.

## County of Door Behavioral Health Therapist (Certified)

3. Provide educational information and consultation to community groups and individuals regarding Department services and various issues relative to mental health, chemical addiction and emotional wellness.
4. Present training in the area of psychotherapy, addictions and patient treatment to community, medical professionals, and staff members as needed.
5. Serve as a member of a multidisciplinary agency clinical team. Participate in client staffing, offer cross-disciplinary training to staff, and cooperate as a team member in the delivery of treatment to consumers with co-occurring disorders.

### **Requirements**

1. Graduate of a certified college with a Master's Degree in Social Work, Counseling, Psychology, or related area.
2. Wisconsin Clinical Professional Counselor, Licensed Clinical Social Worker, and/or certified Clinical Substance Abuse Counselor. Dually-certified to serve individuals with co-occurring disorders strongly preferred.
3. Current valid Wisconsin driver's license required.

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

1. Knowledge of and experience in working with clients with Mental Health and AODA diagnosis.
2. Knowledge of and experience with prevention, intervention, assessment and treatment modalities.
3. Ability to read, comprehend, and communicate, both orally and in writing as well as effectively administer by written and oral communications.
4. Able to effectively conduct interviews and counseling with AODA and MH clients.
5. Capable of conducting successful crisis intervention assessment and disposition.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Possess emotional maturity, sound judgment and capable of working among a dynamic team of professionals.
8. Knowledge of basic computer operation and familiarity with word processing and data entry software.
9. Knowledge of DHS 34 Crisis Services and DHS 35 Comprehensive Community Services preferred but will educate.

### **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.

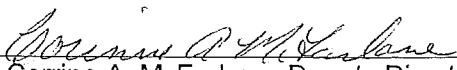
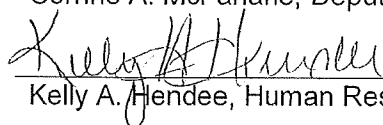
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

### County of Door Behavioral Health Therapist (Certified)

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:*

 Corrine A. McFarlane, Deputy Director	<u>5/3/17</u> Date
 Kelly A. Hendee, Human Resources Director	<u>5/3/17</u> 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

**Behavioral Health Therapist**

6 Mo

**Human Services**

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Behavioral Health Therapist Pay Range K - Step 1</b>									
1.00	\$28.88	60,232				34,373			94,605
<b>Behavioral Health Therapist- Level K Budget</b>									
1.00	\$30.53	63,673				21,238			84,911
Total Salary and Benefit Increase									9,694
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Behavioral Health Therapist Pay Range K - Step CP</b>									
1.00	\$33.01	68,846				36,002			104,848
<b>Behavioral Health Therapist- Level K Budget</b>									
1.00	\$30.53	63,673				21,238			84,911
Total Salary and Benefit Increase									19,937

Dept Head Signature

*Stu Wimpfahl*

Finance Director

Date

9/3/19

**Disclaimer: This Fiscal Impact does not include Step 2 \$29.71, Step 3 \$30.53, Step 4 \$31.36, or Step 5 \$32.18.**

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 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 Services / ADRC Position Title: Nutrition Site Manager

Position Status:     Currently vacant             Will be vacant            Date Vacant: 9/17/19  
 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? \_\_\_\_\_

Name of Current / Most Recent Incumbent: Stacy Volkmann

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 8-30-19

**Financial Information:**

Salary Range: Grade A: \$12.84 to \$14.67 Is the Position Budgeted:  Yes     No

Funding Source:     Levy % \_\_\_\_\_     Grant Funded % 50     Other Insurance and MA billing % 50

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Service/Maintenance (08) FLSA Status Non-exempt

Human Resources has performed a position review? KH (HR initial) 9-3-19 Date

The Job Description has been updated and signed? KH (HR initial) 9-3-19 Date

**Approvals:**

County Administrator  Date 9-4-19

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

## County of Door Nutrition Site Manager

<b>Job Title</b>	Nutrition Site Manager	<b>Last Revision</b>	8/28/19
<b>Department</b>	Health & Human Services	<b>HR Reviewed</b>	09/01/2019
<b>Division</b>	ADRC	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Assistant ADRC Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	A	<b>EEO Code</b>	08- Service/Maintenance

### General Summary

This position reports to the Assistant ADRC Director of the ADRC of Door County and is key to the effective functioning of the Nutrition Program. The position is responsible but not limited to the preparation of food according to ServSafe standards. This position is responsible for the coordination and delivery of a hot meal at one of the satellite meal sites in Brussels, Baileys Harbor and/or Liberty Grove. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Functions Job*

1. Receives dietician-approved menus and transports the prepared meals from the Sturgeon Bay site to other meal sites maintaining approved temperatures.
2. According to Serving safe food standards, serves the food to meal program participants and uses proper sanitation methods for clean – up at the site.
3. Tabulates monetary donations and makes bank deposits daily and reports monthly.

#### *General Job Functions*

1. Presents a welcoming and pleasant atmosphere by greeting meal participants and treating volunteers and co-workers with respect.
2. When working a meal-site they would be responsible for sanitizing work space, carts and any other necessary areas or equipment.
3. Reports any concerns to the Assistant ADRC Director.
4. Takes meal reservations and records attendance at the site: reports data to the Sturgeon Bay site.
5. Ability to coordinate the work of volunteers.

### Requirements

#### *Training and Experience*

1. High School diploma or GED.
2. Ability to pass the exam associated with the serving safe foods course within one year of hire.
3. Technical diploma in culinary science preferred.
4. Two (2) years of responsible work experience, preferably in the food service- related setting.
5. Current valid Wisconsin driver's license required.

## County of Door Nutrition Site Manager

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

1. Ability to record information accurately and timely.
2. Skills related to the needs of older adults and persons with disabilities.
3. Knowledge of proper food safety & handling practices.
4. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and public.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

### **Physical and Working Conditions**

Kitchen environment in public setting. Daily travel required.

Mostly inside in an environment that requires safety precautions most of the time. Over 50% of the time is spent bending, twisting, reaching, standing and walking. About 25% of the time is spent lifting and carrying nutrition related objects weighing more than 10 pounds. In many circumstances, this worker must be able to lift objects between 20 and 40 pounds. Exposure to extreme heat (ovens, steamers, etc.) is experienced 50% of the time and exposure to mechanical equipment (slicer, mixer) is frequent.

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

9/3/19  
 \_\_\_\_\_  
 Date

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

9/3/19  
 \_\_\_\_\_  
 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

Nutrition Site Manager  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
 ADRC Sub Dept  
 \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Nutrition Site Manager Pay Range A - Step 1</b>									
0.40	\$12.84	10,712				2,028			12,740
<b>Nutrition Site Manager- Level A Budget</b>									
0.40	\$16.87	14,074				2,664			16,738
Total Salary and Benefit Decrease									(3,998)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Nutrition Site Manager Pay Range A - Step CP</b>									
0.40	\$14.67	12,238				2,316			14,554
<b>Nutrition Site Manager- Level A Budget</b>									
0.40	\$16.87	14,074				2,664			16,738
Total Salary and Benefit Decrease									(2,184)

Dept Head Signature Stu Weppenga  
 Date 9/3/19

Finance Director

**Disclaimer:** This Fiscal Impact does not include Step 2 \$13.20, Step 3 \$13.57, Step 4 \$13.94, or Step 5 \$14.30.

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

RECEIVED  
HUMAN RESOURCES  
AUG 14 2019  
15  
TIME: AM/PM

Krista Lutzke

~~Soil & Water Conservation Department, Sturgeon Bay, WI 54235 | Phone: 920-246-2010 | klutzke88@gmail.com~~

8/14/19

Erin Hanson  
County Conservationist  
County of Door  
421 Nebraska St.  
Sturgeon Bay, WI 54235

Dear Erin,

Please accept this letter as notice of my resignation from my position as Conservationist with the Door County Soil & Water Conservation Department. My last day of employment will be September 6, 2019.

I was recruited and received an offer to serve as the national PlayCleanGo Program Manager with the North American Invasive Species Management Association (NAISMA), and after careful and thoughtful consideration, I realize that this opportunity is too exciting for me to decline.

It has been an immense pleasure working with you and Soil & Water during my tenure. One of the highlights of my career was building the invasive species program and the Door County Invasive Species Team to the regional model of a Cooperative Weed Management Association that it is today. I appreciate all of the opportunities I have been given during my time here with Soil & Water, as well as your professional guidance and support.

I wish you and Soil & Water continued success in the future.

If I can assist with the transition to my successor, please do let me know

Erin, thank you again for the opportunities you've provided with Door County Soil & Water Conservation Department. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at ~~klutzke88@gmail.com~~ or call me at ~~920-246-2010~~

Sincerely,



Krista Lutzke

cc. Kelly Hendee



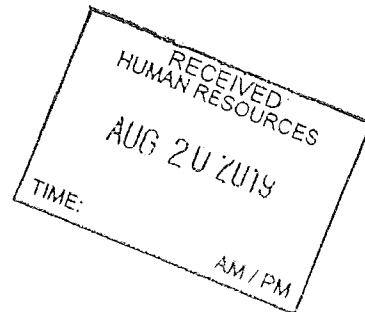
Wayne,

08/16/2019

I regret to inform you that I am resigning my position as evening custodian. It has been a pleasure working for the county and having you as my supervisor. I enjoyed my time working for the county and have gained much knowledge and skills. I will miss working with my fellow firsts and second shift co-workers. I will also miss everyone I have met and formed relationships with at the Gov. Center, Justice Center, Hwy Dept., and Community Center. My last day of employment will be August 30<sup>th</sup>, 2019.

Sincerely,

Daniel Londo Jr. (D.J.)





Steve Bley  
6302 County A  
Egg Harbor, WI 54209

Phone No. 920-421-1203

August 13, 2019

Mr. John Kolodziej  
Highway Commissioner  
Highway Department  
1001 South Duluth Avenue  
Sturgeon Bay, WI 54235

RE: Intent to Retire

Dear Mr. Kolodziej,

I would like to inform you that I am retiring from my Highway Worker position with the Door County Highway Department, effective November 4, 2019.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for Door County and appreciate the support provided me during my tenure with the county.

While I look forward to enjoying my retirement, I will miss working for the Department. If I can be of any assistance during this transition, please let me know.

Sincerely,

Steve Bley 

Cc: Human Resources



---

## Memorandum

920-743-6578 (Sturgeon Bay)

920-746-7115 (Office)

tkakuske@co.door.wi.us

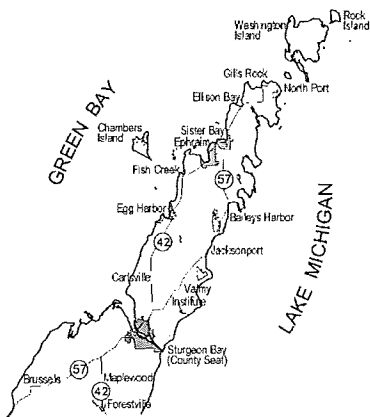
To: Kelly Hendee, Human Resources Director

From: Tina Kakuske, Door County Library Director

Date: August 26, 2019

Re: Completion of Introductory Period—Dixie Jorns

Dixie Jorns started employment as a Circulation Assistant on January 4, 2019. She has completed the 6 month Introductory period and I recommend her to regular employment status.



**OFFICE OF THE SHERIFF  
DOOR COUNTY**

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

**SHERIFF**  
*Tammy Sternard*

**CHIEF DEPUTY**  
*Patrick McCarty*

**FIELD SERVICES  
LIEUTENANT**  
*Robert Lauder*

**JAIL LIEUTENANT**  
*Kyle Veeseer*

09-06-19

Blake Luebker  
1807 Charles Ct.  
Luxemburg, WI 54217

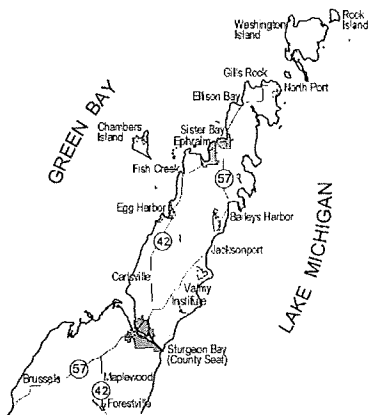
Dear Blake,

On behalf of the Door County Sheriff's Office we would like to take this opportunity to congratulate you on your successful completion of the Corrections Training and Evaluation Program effective 08-16-19. The main goals of the training program are to help prepare you for a rewarding, safe and honorable career in law enforcement. I hope you found the program to be beneficial and helpful to your law enforcement career. We would encourage you to continue to work hard, learn and grow as an officer. We are certain that your talents and skills will prove to be an asset to our department and community.

Respectfully Submitted,

Sheriff Tammy A. Sternard

Lt. Kyle C. Veeseer



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**JAIL LIEUTENANT**  
*Kyle Veese*

09-06-19

Jasmine Noel  
903 Alabama Pl. Apt. 6  
Sturgeon Bay, WI 54235

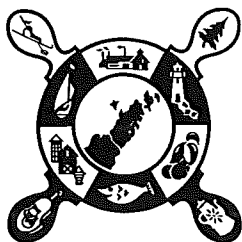
Dear Jasmine,

On behalf of the Door County Sheriff's Office we would like to take this opportunity to congratulate you on your successful completion of the Corrections Training and Evaluation Program effective 07-23-19. The main goals of the training program are to help prepare you for a rewarding, safe and honorable career in law enforcement. I hope you found the program to be beneficial and helpful to your law enforcement career. We would encourage you to continue to work hard, learn and grow as an officer. We are certain that your talents and skills will prove to be an asset to our department and community.

Respectfully Submitted,

Sheriff Tammy A. Sternard

Lt. Kyle C. Veese



**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  
 Sept 2019 Report

Date	Transaction *	Department	Name		Position
07/29/2019	Internal Hire	Library	Dawn	Taylor	Technical Services / Acquisitions Cataloger
08/06/2019	Inactive	Highway	Max	Pierre	Seasonal - Highway
08/11/2019	Internal Hire	Sheriff	Siera	Becker	Security (Corrections) Office
08/12/2019	Internal Hire	Health & Human Services	Deb	Fehrman	Case Manager Long Term Support
08/12/2019	Internal Hire	Library	Julia	Elkins	Circulation Assistant
08/13/2019	Inactive	Highway Dept	Joe	Delveaux	Seasonal - Highway
08/22/2019	Termination	Health & Human Services	Elizabeth	Ziolkowski	Behavior Health Therapist - Certified
08/22/2019	Inactive	Facilities & Parks	Jordan	Lau	Seasonal - Parks
08/23/2019	Inactive	Soil & Water	Sage	Tanck	LTE
08/26/2019	Internal Hire	District Attorney	Holly	Malvitz	Administrative Supervisor
08/29/2019	Inactive	Highway Dept	Trevor	Hawkey	Seasonal - Highway
08/29/2019	Inactive	Highway Dept	Luke	Pierre	Seasonal - Highway
08/30/2019	Resignation	Facilities & Parks	Daniel	Londo	Custodian
08/30/2019	Inactive	Soil & Water	Sean	Malec	LTE
09/03/2019	Hired	Child Support	Sara	Krouse	Child Support Specialist
09/03/2019	Hired	District Attorney	Valeria	Nieto	Administrative Assistant 2
09/06/2019	Resignation	Soil & Water Conservation	Krista	Lutzke	Invasive Species
09/09/2019	Internal Hire	Veteran's Office	Beth	Wartella	VSO
09/09/2019	Transfer	Highway Dept	Kevin	Bley	Equipment Operator
09/09/2019	Transfer	Highway Dept	Joe	Moreaux	Highway Worker
09/16/2019	Hired	Human Resources	Kayla	Jennerjohn	HR Assistant
11/04/2019	Retirement	Highway Dept	Steve	Bley	Highway Worker

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)

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

<b>Fund-Dept-Sub-Acct.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100-17101</b>	<b>PRE-PAIDS</b>		
<b>100-37-1120-52301</b>			
	Wisconsin Media	Publication of RFP - Disposition of Buildings at 442 Michigan Street	\$154.96
<b>100-44-1114-53106</b>	<b>OFFICE SUPPLIES (FROM HR BUDGET)</b>		
	Staples	Office Supplies	\$44.68
	Staples	Wall Clock	\$26.69
<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 - 2016-135 2016-CV-112	\$65.00
	Door County Sheriff's Department	Civil Service - 2019CV103 Gray	\$65.00
	Door County Sheriff's Department	Civil Service - 2019-CX-1	\$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>		
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples	Office Supplies	\$50.13
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for July 2019 services)	\$319.54
	State Bar of Wisconsin	Hiring & Firing in Wisconsin Ed 7-Rev (FY20)	\$93.32
	Gannett Wisconsin Media	Door County Advocate Subscription	\$56.35
<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 #8-2019 August	\$1,910.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for July 2019 services)	\$1,278.14
<b>100-14-1107-55107</b>	<b>LEASED PRINTING</b>		
	Wisconsin Document Imaging	Monthly Usage	\$276.99
		<b>TOTAL:</b>	<b>\$4,405.80</b>





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>											
8947 - STEPHEN P JOHNSON ATTY	2019-00000309	Court Appointed Attorney Fees	Paid by Check # 668023		08/15/2019	08/16/2019	08/16/2019		08/23/2019	716.25	
1706 - DAVID R CLOWERS	2019-00000328	Court Appointed Attorney Fees	Edit		08/30/2019	08/30/2019	09/01/2019			604.10	
									Account <b>52101 - Professional Services</b> Totals	Invoice Transactions 2	<u>\$1,320.35</u>
Account <b>52130 - PS-Guardian Ad Litem</b>											
3629 - ERICKSON PRIBYL S.C.	2019-00000294	GAL Fees	Paid by Check # 667592		08/02/2019	08/02/2019	08/02/2019		08/06/2019	1,232.00	
15303 - NINA MARTEL SC	2019-00000310	Court Appointed Attorney Fees	Paid by Check # 668020		08/15/2019	08/16/2019	08/16/2019		08/23/2019	680.41	
9682 - PINKERT LAW FIRM LLP	2019-00000311	Court Appointed Attorney Fees	Paid by Check # 668021		08/15/2019	08/16/2019	08/16/2019		08/23/2019	154.00	
									Account <b>52130 - PS-Guardian Ad Litem</b> Totals	Invoice Transactions 3	<u>\$2,066.41</u>
Account <b>52425 - Interpreter Services</b>											
15825 - SUSAN G RASCON	2019-00000312	Interpreter Fees	Paid by Check # 668024		08/15/2019	08/16/2019	08/16/2019		08/23/2019	40.00	
									Account <b>52425 - Interpreter Services</b> Totals	Invoice Transactions 1	<u>\$40.00</u>
Account <b>53106 - Office Supplies</b>											
15069 - STAPLES ADVANTAGE	2019-00000313	Office Supplies	Paid by Check # 668022		08/15/2019	08/16/2019	08/16/2019		08/23/2019	54.29	
28170 - SCHWAAB INC	2019-00000330	Pre-Inked Stamps	Edit		08/30/2019	08/30/2019	09/01/2019			76.25	
15069 - STAPLES ADVANTAGE	2019-00000329	Office Supplies	Edit		08/30/2019	08/30/2019	09/01/2019			288.71	
									Account <b>53106 - Office Supplies</b> Totals	Invoice Transactions 3	<u>\$419.25</u>
Account <b>54101 - Conference Fees &amp; Trainin</b>											
691 - WCCCA	2019-00000331	Fall Clerk of Court Conference Registration	Edit		08/30/2019	08/30/2019	09/01/2019			85.00	
									Account <b>54101 - Conference Fees &amp; Trainin</b> Totals	Invoice Transactions 1	<u>\$85.00</u>
									Sub-Department <b>1340 - Clerk of Courts</b> Totals	Invoice Transactions 10	<u>\$3,931.01</u>
									Department <b>25 - Court Systems</b> Totals	Invoice Transactions 10	<u>\$3,931.01</u>
									Fund <b>100 - General Fund</b> Totals	Invoice Transactions 10	<u>\$3,931.01</u>
									Grand Totals	Invoice Transactions 10	<u>\$3,931.01</u>

\* = Prior Fiscal Year Activity

## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS SEPTEMBER MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	August 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.39.1351.52401	Washington Isl. Ferry Line	Medical Examiner transportation	\$39.50	X
100.11.1101.54102	Cardmember Service	WI Local Government Leadership related charges	\$670.19	X
<b>County Administrator Vouchers:</b>				
100.49.1115.54102	Cardmember Service	WI Local Government Leadership related charges	\$218.00	X
TOTAL:			\$9,829.94	

Door County

*J. Moeller*  
8/15/19

*Jennie Z.W.*  
8/15/19

# Accounts Payable Invoice Report

G/L Date Range 08/16/19 - 08/16/19

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>2019-00000420</b>		Batch Date 08/15/2019			Entered by User Jennifer Moeller				
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1706	transcripts	Edit		08/16/2019	08/16/2019	08/16/2019			90.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>6197 - HOLLY M JEWELL</b> Totals							Invoices	1	\$90.00
Vendor <b>2674 - LISA A HARTEL</b>									
Sub-Department <b>25 Court Systems</b>									
1824	18CF24 DA Transcript	Edit		08/16/2019	08/16/2019	08/16/2019			47.50
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>2674 - LISA A HARTEL</b> Totals							Invoices	1	\$47.50
Vendor <b>15303 - NINA MARTEL SC</b>									
Sub-Department <b>25 Court Systems</b>									
201910	19GN10 Guardian ad Litem	Edit		08/16/2019	08/16/2019	08/16/2019			198.33
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>15303 - NINA MARTEL SC</b> Totals							Invoices	1	\$198.33
Vendor <b>9682 - PINKERT LAW FIRM LLP</b>									
Sub-Department <b>25 Court Systems</b>									
53020111	Guardian ad Litem fees	Edit		08/16/2019	08/16/2019	08/16/2019			495.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>9682 - PINKERT LAW FIRM LLP</b> Totals							Invoices	1	\$495.00
Vendor <b>10922 - UW LAW SCHOOL</b>									
Sub-Department <b>25 Court Systems</b>									
57F14335	Criminal Jury Instructions	Edit		08/16/2019	08/16/2019	08/16/2019			198.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>10922 - UW LAW SCHOOL</b> Totals							Invoices	1	\$198.00
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b>									
Sub-Department <b>25 Court Systems</b>									
840792047	July 2019 library plan	Edit		08/16/2019	08/16/2019	08/16/2019			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>2019-00000420</b> Totals							Invoices	6	\$1,594.57
Department <b>25 - Court Systems</b> Totals							Invoices	6	\$1,594.57
<b>25 Court Systems</b>									
						Grand Totals	Invoices	6	\$1,594.57

Door County

9/10/19  
Jennifer Moeller

J. W. L. 9/10/19

# Accounts Payable Invoice Report

G/L Date Range 09/13/19 - 09/13/19

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>2019-00000458</b>		Batch Date 09/09/2019			Entered by User Jennifer Moeller				
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
11075	legal fees	Edit		09/09/2019	09/13/2019	09/13/2019			1,363.80
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b> Totals							Invoices	1	\$1,363.80
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1172	18CF99 DA transcript	Edit		09/09/2019	09/13/2019	09/13/2019			51.00
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>6197 - HOLLY M JEWELL</b> Totals							Invoices	1	\$51.00
Vendor <b>10787 - JIVABA CONSULTING, S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
1850	18ME50 independent evaluation	Edit		09/09/2019	09/13/2019	09/13/2019			1,200.00
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>10787 - JIVABA CONSULTING, S.C.</b> Totals							Invoices	1	\$1,200.00
Vendor <b>2674 - LISA A HARTEL</b>									
Sub-Department <b>25 Court Systems</b>									
1749	transcripts	Edit		09/09/2019	09/13/2019	09/13/2019			112.00
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>2674 - LISA A HARTEL</b> Totals							Invoices	1	\$112.00
Vendor <b>20086 - MARSHALL J BALES</b>									
Sub-Department <b>25 Court Systems</b>									
4448	19GN11 independent evaluation	Edit		09/09/2019	09/13/2019	09/13/2019			555.00
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>20086 - MARSHALL J BALES</b> Totals							Invoices	1	\$555.00
Vendor <b>8710 - MARTINSON LAW OFFICES</b>									
Sub-Department <b>25 Court Systems</b>									
1912	19GN12 Guardian ad Litem	Edit		09/09/2019	09/13/2019	09/13/2019			373.80
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>8710 - MARTINSON LAW OFFICES</b> Totals							Invoices	1	\$373.80
Vendor <b>15303 - NINA MARTEL SC</b>									
Sub-Department <b>25 Court Systems</b>									
198	legal fees	Edit		09/09/2019	09/13/2019	09/13/2019			284.58
							Invoices	1	0
Sub-Department <b>25 Court Systems</b> Totals									
Vendor <b>15303 - NINA MARTEL SC</b> Totals							Invoices	1	\$284.58

Door County

# Accounts Payable Invoice Report

G/L Date Range 09/13/19 - 09/13/19

Report By Department - Batch - Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1749 - STEPHANIE K SCHREIBER</b>									
Sub-Department <b>25 Court Systems</b>									
18132	18CF132 DA transcript	Edit		09/09/2019	09/13/2019	09/13/2019			14.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>1749 - STEPHANIE K SCHREIBER</b> Totals			Invoices	1		<u>\$14.00</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>25 Court Systems</b>									
78436	August copier lease	Edit		09/09/2019	09/13/2019	09/13/2019			159.05
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals			Invoices	1		<u>\$159.05</u>
			Batch Number <b>2019-00000458</b> Totals			Invoices	9		<u>\$4,113.23</u>
			Department <b>25 - Court Systems</b> Totals			Invoices	9		<u>\$4,113.23</u>
<b>25 Court Systems</b>									
					Grand Totals	Invoices	9		<u><u>\$4,113.23</u></u>







