AGENDA:

1. Call Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call by County Clerk
4. Review, and Revise and/or Reaffirm the Rules of Order and Duties of Committees
   • Rule #41 - Minutes
5. Presentation of Agenda
6. Correspondence
   • Unassigned Fund Balance
   • Letter Received – Sophie Parr
   • Letter Received – Local 4982, Door County Emergency Services, Brandon Schopf - President
7. Public Comment
8. Supervisors Response
9. Minutes of March 26, 2019 Regular Meeting
10. Pending Business/Updates
11. Resolutions
   • 2019-29 Recognition of Kenneth C. Wendt
   • 2019-30 Publication of Legal Notices: Newspapers
   • 2019-31 America's Farmers Grow Communities Donation to the Aging And Disability Resource Center of Door County
   • 2019-32 School Resource Officer Position(s)
   • 2019-33 Amendment to Door County Administrative Manual and/or Employee Handbook
   • 2019-34 Facilities & Parks - Transfer Of Non-Budgeted Funds
   • 2019-35 2018 Carry Forwards From General Fund Accounts
   • 2019-36 Appointments to Committees, Commissions and Boards
12. Ordinances
   • Report Smyth Rezoning
   • 2019-04 Smyth Rezoning
13. Special Reports
   • Presentation on Door County Transportation Program – Joe Krebsbach, Ken Pabich
   • Cana Island Project Update
   • 2019 Department Annual Reports (in Reports & Misc. Folder on County website)
14. New Business
15. Oral Committee Reports
16. Review Committee Minutes
17. Review Vouchers, Claims and Bills
18. Announcements
   • Next Regular County Board Meeting - May 28, 2019 – 9:00 a.m.
   • DCEDC Annual Luncheon – Wednesday, April 24, 2019 – Stone Harbor Resort
   • WCA Annual Conference – September 22-24, 2019 – Wisconsin Dells, WI
19. Adjourn
1. **Regular and Statutory Meetings**
   All regular and statutory meetings shall be held at 9:00 A.M. or at the call of the County Board Chairman at the Door County Government Center. Regular meetings shall be held on the 4th Tuesday of each month. The Sec. 59.11(1)(c), Wis. Stats. organizational meeting shall be the 3rd Tuesday of April. The Sec. 59.11(1)(a), Wis. Stats. annual meeting shall be the Tuesday after the 2nd Monday of November.

2. **Special Meetings**
   Special meetings may be called by the Chairperson, or in the manner prescribed by Sec. 59.11(2), Wis. Stats. In all cases the notice shall give the time, place and purpose of the meeting at least forty-eight (48) hours in advance.

3. **Quorum**
   A majority of the entire membership elected to the Board shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a board, commission, or committee to transact business.

4. **Presiding Office**
   The Chairperson shall preside at all meetings of the Board. The Vice-Chairperson shall preside at all meetings of the Board in the absence of the Chairperson or at the Chairperson’s request. When both are absent, the Clerk shall convene the meeting and the Board shall elect one of its members as temporary Chairperson.

   The County Clerk shall preside (as benevolent dictator) at the organizational meeting, until the County Board Chairperson and Vice Chairperson are elected. The Chairperson shall then take the chair.

5. **Agenda**
   All items to be a part of the agenda shall be in possession of the Administrator before noon on the sixth (6th) day prior to the scheduled Board session.

6. **Presentation of Agenda**
   At each session the agenda shall be submitted by the Chairperson and approved by the Board before proceeding with the meeting.

   Any resolution, ordinance or business to be added to the agenda must be of an emergency nature and be approved by a majority of the members present before becoming part of the agenda, a two (2) hour notice is required per Sec.19.84(3) Wis. Stats.

7. **Organizational Meeting Agenda**
   **A. Organizational Meeting**
   1. Call to order [County Clerk in Chair]
   2. Pledge of Allegiance to the Flag
   3. Roll Call
   4. Oath of Office
   5. Election of the Chairperson of the Board
   6. Election of the Vice-Chairperson of the Board
   7. Review, Revise and Adopt the Rules of Order and Duties of the Standing Committees
   8. Election of the Highway Committee: The Five Member committee shall consist of one (1) member North, one (1) member South, one (1) member City of Sturgeon Bay and two (2) members at large, (not more than two members are to represent each area. The County Board shall then elect one (1) of the five members as Chairperson.)
      a) Ballots cast for the Highway Committee and Highway Committee Chairperson by each County Board Supervisor will not be by secret ballot, but shall be signed on the back with his/her name.
         [Vote totals shall be announced after each round of voting under A. 5., 6., and 8. supra.]
   9. Appointment of the Standing Committees shall be made by the Chairperson in consultations with a Committee on Committees appointed by him/her. Committee selections shall be announced on the same day of the Organizational Meeting.
   10. Continue with No. 4 of Regular Meeting Agenda.
8. **Regular Meeting Agenda**

A. **Regular Meeting**

1. Call to order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentation of Agenda
5. Correspondence
6. Public Comment
7. Supervisor’s Response
8. Administrator’s Monthly Report
9. Approval of minutes of previous meeting
10. Pending Business
11. Resolutions
12. Ordinances
13. Special Reports
14. New Business
15. Oral Committee Reports
16. Review Committee Minutes
17. Review Vouchers, Claims and Bills
18. Announcements
19. Per Diem Code
20. Adjourn

9. **Term of Office**

The term of Chairperson and Vice-Chairperson shall be for two (2) years (Sec. 59.12 Wis. Stats.). All standing committees, elective or appointive, shall serve a one (1) year term unless the Wisconsin Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the entire membership.

10. **Committees**

There are four types of committees: Standing, Statutory, AdHoc and Other. Committee appointments. Committees shall be established upon adoption of a resolution designating the name, number, purpose and term. Members shall be appointed by the County Administrator and/or Chairperson and confirmed by the Board. An AdHoc committee shall be dissolved upon completion of the purpose for which the committee was appointed.

11. **Vouchers, Claims and Bills**

Department Heads shall screen all bills and invoices and prepare vouchers.

Vouchers (along with the bill or invoice) shall be submitted to the Finance Department by 4:30 p.m. on the first and third Wednesday of each month for payment. Payment may then be made by the Finance Director semi-monthly.

The Finance Department will, on a semi-monthly basis, prepare a listing of all payments to be made. This listing is intended as, and will be deemed, an order for payment per Sec.’s 59.23(2)(c) & 59.25(3)(b) Wis. Stats. and will be signed by the County Clerk and counter-signed by the County Board Chairperson, and then filed with the County Clerk. A copy of the listing(s) will be provided to the oversight committee on a monthly basis.

12. **Voting**

All members of the Board shall vote on all questions except when excused or because of conflict of interest. All questions will be resolved by majority vote of those members voting (provided a quorum is present) except when the Rules of Order or Wisconsin Statutes provide otherwise.

In the absence of a unanimous vote or unanimous consent on a question, a recorded vote is required.

13. **Consent to Speak**

A member desiring to introduce a resolution, a motion, or to speak on or debate a question, when recognized by the Chairperson, shall confine his/her remarks to the subject. A member desiring to speak a second time on the same subject or questions, shall be limited to two (2) minutes. All debates shall be subject to the discretion of the Chairperson.

14. **Referral of Correspondence or Reports**

The Chairperson may refer correspondence and reports to committee as he/she determines unless a specific motion is made from the floor.
15. Motions
Motions should be reduced to writing and read by the County Clerk and seconded before debate or vote. Motions and seconds may be withdrawn prior to amendments by the authors. A motion containing more than one (1) question may be divided.

16. Resolutions
All resolutions appearing on the agenda and submitted for approval shall contain thereon a number, title and the names of sponsoring committee(s) and supervisor(s) or individual supervisor(s) with concurrence of the County Board Chairperson.

17. Committee Reports
Committee reports, unless otherwise excused, shall be given by the committee chairperson or in his/her absence by another member of the committee.

18. Ordinances
Any ordinance to be submitted for consideration for adoption by the Board shall be placed on the agenda as herein prescribed and shall bear the signature(s) of its sponsor, either a member, a committee, or a joint committee of the Board. All ordinances, except zoning ordinances, including amendments thereto, authorized by Sec..59.69, Wis. Stats., shall be considered for adoption in the following manner:
A. The ordinance shall be presented to the Board for a reading. Reading the title of the ordinance at the Board meeting shall constitute the reading, if the ordinance is provided in written form to each of the Board members before the meeting at which the ordinance is to be taken up.
B. Following the reading and if no substantive changes are made to the ordinance, the ordinance may be enacted by a majority roll call vote of the members voting. (Punctuation and spelling corrections do not constitute substantive changes.)
C. If substantive changes are made to the ordinance, the ordinance shall be laid over to the subsequent meeting of the Board for a second reading. Reading the title of the ordinance at the Board meeting shall constitute the second reading, if the ordinance in revised form is provided in written form to each of the Board members before the meeting at which the ordinance is again to be taken up.
D. Following the second reading, the ordinance may be further amended. When all amendments, if any, have been acted upon, the ordinance may be enacted by the majority roll call vote of the members voting. Such ordinances shall be in effect the day following publication, unless otherwise specified.
E. Newly created zoning ordinances shall be considered for adoption as prescribed in ss.59.69(5)(a) and (b), Wisconsin Statutes, shall be considered for adoption in the following manner:
1. A petition for amendment may be made as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes.
2. Upon completion of procedures as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes, the committee of the Board designated to act in such matters shall, by way of a written report, recommend to the Board, subject to ss.59.69(5)(e) 3., Wisconsin Statutes, an action to take in the matter. The recommendation may be to approve of the petition, approve of a modified version of the petition, or to disapprove of the petition.
3. If the recommendation is to approve of the petition or a modified version of it, the committee shall draft an ordinance which would effectuate the committee’s determination and submit to the Board the ordinance at the same time as the committee’s recommendation.
4. After review of the committee’s recommendation, the Board shall then act upon the ordinance as submitted by the committee. The ordinance, as submitted or as amended by the Board, may be adopted by majority roll call vote of the members voting, except as provided by ss.59.69(5)(e)5., Wisconsin Statutes.
5. If the recommendation is to disapprove of the petition, the Board shall act upon the recommendation, either accepting or rejecting the disapproval recommendation. A majority roll call vote of the members voting shall determine the result.
   (a) If the Board accepts the disapproval recommendation, the petition is thereby dismissed.
   (b) If the Board refuses to deny the petition for amendment as recommended it shall refer the petition to the committee with directions to draft an ordinance to effectuate the petition and report the ordinance back to the Board which may then enact or reject the ordinance as provided in ss.59.69(5)(e) Wisconsin Statutes.
F. Ordinances shall be in effect the day following publication unless otherwise specified. *Note: Having the ordinance in printed form two (2) days before a meeting date shall qualify for the informal reading by the reading of the title.
19. **Non-Budget Items [Sec. 65.90 Wis. Stats.]**

Any action involving any sum other than the amount provided for in the budget, or approved by the Finance Committee under Budget Intra-Transfers, shall be required to have a two-thirds (2/3) vote of the entire membership of the Board.

All resolutions under this rule shall be submitted by the Finance Committee. Said resolutions (or addendum) shall provide members sufficient detailed information on fiscal impact, project revenue, expense effect on tax rate and other relevant information, when available.

20. **Previous Question**

When a reasonable time for debate on a motion has elapsed, it may be in order to move for the previous question. If seconded and carried by a vote, the vote on the question shall immediately follow.

21. **Reconsideration**

It may be in order for any member voting with the prevailing side to move for reconsideration of the question at the same or succeeding session.

22. **Roll Call Vote**

When a roll call vote is statutory or required by the Rules or Order, it shall be announced as a “Roll Call Vote” before voting takes place via electronic balloting, i.e.: using the Voter Board. If the Voter Board malfunctions, the County Clerk will call for a roll call vote. If a member requests a roll call vote on any question, it shall be granted before the decision of the Chairperson is announced. There shall be no interruption during roll call.

23. **Method of Roll Call**

Roll call voting shall be in succession with all members voting as called. Each roll call vote shall begin with the member alphabetically following the first member called in the preceding vote.

A member not in the room and not excused for the session shall vote before the Chairperson announces the result.

24. **Budget Inter-Transfers**

A two-thirds (2/3) vote of the entire membership of the Board is necessary when transferring funds from one department or account to another. A roll call vote is required. (Statute 65.90).

25. **Budget Intra-Transfers [Sec. 65.90 Wis. Stats.]**

A. The Finance Committee is authorized to transfer funds between budgeted items of an individual county office or department pursuant to and in accordance with Sec. 65.90(5) Wis. Stats., or as subsequently amended or revised and subject to Paragraph 2 below.

B. Any transfer of funds between budgeted items of an individual county office or department that exceeds $10,000 is subject to prior approval by the County Board of Supervisors.

26. **Out of Order**

A member, when declared out of order by the Chairperson, shall immediately submit to the ruling of the Chair unless an appeal is made and permission granted by a majority vote of the members present.

27. **Public Addressing the Board**

County Board encourages public comment in order to make better informed decisions. To expedite public comment and make judicious use of time, the Board has established the following policy:

A. **Subject Matter**

   - All Business of the Board except amendments of County zoning ordinance.

B. **General Guidelines**

   - The County Board Chairperson shall determine the amount of time an individual or entity will be allowed to speak. Generally, public comment will be limited to thirty (30) minutes maximum and three (3) minutes per individual.
   - Speaker must be present.
   - Speaker cannot allocate his/her time to another speaker.
   - Get recognition from the Board Chair before speaking.
   - Keep comments concise and avoid repetition.
   - Be courteous and respectful.
   - Be specific about what you want the Board to do.
   - The Board may respond to comments, but will not engage in debate, during the public comment segment.
   - The Board may, at the discretion of the Chair, place a topic or issue raised at public participation on a future agenda or refer to a subunit.
C. Applicability
- Specifically applicable to County Board.
- All subunits of County Board may have a public comment period. The details and mechanics of such is left to the discretion of each subunit.

28. Adjourn or Recess
A motion to adjourn or recess shall be in order at any time except when a member has the floor or when the Board is voting.

29. Suspension of Rules
These rules may be suspended by a majority roll call vote of the entire membership unless unanimous consent is given.

30. Amending Rules
These rules may be amended at any regular session of the Board by a majority vote of the entire membership.

31. Elections
A. The County Board Chairperson and Vice-Chairperson shall be elected consistent with Sec.'s 19.88 and 59.12 Wis. Stats. as follows:
   - By unsigned ballot;
   - Nominations - Each County Board Supervisor shall cast a nomination ballot;
   - Election - Each County Board Supervisor shall cast an election ballot;
   - Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists).
B. Members of the Highway Committee and the Highway Committee Chairperson shall be elected consistent with Sec. 83.015 Wis. Stats. as follows:
   - By signed ballot;
   - Nominations - Each County Board Supervisor shall cast a nomination ballot;
   - Election - Each County Board Supervisor shall cast an election ballot;
   - Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists).

32. Rules of Order
The Rules of Order as adopted shall govern the proceedings of the Board, except as may be contrary to Wisconsin Statutes; in such event, the State Statutes shall prevail. Roberts Rules of Order (current and authorized edition) shall apply in those areas these Rules do not cover.

33. Executive Sessions
A. All anticipated executive sessions shall be so stated in the published agenda. When items are of an emergency nature, an executive session notice shall be given a minimum of two (2) hours prior to such sessions.
B. All Executive Sessions must be noticed according to Wisconsin Statute 19.85. The Corporation Counsel should be consulted for the proper exception notification.
C. The Chairperson must read the entire noticed reason before requesting a motion to move into an executive session.
D. A motion and a second stating the reason for said session must be adopted by majority roll call vote, prior to excusing all but elected supervisors from the Board Room, and those requested to remain.
E. Procedures in Closed Session:
   a. Consistent with the statutory exception for the closed session, the Chairperson shall announce in closed session, prior to proceeding, the anticipated process or procedures, which will occur in the closed session.
   b. By consensus, the Committee will have to agree to the Chairperson’s proposed procedure.
   c. If no consensus is reached, the Committee shall decide how the Committee shall proceed.
F. A Committee may not reconvene into open session until twelve (12) hours have elapsed (and proper notice given), unless the subsequent open session was noticed at the time of the notice of the meeting, convened prior to the closed session. (See: Section 19.85(2), Wis. Stats.)
G. Recommendation/Decisions in closed session should be made in open session.
H. A Supervisor is excluded from closed or “Executive” Sessions of a subunit of County Board, of which the supervisor is not a member. However, they may be included with the subunit chairperson’s prior consent. A supervisor permitted to be present is honor bound, and is subject to disciplinary action for failure to preserve the confidentiality of the proceedings.
34. Contract
All contracts are subject to review by the Corporation Counsel and County Administrator. Any contract with a term in excess of three (3) years is subject to review and approval by the County Board. A majority vote of the total membership is required for approval. Any Invitation to Bid, Request for Proposal or Solicitation of Contract (rental, lease, agreements, services) and related processes or procedures shall be reviewed and approved by the Corporation Counsel prior to any award by Committee, Board or Commission.

35. Nepotism
Members of the Door County Board of Supervisors shall not participate in discussions or vote at County Board meetings or committee meetings on matters involving the hiring, compensation, promotion or discipline of a member’s wife, husband, father, mother, guardian, sister, brother or children.

36. New or Altered Program
Whenever any County department starts or significantly alters a new or existing program or project, which will require the expenditure of more than $25,000 in any given year, regardless of the source of funding, said department will advise the County Board in writing, through the Board Chairperson, of the reason(s) for the new or significantly altered program or project and the source and level of funding.

37. Unanticipated Revenue
Unanticipated revenue (i.e., revenue not stated in a budget) may only be expended as set forth in Sec. 65.90 Wis. Stats.

38. Donations, Gifts or Grants
An oversight committee may accept donations, gifts or grants. County Board shall be provided notice of any donation, gift or grant in excess of $1,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis.

39. Ethical Principles
(per Ordinance 2010-04; 4/20/10)
These ethical principles apply to any county (appointed or elected) public official, candidate for county public office and county employee.

The ethical county official, employee and candidate should:
- Properly administer the affairs of the county.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in county government.
- Keep safe all funds and other properties of the county.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county.
- Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

The ethical county official, employee and candidate should not:
- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her own benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical county official, employee and candidate accepts the responsibility that his or her mission is that of servant and steward to the public.

A county official, employee and candidate may be subject to censure or reprimand by the County Board or its designee, for violation of these ethical principles.

40. Cell Phones
Cell phones shall be maintained on silent or vibrate during County Board meetings, audible ring tones are prohibited. A donation of $25.00 (to the Door County United Way) will be collected from a Supervisor if their cell phone rings during a County Board meeting.
I. Committee Organization
   A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
   B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson’s duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

II. Quorum
   A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
   B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

III. Per Diem and Expenses
   A. Recognizing that the Door County Board of Supervisors exercises legislative, administrative and policy making powers, the following rules cover the payment of per diem and expenses.
   B. Requests for payment shall be presented, on an approved form, to the County Board Chairperson, Committee Chairperson, or County Clerk, for approval.
   C. Requests for payment should not be submitted, and payment will not be authorized, unless the requester attended at least 30 minutes of the meeting.
   C. Requests for payment should not be submitted, and payment will not be authorized except for mileage reimbursement, for any meeting if a quorum is not established.

[IV. - VI. Effective April 17, 2018 (Per Resolution 2017-70)]

IV. Compensation
   A. Each Supervisor shall be paid by the County as follows:
      1. A daily per diem rate of one-hundred fifty dollars ($150.00) for County Board meeting that s/he actually attends.
      2. Fifty dollars ($50.00) plus an hourly rate of twenty five dollars ($25.00) for each hour above one-hour (up to eight-hours / $225.00 per day) that s/he actually attends, including:
         a) a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member or an invitee (i.e., expressly invited or authorized to attend by the sub-unit’s chairperson on a matter within the authorized concern of the sub-unit);
         b) a meeting of a commission, committee or board of another local unit of government or the state as an invitee (i.e., expressly invited to attend by the commission’s, committee’s or board’s chairperson and authorized in advance in writing to attend by the County Board Chairperson or her/his designee);
         c) face-to-face meetings with County (or other local unit of government, state, or federal) officials or employees if related to official County business and authorized in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee;
         d) an official legislative, administrative, or court proceeding or hearing, in which s/he is directed or required to take part, in their official capacity as a Supervisor;
         e) the Wisconsin Counties Association’s (“WCA”) Annual Conference;
         f) the WCA’s Annual Legislative Exchange; or
         g) the biennial Door/Kewaunee County Legislative Days.
         h) DCEDC Annual Meeting/Luncheon (No compensation … meal only)
3. Twenty-five dollars ($25.00) per hour for all hours (up to eight (8) hours / $200.00 per day) that s/he attends any other conference, convention, institute, meeting, school, training session, or workshop provided funds have been appropriated for their attendance or their attendance is approved in advance by the Administrative Committee and Finance Committee.

4. Hourly Rates will be prorated as follows:
   a) The hourly rate is to be prorated at twelve dollars and fifty cents ($12.50) per one-half hour.
   b) Any fraction of an hour shall be rounded (up or down) to the nearest half-hour.

5. A Supervisor may only receive compensation under IV. A. 1. (i.e., is not allowed pay under IV. A. 2. or 3.) on days that the County Board meets.

6. The hourly rate of twenty five dollars ($25.00) will be paid for time spent (portal-to-portal) in out-of-county travel under, and subject to the same limitations as, IV. A. 2. & 3.

B. Additional compensation for the Chairperson/Vice-Chairperson
   1. The County Board Chairperson will receive a monthly allowance of eight hundred and fifty dollars ($850.00) per month.
   2. The County Board Vice-Chairperson will receive the applicable per diem and reimbursement if filling in for the County Board Chairperson or asked to attend a meeting by the County Board Chairperson.
   3. A chairperson of a sub-unit (i.e., committee, commission, or board) of the County Board will receive an additional allowance of twenty dollars ($20.00) per meeting.

V. Reimbursement for Expenses
   A. Mileage/Meals / Lodging Allowances
      1. Each supervisor who drives their personal vehicle shall receive mileage for each mile traveled in going to and returning from meetings, proceedings, hearings, conferences, conventions, institutes, schools, training sessions, or workshops (as contemplated by Section IV. A. 1, 2. & 3. above) by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers. In addition, a supervisor residing on Washington Island is eligible to be reimbursed for one round-trip ferry ticket per day.
      2. Authorized meal expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.).
      3. Authorized lodging expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in Door County’s Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging).
      4. In-county meal and lodging expenses are eligible for reimbursement if incurred for authorized in-county events.
      5. Reimbursement can only be made for allowable expenses actually incurred.
      6. Mileage reimbursement is to be calculated from the Supervisor’s residence or their work location within Door County. If a Supervisor’s work location is outside of Door County, mileage reimbursement will be calculated from the County line.

   B. A Supervisor residing on Washington Island will, if an overnight stay on the mainland is necessary due to a meeting (as contemplated by Section IV. A. above) be eligible for reimbursement for in-county meals (up to seventeen dollars ($17.00) per day), in-county lodging (at the going rate), and one round-trip ferry ticket. This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

VI. Compensation / Reimbursement Procedure
   A. All requests for compensation or reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed per diem / reimbursement request form(s), accompanied by any required documentation.
   B. These forms and instructions are available in the office of County Clerk, the Finance Department, and on-line @ the County Board website.
VII. **Miscellaneous**

A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.

B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.

C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.

D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.

E. Joint Meetings (of two or more Boards or Committees)

   1. Calling of Joint Meetings
      a) The chairperson of each board, commission, or committee involved must agree to authorize a joint meeting.
   
   2. One Presiding Officer or Chairperson of a Joint Meeting.
      a) To be determined by consensus of the chairpersons of the Boards, commissions, or committees involved.
      b) Absent such consensus, to be determined by drawing straws.
      c) Eligible to receive additional compensation under IV. Compensation B.3.
   
   3. Quorum
      a) A majority of the entire membership of each board, commission, or committee involved in the joint meeting must be present.

VIII. **Agenda and Minutes** [Wisconsin’s Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]

A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:

   4. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to the official newspaper (i.e., Door County Advocate).

   5. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.

   6. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County’s website, amendments to the notice should also be posted.

   7. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.

   8. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.

   9. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

   10. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

B. The Chair of the committee, commission, or board, in coordination with the respective department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the
committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.

C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk’s Office.

D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.

E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.

F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.

G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board’s resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

H. Minutes of all meetings shall be filed with the County Clerk’s Office within ten (10) days of the meeting.

IX. Authorization to Speak or Perform Limited Duties
A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.

X. Budget
The County’s annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

XI. Vouchers
Copies of Vouchers will be submitted to the appropriate over-sight committee for its information.

XII. Other
All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.
41. Minutes

The record of the proceedings of County Board and its sub-units is the minutes. The minutes should contain mainly a record of what was done at the meeting, not what was said by the members or others. A verbatim record is not necessary or advisable. [See: §19.88(3), Wis. Stats. and §59.23(2)(a) & (b), Wis. Stats. and Roberts Rules of Order 10th Edition §48, pp. 451-458]
The following information on the General Fund is being provided to the Door County Board of Supervisors pursuant to Rule 19:

Unassigned Fund Balance--General Fund as of 12/31/2017

<table>
<thead>
<tr>
<th>Additions To:</th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer 2018 Vehicle Replacement Fund Reserve/YTD Purchases</td>
<td>$ 663,761.29</td>
</tr>
<tr>
<td>Transfer from Reserve for Inventory &amp; Prepaid Expenses</td>
<td>$ 823,109.12</td>
</tr>
<tr>
<td>South Ambulance Station - Resolution 2016-40 ($574,775.61 used to date)</td>
<td>$ (600,000.00)</td>
</tr>
<tr>
<td>Transfer to Building Replacement Reserve and IS Equipment Reserve, per 2018 Budget - Resolution 2017-69</td>
<td>$ (1,000,000.00)</td>
</tr>
<tr>
<td>Transfer to Cana Island Restoration Fund - Resolution 2018-18</td>
<td>$ (365,000.00)</td>
</tr>
<tr>
<td>Transfer to Cana Island Restoration Fund - Resolution 2018-71</td>
<td>$ (150,000.00)</td>
</tr>
</tbody>
</table>

Total Additions: $1,486,870.41

<table>
<thead>
<tr>
<th>Reductions From:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>($574,775.61 used to date)</td>
<td></td>
</tr>
<tr>
<td>($1,000,000.00)</td>
<td></td>
</tr>
<tr>
<td>($365,000.00)</td>
<td></td>
</tr>
<tr>
<td>($150,000.00)</td>
<td></td>
</tr>
<tr>
<td>($3,071,706.25)</td>
<td></td>
</tr>
</tbody>
</table>

Total Reductions: $(3,071,706.25)

Available Unassigned Fund Balance 12/31/2018

$13,256,572.37

Unaudited

2019 Approved Changes to Unassigned Fund Balance:

<table>
<thead>
<tr>
<th>Additions To:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from Unassigned Fund Balance Included in 2019 Budget</td>
<td>$(300,000.00)</td>
</tr>
<tr>
<td>Acquisition of Younkers Building 56 N. 4th Ave - Resolution 2019-13</td>
<td>$(505,000.00)</td>
</tr>
<tr>
<td>Transfer of Non-Budgeted Funds - County Clerk Resolution 2019-10</td>
<td>$(13,000.00)</td>
</tr>
<tr>
<td>Acquisition of Hidding Trust Parcels - Resolution 2019-19</td>
<td>$(450,000.00)</td>
</tr>
</tbody>
</table>

Total Additions: $1,268,000.00

Available Unassigned Fund Balance 3/31/2019

$11,988,572.37

Unaudited

NOTE: The "Available Unassigned Fund Balance" shown above as of 12/31/2018 does not include the close out of final revenues and expenses for 2018 to the Unassigned Fund Balance; this should be completed in May, 2019.

Unassigned Fund Balance is designed to serve as a measure of the fund's financial resources available for appropriation and has a direct impact on bond ratings and borrowing power of the county.

Current Unassigned Fund Balance  $11,988,572.37

General Fund Budgeted Expenditures - 2019  $32,508,489.00
All Other Budgeted Funds Requiring Tax Levy - 2019  $25,919,079.00

The County's current unassigned fund balance of  $11,988,572.37 represents approximately 20.51869%

From the policy: 12% is the base per County Board Policy at which point the County would never want to let the unassigned fund balance reserved for working capital go below.

Note:

The amount above (below) the upper limit of 15% which, if above, could be a consideration for unforeseen expenditures  $ 3,224,437.17
15% Upper Limit would equate to an unassigned fund balance of  $ 8,764,135.20
12% Lower Limit would equate to an unassigned fund balance of  $ 7,011,308.16

Steve Wipperfurth, Finance Director
April 2, 2019

To: Door County Board of Supervisors  
   421 Nebraska Street, Sturgeon Bay, WI, 54235

Regarding: Transportation in Door County

To whom it may concern:

I am writing this letter in response to the County Board presentation given on Door 2 Door operations on March 26, 2019. I have lived and worked in Door County seasonally for the last five years which allowed me to work and save money to pursue a master's degree in urban planning with a specialization in transportation. My specialization then led me to work as a transportation planner for agencies in Illinois, Minnesota and Wisconsin. In a way, Door County provided me the opportunity to become a transportation planner and I feel it is important to share my thoughts on the current transportation issues facing the county.

I very much understand the challenges of providing a service like Door 2 Door and am not here to demand that you find $165K to keep operations going. But, I want you to think about some things. In the March meeting a comment made by one of the County officials presenting stood out to me. He stated “we [the County] got involved in transportation when we really didn’t need to.” First, how does the county define transportation? Second, if what he meant was “transit” then that statement is extremely disappointing. While there is truth to the fact that the County is not required by law to provide public transportation, that statement tells the 1,800 Door 2 Door riders that the County prioritizes those who are able to afford and drive their own vehicle. I challenge you to tell me differently.

So, what I urge you to understand about a service like Door 2 Door and other transportation options like sidewalks and bike lanes, is that they provide freedom to many people. There are elderly people who might never leave their house if they didn’t have accessible transportation. There are young adults who are disabled but can live independently if they had accessible transportation or more ADA compliant sidewalks. There are people who can’t afford their own car but because they have a bike and can ride safely in a bike lane they can keep a job. There is also a generation of Millennials, choosing to live in places where they do not need to have a car because the right transportation options exist.

I realize that this letter will do little to impact the reality of a budget deficit. But, what I hope you take away is the need to start defining what transportation is to Door County. How are we prioritizing transportation options and addressing the needs of our current and future communities? How can Door County become a leader in transportation initiatives that support a diverse group of people? How do we create a government with a multi-modal mindset? Roads, bike lanes, sidewalks, trails, transit – these options should not exist independently. They should work collectively to create a transportation network that supports the needs and, more importantly, the values of your community.

You make progress when your community supports your priorities, so when it comes to transportation, define your priorities and make sure your community is at the top of them.

Sincerely,

Sophie Parr  
630-947-5984  
sophia.parr@gmail.com
TO: Board of Supervisors, Door County  
FROM: Local 4982, Door County Emergency Services  
Brandon Schopf, President  
RE: Door County EMS Services – Facts and the Future  
DATE: April 08, 2019  

As President of Local 4982, one of eighteen full-time paramedics of Door County and a property owner in the town of Egg Harbor, I write this memorandum to present facts and concerns which are important for the Board to consider regarding current EMS services and the County Administrator's consideration of possible privatization of Door County EMS.

Background

Local 4982’s contract negotiations began with the County last fall with good faith efforts. Both sides exchanged initial proposals in October and met for the first time in December. At the December meeting, the Local offered multiple amendments to the initial proposal. Unable to come to an agreement, negotiations were rescheduled for February 5, 2019. Prior to this session, on January 28th, Door County offered a proposal to change the current multi-rate wage to a single rate wage. In the short time provided, the Local put considerable work into analyzing the County’s proposal. Cognizant of the County’s concerns about overtime costs, the Local evaluated the wage and benefits schedules, including paid time off, uniform allowance, paid holiday and overtime, and made a good faith counter proposal to the County. The Local’s counter reflected the County’s offer of a single rate pay wage, and was well within the middle of the comparably situated paramedic services units.

At the February 5th meeting, the County told the Local it needed to do further analysis. The Local asked what was most important to them. Door County’s negotiators stated that it was important to get the EMS unit to a single rate of pay where all overtime was figured off that rate. The County explained that it was moving to a new “pay program,” which could not calculate wages based off multiple rates. The Local and Door County agreed to continue to work toward a mutually-agreeable single rate wage.

Following this meeting, the Local did continue to work toward finding an equitable pay rate, while potentially lowering the County’s overtime costs and moving the Local toward the County’s requested single pay rate wage. About a week later, the County notified the Local that the County’s Negotiating Committee and its Administrative Committee would meet on February 19 to discuss the Local’s counter proposal. The Local reviewed the minutes of the committees’ meeting and discovered the County’s intent to address EMS by “change in health plan design, privatization, and protective status.”

Despite years of respectful and productive negotiations and despite the Local’s good-
faith efforts during present negotiations to address the County’s concerns about wages and overtime costs, on March 19, without notice to Local 4982, the Administrative Committee met to discuss privatizing the County’s emergency services and altering their healthcare plan design.

**Concerns About the County’s Possible Proposals**

The prospect of changes to Local 4982’s health insurance and possible privatization of EMS raises numerous questions for Local 4982 and for County taxpayers.

1. **Is the County proposing only to change the healthcare plan for the eighteen members of Local 4982 and no other county employees?** Door County states that it will see a 13% decrease in *their* out-of-pocket healthcare expenses by altering deductibles and maximum limits for the 18 full-time paramedics of Local 4982. This was based on a report done by the “Horton Group.” Did this group study all the other employees in Door County or only the 18 full-time paramedics? If a comprehensive study was done, were the expenses of Local 4982 considerably higher than other employees? If Local 4982’s healthcare plan is being altered and downgraded, why is there not a decrease in employer/employee premium?

2. **Will Door County taxpayers see a reduction in their tax dollars with potential changes in healthcare design for Local 4982?** Local 4982 understands that savings to the County will be in its out-of-pocket health payments, meaning the money the County pays out of the healthcare fund. The County is *not* proposing a change in the employer’s contribution for paramedics’ health insurance, which is ultimately paid for by the taxpayer. How does this save the taxpayer money? If this change will provide significant cost savings for the taxpayer, why is the County proposing healthcare design change only for Local 4982 and not for all Door County employees, to realize even more savings to the taxpayer?

3. **If Door County privatizes the ambulance service, what happens to the County’s eighteen hard-working and dedicated full-time paramedics?** The County Administrator stated at the March 19th meeting, that the private-for-profit, ambulance service would decide whether to hire the County’s current full-time paramedics.

4. **If Door County privatizes the ambulance service, how would that affect service to residents and their out-of-pocket expenses?** At the March 19th meeting, the County admitted that if it contracted with a private service, the private-for-profit company would decide what it wants to charge for ambulance transports. What would stop a private service from stating they can run an ambulance service for $2 million versus $4 million to the taxpayer, but then drastically increase ambulance fees including base rate, mileage and supplies to offset the cost? Other ways that a private-for-profit service could increase income is to start
charging hundreds of dollars for no-transport calls, including falls. Both of these examples could make it very difficult financially for individuals, including the elderly, on a fixed income, or those with very high deductible and high out of pocket healthcare plans. Finally, Door County offers the ability to individuals to pay off their account at a 0% interest rate as long as they maintain monthly payments. Would a private-for-profit service continue this or will it demand a credit card with the threat of potential collections?

5. **Will other County and/or Township services be affected if the County taxpayer loses their ability to put the cost of the ambulance service outside the levy cap?** Currently, because Door County runs a third-service EMS system, Wisconsin law allows the County to place the cost of the ambulance service, as well as many other inter-departmental costs incurred by the service, outside the levy limit. Although many critics say this gives the EMS service a “blank check” to operate, Local 4982 views it as the ability to increase Door County’s spending in all other departments by the cost of our service. If Door County chooses to move to a private-for-profit model, that may require the private service to collect fees from each municipality to provide service in said municipality. (This is usually calculated on a per capita basis, but due to the County’s influx of tourism, the fee model may change.) Will the Towns or Door County have to find room for these fees under their current levy? What will happen to the hundreds of thousands of dollars in inter-departmental costs that Emergency Services of Door County allows Door County to move outside the levy? Will this force every other department to make cuts when they need to move that money back into their budgets? Moreover, will that then affect individual taxpayers, who might suffer decreased services or layoffs, due to the potential cuts?

The strong and dedicated paramedics of Local 4982 ask the County to share truthful information with the Local and with the community, to answer the Local’s concerns, and to continue to negotiate fairly and in good faith, as has been its tradition.
Call Meeting to Order
The March 26, 2019 Door County Board of Supervisors meeting was called to order at 10:02 a.m. by Chairman David Lienau at the Door County Government Center.

Lienau led the Pledge of Allegiance to the Flag.

Roll Call by County Clerk to Establish a Quorum
Roll call was taken – 20 County Board Members were present – Daniel Austad, Helen Bacon, Bob Bultman, Vinni Chomeau, David Englebert, Roy Englebert, David Enigl, Ken Fisher, Joel Gunnlaugsson, Randy Halstead, Jon Koch, Susan Kohout, David Lienau, Megan Lundahl, John Neinas, Nissa Norton, Nancy Robillard, Richard Virlee, Laura Vlies Wotachek, and Linda Wait. Kathy Schultz was excused.

Presentation of Agenda
Motion by Halstead, seconded by Enigl to approve the agenda. Motion carried by unanimous voice vote.

Recognition – Mark Janiak
Administrator Ken Pabich presented Mark with a plaque recognizing his 20 years of dedicated service to Door County. Mark thanked the Board for the opportunities, support and recognition.

Correspondence
- Unassigned Fund Balance
- Letter from US Senator Tammy Baldwin
- Letter from Don Freix
- Letters/Emails distributed on desks from: Chris Ploor, Pam Busch – Door Tran, Jane Herlitz – Jak’s Place, Jennifer Gaddes – Door County Medical Center, Carol Shabbit – Door County Medical Center, Deb Whitelaw Gorski – Door County Medical Center, James Hyland – Roundy’s Division, Barb Teich, Pastor James Gomez – Prince of Peace Church, Beverly Luethge, Dennis Connolly, Carol Moellenberndt, Jane Jandrin – Nicolet Bank, and Bill Casey

Public Comment
The following persons commented:
- Don Freix, Fish Creek, WI
- Robert Sijgers, Forestville
- Vicky, Joliet Avenue, Sturgeon Bay, WI
- Terry McNulty, 300 E Park Street, Forestville
- Lora Jorgensen, Forestville

Supervisors Response
None given.

Approval of Minutes of February 26, 2019 Regular Meeting
Motion by Virlee, seconded by Bacon to approve the minutes of the February 26, 2019 regular meeting. Supervisor Kohout requested the minutes be amended to reflect that the Friends of the Parks is splitting 50/50 the costs of the Lower Lasalle County Park Pavilion project. Motion carried by unanimous voice vote.

Pending Business/Updates
No pending business or updates were presented.
Resolutions

2019-22 Appointment of Nancy Rafal to the Position of Poet Laureate
Motion by Fisher, seconded by Bultman to approve Resolution 2019-22 – A resolution appointing Nancy Rafal to the non-compensated position of Poet Laureate for Door County, Wisconsin to fill a two-year term, commencing April 1, 2019 and ending March 31, 2021.

Outgoing Poet Laureate Sharon Auberle introduced Nancy. Nancy read a poem she wrote titled ‘Angling up the Peninsula’.

Motion carried by unanimous voice vote.

Special Reports

Informational Report – Door County Circuit Court [Treatment Court, Criminal Justice Coordinating Council, and other Matters] by the Hon. David L. Weber, Door County Circuit Court Judge, Branch II
Judge David Weber updated the Board on the activities of the Criminal Justice Coordinating Council. A work group was established to research setting up a Treatment Court. Judge Weber explained what a Treatment Court is and who is eligible for Treatment Court.

Presentation on Door County Transportation Program – Joe Krebsbach, Ken Pabich
Administrator Pabich explained a study of the program has been completed. There will be no decision made today; asking for guidance as to how to move forward. No formal decisions would happen until May. Human Services Director Joe Krebsbach presented a PowerPoint overview of the Transportation Program and options to continue as is, or a limited service, or discontinuing the program. Questions from Board Members followed including how are other communities our size handling transportation, would raising the fares help, and can private businesses contribute. The value and need of the program are fully understood. Many hours have been spent on establishing the options presented. The costs of the current program are not sustainable.

Public Comment on the Transportation Program

The following persons commented:
- Jon Wolfe, 326 Georgia Street, Sturgeon Bay
- Thomas Syme, Jacksonport
- Paul Pfundtner, Old Stage Road, Sister Bay
- Vicky, Joliet Avenue
- Marggie Hatala, Doulagivers of Door County
- Sandy Brown, Sturgeon Bay, League of Women Voters Door County
- Linda Maggle, Sturgeon Bay
- Don Freix, Fish Creek
- Cindy Germain, Sturgeon Bay
- John Heinke
- Don Fischer
- Pam Busch, 351 N Forestville Avenue, Sturgeon Bay, Mobility Manager Door Tran
- Amy Kohnle, Sturgeon Bay, Executive Director United Way Door County
- Seth Wiederanders, 609 N 12th Avenue, Sturgeon Bay, on behalf of Jak’s Place
- Christie Weber, Sturgeon Bay
- Erin Szakala, Social Worker at Door County Medical Center

The committee recessed at 12:20 p.m. and reconvened at 12:32 p.m.
Public comment continued:
- Cindy Weber, CEO Sunshine House
- Christine Anderson, Washington Island
- Lauren Daoust, 1818 Kentucky Street, Sturgeon Bay, Social Worker at Door County Medical Center
2019-23 Proclamation: Travel & Tourism Week – May 5-11, 2019
Motion by Gunnlaugsson, seconded by Fisher to approve Resolution 2019-23 – Support and promotion of May 5-11, 2019 as Travel and Tourism Week in Door County and urging the citizens of Door County to join in this special observance with appropriate events and commemorations.

Motion carried by unanimous voice vote.

2019-24 In Memoriam – Tom Reynolds
Motion by Austad, seconded by Koch to approve Resolution 2019-24 - Recognition in honor of the achievements Tom attained during his tenure as a County Board Supervisor.

The resolution was read aloud by Supervisor Austad.

Motion carried by unanimous voice vote.

2019-25 Purchase of Single Axle Dump Truck with Snow Equipment
Motion by Neinas, seconded by Fisher to approve Resolution 2019-25 – Authorization to the Door County Highway Committee to purchase one new International Truck and Snow Equipment for a price of $137,487 from Packer City International.

Supervisor Neinas explained this has been budgeted.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2019-26 Double Ceiling – Written Joint Determination
Motion by Gunnlaugsson, seconded by Koch to approve Resolution 2019-26 – Approval of the Staffing Agreement Double Ceiling which shall be in effect from and after March 11, 2019 until rescinded or amended by mutual agreement of the County Board and Sheriff.

This is a state procedural update due to the hiring of a new Jail Lieutenant. The jail is not currently using double bunking. The double bunking only applies to 6 cells in the jail.

Motion carried by unanimous voice vote.

2019-27 Appointments to Committees, Commissions & Boards
Motion by Robillard, seconded by Lundahl to approve Resolution 2019-27 – Approval of the appointments of Robert Gamble to the Veterans Service Commission filling the unexpired term of Kenneth Wendt (term expires December 2021); Roxanne Boren to the Aging & Disability Resource Center Advisory Board and the Nutrition Advisory Council filling the unexpired term of Christine Anderson (term expires April 2021); Vic Verni to the Aging & Disability Resource Center Advisory Board filling the unexpired term of Judy Larson (term expires April 2019); Debbie Dahms to the Nutrition Advisory Council filling the unexpired term of Carmen Schroeder (term expires April 2021); Steve Hey to the Nutrition Advisory Council filling the unexpired term of Mike Green (term expires April 2019); and Winnie Jackson to the Nutrition Advisory Council filling the unexpired term of Jenny Spude (term expires April 2019).

Motion carried by unanimous voice vote.

2019-28 County Snowmobile Trail Aid, 2019-20 Snow Season
Motion by Austad, seconded by Halstead to approve Resolution 2019-28 – Approval of the application to the State of Wisconsin Department of Natural Resources and/or any other source for funds under Section 23.09(26), Wisconsin Statutes.

Motion carried by unanimous voice vote.

Ordinances
Report Amendments to Shoreland and Comprehensive Zoning Maps
Motion by Fisher, seconded by Enigl to accept the report.
Land Use Services Director Mariah Goode explained the rezoning request is being sought pursuant to Section III.A of the Shoreland Zoning Ordinance and Section 2.02(2)(h) of the Comprehensive Zoning Ordinance, which state that as Zoning Administrators encounter discrepancies between mapped wetlands and actual field conditions, the Zoning Administrator along with the Resource Planning Committee shall initiate a map amendment to correct these errors. This is the first batch of wetland rezonings since this process has been incorporated into both ordinances. This is a “clean-up” map amendment process; the project applications in question have already been authorized.

Motion carried by unanimous voice vote.

2019-01 Amendments to Shoreland and Comprehensive Zoning Maps
Motion by Fisher, seconded by Koch to approve Ordinance 2019-01.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member voting No – Halstead; 1 Member excused.

Report Amendments to Land Division Ordinance
Motion by Fisher, seconded by Koch to accept the report.

Motion carried by unanimous voice vote.

2019-02 Amendments to Land Division Ordinance
Motion by Fisher, seconded by Enigl to approve Ordinance 2019-02.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member voting No – Halstead; 1 Member excused.

Report Amendments to Comprehensive Zoning Ordinance
Motion by Fisher, seconded by Enigl to accept the report.

Motion carried by unanimous voice vote.

2019-03 Amendments to Comprehensive Zoning Ordinance
Motion by Fisher, seconded by Koch to approve Ordinance 2019-03.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member voting No – Halstead; 1 Member excused.

New Business
Review and Response (if any) - City of Sturgeon Bay’s Application for Submerged Land Lease for Relocation of the Grain Elevator - Per Sec. 30.11(5), Wis. Stats.
Chairman Lienau noted this notice is no different than any other the Board receives.

Motion by Lienau, seconded by Fisher to respond that the Board has reviewed the application and has no response. Motion carried by unanimous voice vote.

Oral Committee Reports
- The Highway Committee will be setting a date for Road Inspection; if any Supervisor has a road in their district that needs to be looked at contact a member of the Highway Committee.

Review Committee Minutes
Reviewed.

Review Vouchers, Claims and Bills
Reviewed.

Announcements
- Next Regular County Board Meeting – April 16, 2019 – 9:00 a.m.
- April 23, 2019 County Board Retreat – 8 a.m. to 1:00 p.m.
Adjourn
Motion by Fisher, seconded by Enigl to adjourn. Time 1:14 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk
TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Kenneth Wendt of Sturgeon Bay served his country in the United States Army from 1954 to 1956 during the Korean Conflict, and returned to Sturgeon Bay with an honorable discharge; and

WHEREAS, Kenneth Wendt advocated tirelessly for veterans throughout his life – as a life member of Weber-Tess AVMETS Post 51 in Sturgeon Bay and in many AMVETS state-level leadership positions that greatly benefitted his fellow veterans; and

WHEREAS, Kenneth Wendt served as the Chairman of the Board of the Wisconsin Department of Veterans Affairs to ensure Wisconsin veterans and their families would be taken care of; and

WHEREAS, Kenneth Wendt was recognized by the State of Wisconsin at the King Veterans Home for all of his years of selfless service to veterans by having a meeting room named in his honor; and

WHEREAS, Kenneth Wendt’s lifelong dedication to others has improved the quality of life for countless veterans in Door County and the State of Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors, on behalf of all citizens of Door County, extends our sincere gratitude and appreciation for the service and dedication of Kenneth Wendt to the people of Door County and the State of Wisconsin.

Daniel Austad ____________________________ Kenneth Fisher ____________________________ John Neinas ____________________________
Helen Bacon ____________________________ Joel Gunnlaugsson ____________________________ Nissa Norton ____________________________
Bob Bultman ____________________________ Randy Halstead ____________________________ Nancy Robillard ____________________________
Vinni Chomeau ____________________________ Jon Koch ____________________________ Kathy Schultz ____________________________
David Englebert ____________________________ Susan Kohout ____________________________ Richard Virlee ____________________________
Roy Englebert ____________________________ David Lienau ____________________________ Laura Vlles Wotachek ____________________________
David Enigl ____________________________ Megan Lundahl ____________________________ Linda Wait ____________________________

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 16th day of April, 2019, by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2019-30
Publication of Legal Notices: Newspapers

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Ch. 985, Wis. Stats. sets out requirements for counties publishing or posting legal notices; and

WHEREAS, In order for a county to satisfy the legal requirements for publishing notices in a newspaper, the newspaper must be qualified under Ch. 985, Wis. Stats.; and

WHEREAS, 2017 Wisconsin Act 282 (effective April 18, 2018) changed the definition of and qualifications for a newspaper under Ch. 985, Wis. Stats.; and

WHEREAS, The Door County Advocate and Peninsula Pulse have each filed a certificate with the County Clerk stating that it qualifies (i.e., satisfies the requirements) under §985.03, Wis. Stats.; and

WHEREAS, Door County may, but is not required to, designate a newspaper as its official newspaper under §985.05, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED, By the Door County Board of Supervisors that legal notices may be published in any newspaper that meets the qualifications under §985.03, Wis. Stats.

BE IT FURTHER RESOLVED, That Door County does not wish to designate, and repudiates any prior designation of, an official newspaper under §985.05, Wis. Stats. or otherwise.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairman

Susan Kohout

Kenneth Fisher

John Neinas

Dan Austad

Nancy Robillard

Joel Gunnlaugsson
Resolution No. 2019-31
AMERICA’S FARMERS GROW COMMUNITIES DONATION TO THE AGING AND DISABILITY RESOURCE CENTER OF DOOR COUNTY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Section 59.52(19) Wis. Stats. empowers the County Board to accept donations, gifts, or grants of money for any public governmental purpose within the powers of the County; and

WHEREAS, Resolution 75-84 entitled “Gifts, Grants & Donations to the County of Door” requires approval of the Door County Board of Supervisors, for acceptance of all donations, gifts, and grants whether in the form of money, or personal or real property; and

WHEREAS, Rule of Order # 38, entitled ‘Donations, Gifts or Grants’, authorized an oversight committee to accept donations, gifts or grants; requires County Board be provided notice of any donation, gift or grant in excess of $1,000 prior to acceptance; and requires that an itemized report of all donations, gifts or grants shall be submitted to the county board on an annual basis; and

WHEREAS, Randy Halstead was recently selected as a 2019 winning farmer for an America’s Farmers Grow Communities donation of $2,500; and

WHEREAS, As a winner, Randy was given the choice of naming the organization he wanted to receive the donation and he directed the donation to the Aging and Disability Resource Center’s (“ADRC”) Home Delivered Meals program; and

WHEREAS, This donation will allow the ADRC to purchase multiple freezers and place them in each meal site throughout Door County and enhance ADRC’s ability to distribute frozen meals to older adults who are homebound instead of requiring a loved one come to Sturgeon Bay to pick them up; and

WHEREAS, The Human Services Board has voted to accept the aforesaid donation.

NOW THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby accept of the America’s Farmers Grow Communities donation of $2,500 for the Aging and Disability Resource Center’s Home Delivered Meals program.

BE IT FURTHER RESOLVED, That the aforesaid donation shall be administered by the Health & Human Services Department, subject to oversight by the Human Services Board.

SUBMITTED BY: Human Services Board

Helen Bacon, Chairperson

Bob Bultman

Megan Lundahl

Nissa Norton

Laura Vlies Wotachek

Wayne Kudick

Thomas Leist

Joe Miller

Robert Rau

Reviewed by:
__________________________, Corp. Counsel

Reviewed by:
__________________________, Administrator

FISCAL IMPACT: The donated funds will be used for the specified purpose; no additional County funds are required because of the acceptance of this donation. 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 16th day of April, 2019 by the Door County Board of Supervisors.
Resolution No. 2019-32
SCHOOL RESOURCE OFFICER POSITION(S)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

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

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

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

SUBMITTED BY:
ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

David Lienau, Administrative Committee Chair
Kathy Schultz, Finance Committee Chair

Ken Fisher
David Englebert

Dan Austad
David Enigl

Joel Gunnlaugsson
Susan Kohout

Susan Kohout
Nancy Robillard

John Neinas
Richard Virlee

Nancy Robillard
Laura Vlies Wotachek

FISCAL IMPACT: With the adoption of this resolution there will be no fiscal impact in 2019. The maximum increase to the 2020 budget will be $68,257 and the 2021 budget increase will be $68,068. 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 16th day of April, 2019 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Memo

To: Administrative Committee
From: Sheriff Tammy Sternard
Date: 04-01-19
Re: Implement a Formal School Resource Officer Program in Door County

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

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

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

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

1. Build Positive Relationships with Youth
2. Provide Educational Programming to Students, Staff & Community
3. Provide Timely Response to School Threats
4. Reduction in Youth Entering Criminal Justice System
5. Building Stronger Relationships with Community
6. Serves as Liaison Between Law Enforcement, Schools, Parents, Human Services and Outside Agencies.
Schools and law enforcement must build trust and open lines of communications while developing their SRO program. The proposed model MOA (Memo of Agreement) with the school districts utilizes best practices from SECURE (Safe School Based Enforcement through Collaboration, Understanding and Respect) created by Department of Education and Department of Justice. The MOA is currently under review by Corporation Counsel.

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

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

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

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

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

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

**School District’s Financial Investment**

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

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

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

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<table>
<thead>
<tr>
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<tr>
<td>2019-2020</td>
<td>$ 64,000.00 x 3</td>
<td>$192,000.00</td>
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<tr>
<td>2020-2021</td>
<td>$ 62,000.00 x 3</td>
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<tr>
<td>2021-2022</td>
<td>$ 60,000.00 x 3</td>
<td>$180,000.00</td>
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<tr>
<td><strong>Total Reimbursed by Districts:</strong></td>
<td><strong>$558,000.00</strong></td>
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</table>
The School District may request additional hours of the School Resource Officer and will reimburse County at the same hourly rate for any additional hours requested. The County will provide the School District an invoice bi-annually on December 1st and July 1st for the School Resource Officer’s services. The school district will pay this bill within forty-five days of its receipt.

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

**Sheriff’s Financial Investment**

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

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

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

- $ 50,000.00  ½ of Investigator position not being filled.
- $ 5,000.00  Expense of current coverage at Southern Door/Sevastopol
- $ 68,257.00  Total Maximum Increase on Budget (3 Full-Time SRO’s)

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

- $ 50,000.00  ½ of Investigator position not being filled.
- $ 5,000.00  Expense of current coverage at Southern Door/Sevastopol
- $ 68,068.00  Total Maximum Increase on Budget (3 Full-Time SRO’s)

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

I have included the following for your review:

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

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

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

Respectfully Submitted,

Sheriff Tammy Sternard
County of Door
School Resource Officer

<table>
<thead>
<tr>
<th>Job Title</th>
<th>School Resource Officer</th>
<th>Last Revision</th>
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</thead>
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<tr>
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<tr>
<td>Division</td>
<td>Employee Group</td>
<td>Union</td>
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<tr>
<td>Report To</td>
<td>Sheriff and/or his/her designee. The Investigative Sergeant is the direct supervisor.</td>
<td>FLSA Status</td>
</tr>
<tr>
<td>Pay Range</td>
<td>Pay Grade F</td>
<td>EEO Code</td>
</tr>
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| EEO Code | 04 – Protective Services |

General Summary

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

Duties and Responsibilities

**Essential Job Functions**

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

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

General Job Functions

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

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

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

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

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

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

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

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

Approvals:

Tammy A. Sternard, Sheriff

Kelly A. Hendee, Human Resources Director

Date 1-31-19

Date 1-31-19
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<th>FTE/Hrs</th>
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<th>2019 TOTAL BENEFITS</th>
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<td>Total County Cost:</td>
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<td>8,208</td>
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This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
### REQUEST FOR FISCAL IMPACT INFORMATION

#### RECLASSIFICATION

<table>
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<tr>
<th>FTE/Hrs</th>
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<th>2020 TOTAL SALARY</th>
<th>2020 TOTAL BENEFITS</th>
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#### 3 School Deputies

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<tr>
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#### 3 Sheriff Deputy - Grade F; Step 7 (9 school months; 1440 hrs) incl. 1.5% Bonus

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<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2020 TOTAL SALARY</th>
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#### 3 Sheriff Deputy - Grade F; Step 7 (9 school months) 80% to be paid by School Districts

<table>
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<tr>
<th>FTE/Hrs</th>
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#### 3 Sheriff Deputy - Grade F; Step 7 (9 school months) 20% to be paid by County

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#### 3 Sheriff Deputy - Grade F; Step 7 total amount to be paid by County

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<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2020 TOTAL SALARY</th>
<th>2020 TOTAL BENEFITS</th>
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<tr>
<td>3</td>
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#### Total County Cost: 77,918

**Date**

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

**RECLASSIFICATION**

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<td>3 Sheriff Deputy - Grade F; Step 7 (9 school months) 80% to be paid by School Districts</td>
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<td></td>
</tr>
<tr>
<td>3 Sheriff Deputy - Grade F; Step 7 total amount to be paid by County:</td>
<td></td>
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<tr>
<td>3.00</td>
<td>$32.27</td>
<td>27,881</td>
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<tr>
<td>3 Sheriff Deputy - Grade F; Step 7 (3 non school months)</td>
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<td><strong>Total County Cost:</strong></td>
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<td><strong>77,762</strong></td>
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</tbody>
</table>

---

**6 Mo**

**Sheriff**

**Sub Dept**

---

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.
LAW ENFORCEMENT, FIRE, AND EMS PARTNERSHIPS

Partnerships between schools and emergency response agencies will yield far greater results than anything an individual organization can achieve on its own. Schools without a law enforcement partnership cannot leverage the information, resources, and legal options available to officers. A law enforcement agency acting on its own cannot effectively assist and protect students and staff within a school. Neither schools nor law enforcement can effectively respond to critical incidents without a collaborative partnership with fire and emergency medical responders.

LE INFORMATION SHARING AND SITUATIONAL AWARENESS

Law enforcement can provide unique and significant assistance to schools. Two-way information sharing can significantly enhance both the security and learning environment within schools. Schools should share information regarding potential security issues with law enforcement. Similarly, law enforcement should work share relevant information regarding out-of-school family and behavioral issues with the school.

Mandatory Reporting

Wisconsin Statute § 175.32 makes school personnel mandatory reporters.

175.32 School violence (excerpted)

(1) In this section:
   (c) "School" means a public, private, or tribal elementary or secondary school.

(2) Any person listed under s. 48.981 (2) (a) shall report as provided in sub. (3) if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health or safety of a student or school employee or the public.

(3) A person required to report under sub. (2) shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public.

(4) Any person or institution participating in good faith in the making of a report under this section shall have immunity from any liability, civil or criminal, that results by reason of the action... For the purpose of any proceeding, civil or criminal, the good faith of any person reporting under this section shall be presumed.

(5) Whoever intentionally violates this section by failure to report as required may be fined not more than $1,000 or imprisoned not more than 6 months or both.

LE Information Sharing

A school resource officer (SRO) is in a unique position to share information relevant to school concerns. For example, the SRO may be aware of family interactions and arrests that happen outside the school day that can have significant impact on a student's behavior and performance in school. A student who just witnessed his father being arrested for domestic violence the night before may act out in school the following day -- and will certainly not perform up to his potential.

Some law enforcement agencies and schools have improved upon this basic level of information sharing, formalizing a system where the school is informed of any contacts with juveniles that occur outside

March 18, 2019 Wisconsin Department of Justice
Wisconsin School Security Framework

school hours. This level of trust and partnership between school and law enforcement allows both agencies to guide and assist students for the maximum benefit of the agencies and even more importantly, the student. See Appendix E.

SCHOOL RESOURCE OFFICERS

The benefits of School Resource Officers (SRO) are widespread and varied. SROs can provide many services to schools including law education, informal counseling, information sharing, safety planning, and immediate police response to emergencies.

Specify the Relationship

The SRO’s role should be defined within a Memorandum of Understanding (MOU) between the school and the law enforcement agency. Documenting expectations from the beginning ensures the partnership is implemented in the most effective way possible, and ensures all parties are aware of their roles and responsibilities within the relationship.24 The MOU should clarify the role and authority of the SRO and authorize the SRO to function as a school official. It should also make clear distinctions between the handling of disciplinary and criminal matters. For example, the SRO shouldn’t be engaged in student discipline, punishment, or classroom management for behaviors that are expected and “normal.” Example MOUs are available on the DPI and US COPS websites.

Hiring and Training

Working with children within a school presents different challenges than typical law enforcement work, especially considering the developmental and legal differences from other law enforcement clients. As such, selection of SROs should be based on ability, interest, and talent, not merely seniority. The hiring process should include a school representative on the selection committee.

SROs should attend formal training on the duties, responsibilities, and authority of school-based law enforcement officers before being placed in a school. Appropriate training includes, as an example, the 40-hour course available from the National Association of School Resource Officers (NASRO). It should include juvenile information sharing and laws; threat assessment; adolescent development; mental health; drug awareness and substance abuse; school discipline and code of conduct; working with students with disabilities; problem solving; critical incidents; cultural sensitivity; and other related topics.25 Additional training could include PBIS and school-based de-escalation, such as removing the audience for out-of-control students. Proper training will help the new SRO understand their role and identify potential pitfalls.

SROs are encouraged to wear their law enforcement uniform, and they should be armed while performing their assignments.

SRO Capabilities

School resource officers can deliver diverse services to schools. Generally SROs should not be involved in school disciplinary issues and all parties should understand that the SRO’s role is not primarily that of enforcement. Spending significant time writing truancy, tobacco, and parking tickets may be a sign of SRO ineffectiveness. The SRO should strive to build trusting relationships and make students feel connected and supported; be a trusted adult that students can go to when they or others are in crisis; be a visible, established presence in the school; minimize tolerance for bullying; encourage nonviolent conflict resolution; and provide campus safety-related training.26

The unique position of SROs combine some of the most valuable attributes of both school officials and law enforcement officers.

Legal Authority

SROs can combine the legal authority of both school officials and law enforcement officers. SROs have training and experience that can effectively assist schools in maintaining safe school environments, including through appropriate school-based interviews and searches.
Wisconsin School Security Framework

Schools have the right to develop a district policy regarding parental notification when their children are part of a school or law enforcement investigation. It is up to the school if they allow parents to be part of interviews for disciplinary infractions. However, it is up to law enforcement if they allow parents to be present when their child is being interviewed in a criminal investigation.26 (Of course, in-custody interviews always require the person to be read their Miranda rights, and custodial juvenile interviews must be recorded.)

Another valuable attribute was affirmed by the US Supreme Court in New Jersey v. T.L.O., which states a school administrator’s ability to search a student and their belongings falls under the legal standard of reasonable suspicion rather than probable cause.29 The Wisconsin Supreme Court confirmed an SRO’s ability to assist principals in such efforts within the case of In the Interest of Angelia D.B.:30

"Were we to conclude otherwise, our decision might serve to encourage teachers and school officials, who generally are untrained in proper pat down procedures or in neutralizing dangerous weapons, to conduct a search of a student suspected of carrying a dangerous weapon on school grounds without the assistance of a school liaison officer or other law enforcement official...

Teachers and school officials are trained to educate children and to provide a proper learning environment. Law enforcement officials, on the other hand, receive specialized training on how best to disarm individuals without subjected themselves or others to danger. When faced with a potentially dangerous situation beyond their expertise and training, school officials must be allowed 'a certain degree of flexibility' to seek the assistance of trained law enforcement officials without losing the protections afforded by the reasonable grounds standard."

Security Assessments
SRO training includes an introduction to security assessments. The officer’s law enforcement experience contributes to their ability to recognize existing security limitations and areas of future improvement within the school setting.

Threat Assessment Team participation
The SRO must be an integral part of the School Safety Intervention Team and should be involved in every threat assessment performed by that team. The SRO can access police and juvenile records otherwise unavailable to the school and may assist with and/or perform interviews of out-of-school situations such as work, family, and social media accounts. Furthermore, if the threat assessment evolves to a potential criminal investigation, the SRO does not require permission from the parent or guardian to interview the student.

Law Enforcement Response
Law enforcement agencies and schools are encouraged to discuss new ways to support school security efforts.

Law enforcement agencies should consider an emergency response to any unplanned school fire alarm, as an unplanned fire alarm could be an attempt to gather potential victims (see “Fire Alarms and Channeling” under Fire Department Assistance on the next page).

Schools and law enforcement agencies are encouraged to explore new and innovative ways to increase police presence on school grounds, particularly during non-classroom times. An examination of recent school attacks has shown that many of them occurred before school, after school, or during lunch periods.31 Increased squad or foot patrol during these times may serve to calm traffic in congested pedestrian zones as well as deter school violence. Perhaps patrol officers can occasionally visit students during lunch periods to build relationships. Note that neither of these ideas -- nor other ideas that may be generated by schools or law enforcement agencies -- require School Resource Officers!

March 18, 2019 Wisconsin Department of Justice
WISCONSIN SCHOOL SECURITY FRAMEWORK

Maps

Referred to as “blueprints” in Act 143, schools are required to provide maps to the local law enforcement agency. These maps are invaluable when emergency responders are dispatched to a crisis situation, potentially cutting minutes from the time needed to arrive at the exact crisis location. Schools are urged to keep these maps up-to-date. The map should detail key emergency responder information:

- Each entrance, with the number of the entrance
- Each room number, along with a description if appropriate (i.e. “art room,” “gymnasium,” “front office,” “library,” etc.)
- Ideally, annually updated with the label of each classroom (i.e. “Ms. Smith, 1st grade”)

FIRE DEPARTMENT ASSISTANCE

Schools have a long history of compliance with fire safety requirements, including monthly unannounced fire drills under Wis. Stat. § 118.07(2). This long-standing requirement has made such drills a routine part of school safety. Although such drills are routine, schools should not overlook the value of such drills, as well as how their implementation interacts with school violence.

Fire Alarm Evacuation and Channeling

Every staff members’ ultimate concern is the safety of children in their charge. As such, they should be authorized and entrusted to deviate from the crisis plan when they encounter new, unforeseen circumstances that make such deviation desirable.

Schools generally have excellent fire notification and suppression systems. When a fire alarm sounds, staff should look and listen for signs of smoke or fire to attempt to confirm the validity of the fire alarm.

Staff should also look for signs of “channeling” – an attempt to gather potential victims in one congregated area. When a fire alarm activates, radio-equipped staff members who are not responsible for direct student supervision should immediately head to each side of the building. There, these staff members should look for any signs of suspicious activity, including atypical vehicles, loitering people, or other signs of a pre-planned incident. If they see signs of fire, they should identify the location and nature of the fire and inform the office, so that school personnel can direct students and staff away from that area.

Teachers should evaluate the best and most appropriate evacuation route every time a fire alarm sounds. Before leading students around a corner or down a hallway, examine the location for signs of danger – fire or smoke, unknown persons, unusual sounds, or other suspicious circumstances. If the route presents potential hazards, evaluate whether a different evacuation route would be preferable.

Another technique to discourage channeling similarly aligns with good fire safety practices. Instead of always proceeding to the nearest exit, staff should practice alternate evacuation routes, consistent with practicing what should be done if the fire were located between the classroom and the nearest exit. Furthermore, schools should practice “reverse evacuation” drills, simulating situations where students need to quickly re-enter the school building and/or be moved to a different wing.

Rally Points and Channeling

Assembly areas or rally points should be located a suitable distance from the school, accounting for the possibility of a real fire danger, gas leak, or attacker. Does the evacuation site contain concealment or cover that would prevent an attacker from targeting evacuees, such as trees, a hill, or a ditch or depression? Is there an alternative location that would limit the ability to attack students?

In the event of an act of violence, remember that no plan can account for every variable. Consider that a pre-planned rally point may not always be the best location to congregate. For example, a teacher could be leading her class away from a hazard in the
Wisconsin School Security Framework

school only to hear what sounds like gunshots coming from the rally point. The children’s safety, based on information known to the teacher at that time, could be increased by deviating from the plan and instead leading the children to another location. The alternate location might be a secondary rally point or an impromptu location based on the teacher’s observations -- behind a neighboring building, hidden in the garage of a nearby house, concealed in a drainage ditch, etc. The teacher will still maintain accountability of every student in her charge, and will inform administration of their location as soon as practicable. While administrative student accountability may be temporarily delayed, student safety may be enhanced.

Fire Drills

While schools are required to conduct unannounced fire drills, they are encouraged to work with their local law enforcement agency and fire department in the conduct of these drills. Consider whether requesting the presence of law enforcement and/or fire personnel would enhance student perception of safety when conducting these drills.

LAW ENFORCEMENT, FIRE, AND EMS RESOURCES

- DPI Mandatory reporting online training module: https://media.dpi.wi.gov/sspwharf/school-violence/story_html5.html
- National Association of School Resource Officers: https://nasco.org
- DPI School Resource Officer page, including best practices and example MOU: https://dpi.wi.gov/sspwharf/safe-schools/school-resource-officers
- Wisconsin Juvenile Officers Association: http://www.wjoa.com/
- Fire resources
  - Department of Safety and Professional Services fire drill form SBD-11: https://dps.wi.gov/Documents/Programs/FirePrevention/SBD11.pdf
  - Fire drills, channelling, and reverse evacuation: https://hayesschoolsafetysecurity.com/2018/02/18/another-school-shooting-ideas-to-remember/
Door County Sheriff's Office

School Resource Officer

DOOR COUNTY SHERIFF TAMMY STERNARD
&
DOOR COUNTY DISTRICT ATTORNEY COLLEEN NORDIN
Door County’s Vision for Effective School Safety

• Proactive and Collaborative Approach Countywide

• School Safety Committee Partnerships - Developing a Common Vision
  • Sheriff’s Office, Sturgeon Bay Police Dept., Gibraltar Police Dept., Door County Emergency Services, Door County District Attorney
  • Sturgeon Bay School, Southern Door School, Sevastopol School, Gibraltar School and Washington Island School.
  • Door County Human Services & Outside Service Providers
  • DOJ Office of School Safety Just released Two Reports Last Week: https://www.doj.state.wi.us/office-school-safety/office-school-safety

  • Command & Control Training (Law Enforcement, Fire, EMS & School Staff)
  • Assisted with School Safety Plans
  • Each District has own School Safety Committees, working on plans and training
  • Currently working jointly on Reunification Plans
  • Quarterly School Safety Public Service Announcements
Door County School Resource Officer Unit

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

- Build Positive Relationships with Youth
- Provide Educational Programming to Students, Staff & Community
- Provide Timely Response to School Threats
- Reduction in Youth Entering Criminal Justice System
- Building Stronger Relationships with Community
- Serves as Liaison Between Law Enforcement, Schools, Parents, Human Services and Outside Agencies.
What are School Resource Officers?

SRO’s focus on prevention and early intervention, reflecting a shift in the law enforcement role from reactive to proactive. The main focus is identifying and altering the conditions that create school safety issues.
The School Resource Officers Role on Campus

Triad Approach - Evidence Based
Informal Counselor

“The kind of relationships school resource officers forge with teachers and students, rather than the number of arrests they make, promotes school safety.” —American Civil Liberties Union and Citizens for Juvenile Justice.

Mentoring Areas

• Relationship Issues
• Family Dynamics Issues
• Self-Esteem Issues
• Substance Abuse Issues
• Mental Health Issues
• Decision Making
• Addressing Attendance Issues
Educator

Law enforcement training and experience equip SROs with specialized knowledge that can be particularly valuable in a school environment. SROs extend this knowledge to school staff, students, parents, and the community in several ways. A few examples of areas covered by SRO’s

**Subject Areas**

- School & Personal Safety
- Proper Use of Technology-Internet Safety
- Drug/Alcohol/Tobacco/Vaping
- Harassment/Anti-Bullying
- Resilience
- Driver Safety
- Individualize Program Based on Current Trends
- Community & Parent Presentations
Law Enforcement Officer

- Increase in Calls for Service
- Severity of Calls Increasing
- Length of time spent on calls due to complexity of issues
- Increase in length of time spent on follow up for cases

 Calls for Service to Door County School Districts

<table>
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<tr>
<td>2014</td>
<td>109</td>
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<tr>
<td>2015</td>
<td>63</td>
</tr>
<tr>
<td>2016</td>
<td>78</td>
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<tr>
<td>2017</td>
<td>93</td>
</tr>
<tr>
<td>2018</td>
<td>244</td>
</tr>
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</table>
Law Enforcement Types of Calls to Schools

- Disorderly Conduct
- Assaults/Battery/Child Abuse
- Drug Related Offenses
- Underage Drinking
- Possession of Tobacco
- Truancy
- Trespassing
- Sex Offense
- Theft/Burglary
- Terrorist Threats
- Criminal Damage/Vandalism
- Resisting/Obstructing Officer

![Graph showing Youthful Offenders by year from 2014 to 2018]
An Outside Perspective on SRO Programs

"I feel it is imperative as Sheriff to create and maintain a relationship with the schools. In that relationship, School Liaison Officers are key, just as the Patrol Deputy acts as both deterrent and ambassador in the general community, the School Resource Office serves that same role in the Schools. While in session, our schools contain the greatest population density of our communities. With that community come the same opportunities as well as challenges. We can no longer take a reactionary stance to our relationship with our School Communities."

Kewaunee County Sheriff Matthew Joski
School Resource Officer Specialized Training

**Example of Specialized Training Areas**

- National School Resource Officer Assoc. Basic SRO training
- School Threat Assessments
- Youth Mental Health
- Youth Focused Trauma Informed Care
- Youth Forensic Interviewing
- Technology Trends
- Ongoing Education Relating to Youth
Sheriff’s Office & School District Partnership-Fiscal Impact

Cost of Full-Time School Resource Officer for your District

• School District will cover 80% & Sheriff’s Office will cover 20% of SRO’s salary & benefits

• Total is based on 9 months (1440 hrs.) of full-time Monday-Friday coverage to your district, exact hours to be negotiated with district, generally it would be 7:30 am-3:30 pm.

• SRO’s will be required to attend extra-curricular activities a minimum of 4-6 hours monthly

• SRO’s will be in school whenever school is in session & for in-service days when asked by school administration. There may be cases where due to an emergency situation, SRO training, illness, vacation or investigating a case results in the SRO having to be off campus for short periods of time. I anticipate this to occur very little throughout the school year.

• All districts are being asked to enter into a 3 year agreement for purchase of SRO services with the Sheriff’s Office. It’s my understanding all county school districts utilize the same law firm, so the review of the agreement can be done jointly and the cost potentially split between the districts.

• It’s my belief as we move forward either the County and/or the school districts will be able to apply for grant funding to assist with the cost of SRO’s. Grants were given to address Safety and Security measures dealing with physical plants, technology, etc.

• We will be operating under a standard operating procedure manual for SRO based on best practices for School Resource Officer services. The manual clearly outlines the roles and responsibilities of the Sheriff’s Office & School District.

2019-2020 $64,000.00  2020-2021: $62,000.00  2021-2022: $60,000.00
In Closing, Key Points to Take Away

- Countywide collaborative approach
- Increase feelings of safety among students, teachers, and administrators can result in higher academic achievement
- Deters aggressive behavior, and empowers staff to maintain order and address behavioral issues in a timely fashion
- Diminishes classroom time spent on discipline and behavioral disruptions
- Improves school safety and reduces school-based crime
- Increase the likelihood that students report witnessing a crime, and help reduce community-wide criminality
- Improve relationships between law enforcement and youth, parents and community
In Closing, Key Points to Take Away

• The issue of school safety impacts every community and ours is no different. Both nationally and within our own state this is an area of top priority. In 2018, the State of Wisconsin formed the Office of School Safety to start addressing this very serious issue.

• Statistically, acts of school violence can happen in any size community. In my mind, it really comes down to asking ourselves this, “Are we as prepared, investing in, and being proactive as possible in this area?”

• As the Sheriff, it’s my responsibility to provide the background regarding the benefits and the direction of personnel allotment I feel is needed to help ensure we are doing everything possible to provide the safest school environments possible, for our communities greatest assets, our children.

SAFE SCHOOLS IT’S UP TO US
Resolution No. 2019-33

AMENDMENT TO DOOR COUNTY ADMINISTRATIVE MANUAL

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

❖ ADMINISTRATIVE MANUAL

2.5 EMPLOYEE COMPENSATION

D. Special Pay

Foreman Premium

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

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

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

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

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

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

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

FISCAL IMPACT: The estimated annual cost for the Highway Foreman Premium is $2,361.

STW

Certification:
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 16th day of April, 2019 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2019-34
FACILITIES & PARKS
TRANSFER OF NON-BUDGETED FUNDS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, In accordance with Section 65.90(5)(a) Wisconsin Statutes and Rules of Order #19 the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

WHEREAS, Door County’s acquisition of 56 N. 4th Avenue, City of Sturgeon Bay - P.I.N. 218-10-85260201 (hereafter “subject property”) was authorized by County Board’s adoption of Resolution No. 2019-13 on January 22, 2019 … and completed in April, 2019; and

WHEREAS, Costs related to ownership of the subject property (e.g., utilities, maintenance and repair) of the subject property were not anticipated or included in the 2019 budget; and

WHEREAS, The Facilities & Parks Committee at its April 5, 2019, meeting requested the transfer of up to $94,000 from the Museum Expansion Project Reserve for such costs (e.g., =$18,500 for Heat and Gas, =$15,500 for Utilities, =$40,000 for building repair and maintenance and =$20,000 for equipment repairs and maintenance); and

WHEREAS, The Finance Committee at its April 15, 2019, meeting recommended that up to $94,000 be transferred from the Museum Expansion Project Reserve account #100.32129 to the following Facilities & Parks line items Fuel-Heat-56 N 4th Ave #100.37.1120.52203.6504 =$18,500, Utilities-56 N 4th Ave #100.37.1120.52205.6504 =$15,500, Repairs & Maintenance Bldg-56 N 4th Ave #100.37.1120.52304.6504 =$40,000 and Repairs & Maintenance-56 N 4th Ave #100.37.1120.52306.6504 =$20,000 for costs related to ownership of the subject property.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the transfer of up to $94,000 be transferred from the Museum Expansion Project Reserve account #100.32129 to the following Facilities & Parks line items Fuel-Heat-56 N 4th Ave #100.37.1120.52203.6504 =$18,500, Utilities-56 N 4th Ave #100.37.1120.52205.6504 =$15,500, Repairs & Maintenance Bldg-56 N 4th Ave #100.37.1120.52304.6504 =$40,000 and Repairs & Maintenance-56 N 4th Ave #100.37.1120.52306.6504 =$20,000 for costs related to ownership of the subject property.

SUBMITTED BY: FINANCE COMMITTEE

Kathy Schultz, Chair
Nancy Robillard

David Englebert
Richard Virlee

David Enigl
Laura Vlies Wotachek

Susan Kohout

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 16th day of April, 2019 by the Door County Board of Supervisors.
Resolution No. 2019-35

2018 CARRY FORWARDS FROM GENERAL FUND ACCOUNTS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, In accordance with Section 65.90(5)(a) Wisconsin Statutes and Rules of Order #19 the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

WHEREAS, Carry forwards arise when there is a committed contract or project that was budgeted in one year and will not be completed until the following year and where the County has various grant projects that continue to provide programming as directed by the specific nature of the grant into the next year; and

WHEREAS, Those funds are available until the contracts or projects are completed; and;

WHEREAS, The Finance Committee is recommending that $558,869.55 be transferred from the respective non-lapsing accounts in 2018 to the respective non-lapsing accounts in 2019 (see attached listing) in accordance with the Finance Committee adopted Carryover of Funds from One Year to the Next procedure/policy. Policy attached.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the request made to transfer $558,869.55 from the 2018 non-lapsing account to the respective 2019 non-lapsing accounts (see attached listing) to be expended in 2019 budget year.

SUBMITTED BY: FINANCE COMMITTEE

Kathy Schultz, Chairman

Richard Virlee

David Englebert

Susan Kohout

Nancy Robillard

Laura Vlies Wotachek

David Enigl

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 16th day of April, 2019 by the Door County Board of Supervisors.

Jill M. Lau

County Clerk, Door County
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<td>100.31.6112.53101</td>
<td>Waste Storage Permits (Multi-Year Project)</td>
<td>$ 29,241.99</td>
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<tr>
<td></td>
<td>100.31.6113.58120</td>
<td>Water Pollution Abatement-Cost Shares (Multi-Year Project)</td>
<td>$ 78,392.38</td>
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<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$ 158,593.70</strong></td>
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<tr>
<td>Airport</td>
<td>100.53.4201.69901</td>
<td>Airport Capital Outlay (Budgeted Match for Airport Entitlement Funds)</td>
<td>$ 25,598.32</td>
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<td></td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ 25,598.32</strong></td>
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<tr>
<td>Veterans</td>
<td>100.20.3802.58129</td>
<td>Veterans Outreach (Veterans Services throughout Door County)</td>
<td>$ 5,000.00</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ 5,000.00</strong></td>
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<tr>
<td>Facilities &amp; Parks</td>
<td>100.37.5202.69901</td>
<td>Capital Outlay (Install gravel Ellison Bluff Park Rd)</td>
<td>$ 15,000.00</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ 15,000.00</strong></td>
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<tr>
<td>Finance Department</td>
<td>100.48.1102.52103</td>
<td>Independent Audit/Accounting (for Additional Audit Expenses)</td>
<td>$ 16,017.00</td>
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<td></td>
<td>100.48.1102.52114</td>
<td>Investment Advisor (for Arbitrage Report on 2017A Bond Proceeds)</td>
<td>$ 7,702.00</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ 23,719.00</strong></td>
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<td></td>
<td><strong>Total Amount to be Transferred from Unassigned Fund Balance (#100.33101) to Designated for Subsequent Year's Budget (#100.33102)</strong></td>
<td><strong>$ 558,869.55</strong></td>
</tr>
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**DOOR COUNTY**

**Carry Forwards Approved by Finance Committee**

**Amounts Carried Forward from 2018 to 2019**
Resolution No. 2019-36

APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Pursuant to § 59.11(1)(c) Wis. Stats. the County Board is to meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the Board may transact any business permitted at the § 59.11 (1)(a) Wis. Stats. annual meeting. This includes the appointment of all boards, commissions, and committees; and

WHEREAS, The authority to appoint the members of certain committees of the County Board rests with the Chairperson of the County Board, subject to the confirmation of the County Board; and

WHEREAS, § 59.18 Wis. Stats. confers the power to appoint the members of certain boards, commissions and committees upon the County Administrator, subject to the confirmation of the County Board; and

WHEREAS, The existing boards, commissions, and committees (including current and proposed members) are set forth in Addendum A, which attached hereto and incorporated herein by reference; and

WHEREAS, We submit the following appointments for your consideration and confirmation.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors hereby confirms the proposed appointments to boards, commissions, and committees as set forth in Addendum A, attached hereto and incorporated herein by reference as if set forth in full.


SUBMITTED BY:

David Lienau, Chairman
Door County Board of Supervisors

Ken Pabich
County Administrator
## STANDING COMMITTEES (Expire April 2020)

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<thead>
<tr>
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<th>ADMINISTRATIVE (7)</th>
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<tbody>
<tr>
<td>1</td>
<td>1. * David Lienau (C)</td>
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<tr>
<td>2</td>
<td>2. * Ken Fisher</td>
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<td>3</td>
<td>3. * Dan Austad</td>
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<td>4</td>
<td>4. * Joel Gunnlaugsson</td>
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<tr>
<td>5</td>
<td>5. * Susan Kohout</td>
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<tr>
<td>6</td>
<td>6. * John Neinas</td>
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<tr>
<td>7</td>
<td>7. * Nancy Robillard</td>
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<tr>
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<th>PUBLIC SAFETY (7)</th>
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<tr>
<td>1</td>
<td>1. * Joel Gunnlaugsson (C)</td>
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<tr>
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<td>2. * David Englebert</td>
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<td>3</td>
<td>3. * Roy Englebert</td>
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<td>4</td>
<td>4. * Jon Koch</td>
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<td>5</td>
<td>5. * Megan Lundahl</td>
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<td>6</td>
<td>6. * Kathy Schultz</td>
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<td>7</td>
<td>7. * Linda Wait</td>
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<tr>
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<th>AGRICULTURE &amp; EXTENSION (5)</th>
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<tr>
<td>8</td>
<td>1. * Randy Halstead (C)</td>
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<tr>
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<td>2. * Bob Bultman</td>
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<td>10</td>
<td>3. * Vinni Chomeau</td>
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<td>11</td>
<td>4. * Nancy Robillard</td>
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<td>5. * Linda Wait</td>
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<th>RESOURCE PLANNING (5) Chair Elected</th>
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<td>1. * Ken Fisher (C)</td>
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<td>16</td>
<td>4. * Jon Koch</td>
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<td>17</td>
<td>5. * Richard Virlee</td>
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<tr>
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<th>RISK MANAGEMENT / INSURANCE</th>
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<tr>
<td>18</td>
<td>1. * Richard Virlee (C)</td>
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<td>2. * Bob Bultman</td>
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<td>20</td>
<td>3. * David Enigl</td>
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<td>4. * Joel Gunnlaugsson</td>
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<td>23</td>
<td>1. * David Englebert (C)</td>
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<td>2. * David Englebert</td>
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<td>25</td>
<td>3. * Roy Englebert</td>
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<td>26</td>
<td>4. * Jon Koch</td>
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<td>27</td>
<td>5. * Kathy Schultz</td>
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<td>29</td>
<td>7. * Linda Wait</td>
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<thead>
<tr>
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<th>FACILITIES &amp; PARKS (7)</th>
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<tr>
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<td>1. * Daniel Austad (C)</td>
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<td>2. * Helen Bacon</td>
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<td>32</td>
<td>3. * Roy Englebert</td>
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<td>33</td>
<td>4. * Ken Fisher</td>
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<td>5. * Randy Halstead</td>
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<td>6. * Susan Kohout</td>
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<td>36</td>
<td>7. * Richard Virlee</td>
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<td>37</td>
<td>1. * Kathy Schultz (C)</td>
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<td>2. * David Englebert</td>
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<td>3. * David Enigl</td>
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<td>4. * Susan Kohout</td>
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<td>5. * Nancy Robillard</td>
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<td>42</td>
<td>6. * Richard Virlee</td>
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<tr>
<td>43</td>
<td>7. * Laura Vlies Wotachek</td>
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<thead>
<tr>
<th></th>
<th>HIGHWAY &amp; AIRPORT (5) (elected for 2-yr term April 2018)</th>
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<tbody>
<tr>
<td>44</td>
<td>1. * John Neinas (C) (South) Chairman</td>
</tr>
<tr>
<td>45</td>
<td>2. * Joel Gunnlaugsson (North)</td>
</tr>
<tr>
<td>46</td>
<td>3. * Ken Fisher (City)</td>
</tr>
<tr>
<td>47</td>
<td>4. * Roy Englebert (Member at Large)</td>
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<tr>
<td>48</td>
<td>5. * Randy Halstead (Member at Large)</td>
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<th>LEGISLATIVE (5)</th>
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<td>1. * Nancy Robillard (C)</td>
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<td>2. * Bob Bultman</td>
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<td>3. * David Enigl</td>
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<td>52</td>
<td>4. * Kathy Schultz</td>
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<tr>
<td>53</td>
<td>5. * Linda Wait</td>
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<table>
<thead>
<tr>
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<th>NEGOTIATING (5)</th>
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<tr>
<td>54</td>
<td>1. * David Englebert (C)</td>
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<tr>
<td>55</td>
<td>2. * Joel Gunnlaugsson</td>
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<tr>
<td>56</td>
<td>3. * Megan Lundahl</td>
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<td>57</td>
<td>4. * Kathy Schultz</td>
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<td>58</td>
<td>5. * Laura Vlies Wotachek</td>
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</table>

Appointed by the County Board Chairperson
Appointed by the County Administrator
Elected by County Board or appointed by resolution

* Denotes County Board Supervisors
First Member is Chairman
○ Chairperson Elected by Committee

**Back-Up Resolutions:**
- 2017-40
- 2017-59
- 2017-73
- 2018-13
- 2018-34
- 2018-38
- 2018-51
- 2018-59
- 2018-81
- 2019-02
- 2019-27

*Updated April 10, 2019*
### BAY LAKE REGIONAL PLANNING COMMISSION REP - 6 yr.

<table>
<thead>
<tr>
<th>1</th>
<th>Ken Fisher (or designee)</th>
<th>April 2020</th>
</tr>
</thead>
</table>

### STATUTORY, AD HOC & OTHER COMMITTEES, COMMISSIONS, BOARDS

**BAY LAKE REGIONAL PLANNING COMMISSION REP - 6 yr.**

1. * Ken Fisher (or designee) April 2020

**BOARD OF HEALTH (8)**

| 1. * Megan Lundahl (C) | April 2020 |
| 2. * Helen Bacon | April 2020 |
| 3. * Vinni Chomeau | April 2020 |
| 4. * Nissa Norton | April 2020 |
| 5. * Laura Vlies Wotachek | April 2020 |
| 6. James F. Heise, MD | December 2019 |
| 7. Christa Krause | December 2021 |
| 8. Mark Moeller | December 2021 |

**CIVIL SERVICE COMMISSION – 5 yr. (Elected by CB)**

| Joe Wautier | December 2022 |
| William Larson | December 2019 |
| Jeff Farley | December 2020 |
| William Brey | December 2021 |
| Sharon Haines | December 2023 |

**COMMUNICATIONS ADVISORY TECHNICAL SUBCOMMITTEE (April 2020)**

1. * Jon Koch (C) [Public Safety Comm. Rep.]
3. Dan Kané (alternate Carrie Gossen) [EM]
4. Aaron LeClair (alternates Robin Gordon, Bob Schultz) [EMS]
5. Pat McCarty (alternate Tammy Sternard) [DC Sheriff's Dept.]
6. Arleigh Porter (alternate Tim Dietman) [Sturg. Bay Public Safety]
7. Greg Diltz (alternate Steve Schopf) [Citizen]
8. Chris Hecht [Joint Fire Chief's]
9. Howie Hathaway (alternate Mike Green) [ARES / RACES]

**DOOR COUNTY HOUSING AUTHORITY-5 YR.**

| Paul Treadeau | December 2022 |
| Sandi Soik | December 2023 |
| Mary Bink | December 2019 |
| Steve Kase | December 2020 |
| Julie Dragseth | December 2021 |
| Sue Binish, Dir. | |

**ECONOMIC DEVELOPMENT**

1. * Kathy Schultz | December 2019 |
2. * Helen Bacon | December 2019 |

**HIGHWAY SAFETY COMMISSION (April 2020)**

- * John Neinas (C) (alternate John Kolodziej) (Hwy Chair)
- John Kolodziej (alternate Thad Ash)
- Tammy Sernard (alternate Lt. Bob Lauder)
- Grant P. Thomas (alt: Rod Dequaine, Karyn Behling)
- Jake Holtz (alternate: John Sullivan)
- Arleigh Porter (alternate: Dan Brinkman)
- Aaron LeClair (alt: Robin Gordon, Bob Schultz)
- Chad Shefchik (alternate: Marty Olejniczak)
- David Englebert

**HUMAN SERVICES BOARD – 3 yr. Chair Elected**

1. * Helen Bacon (C) December 2020
2. * Bob Bultman December 2019
3. * Megan Lundahl December 2021
4. * Nissa Norton December 2021
5. * Laura Vlies Wotachek December 2019
6. Wayne Kudick December 2019
7. Thomas Leist December 2020
8. Joe Miller December 2020
9. Robert Rau December 2021

**JINGDEZHEN SISTER CITY AD HOC INFORMAL ADVISORY GROUP (Res 2014-56)**

1. * Helen Bacon
2. * Susan Kohout
3. * Megan Lundahl
4. * Laura Vlies Wotachek
5. Bill Schuster
6. Bill Chaudoir

**LAKE SHORE CAP REP**

1. * Richard Virlee April 2020

**LAND CONSERVATION COMMITTEE**

2 members in common w/Ag & Ext

1. * Ken Fisher (C) April 2020
2. * Dan Austad April 2020
3. * Vinni Chomeau April 2020
4. * Randy Halstead April 2020
5. * John Neinas April 2020
7. Mike Vandenhouten ⚫ April 2020

© The current chairperson of the County Agricultural Stabilization and Conservation Committee is appointed to the LCC. (Res 2009-16)

* Denotes County Board Supervisors
First Member is Chairman
⚫ Chairperson Elected by Committee
**LAND INFORMATION COUNCIL**  
Statutory, created per Resolution 2010-63

<table>
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<th>#</th>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>1</td>
<td>Tom Haight, GIS Specialist</td>
<td></td>
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<tr>
<td>2</td>
<td>* David Enigl, County Board Supervisor</td>
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<tr>
<td>3</td>
<td>Jason Rouer, Director of Technology Services</td>
<td></td>
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<tr>
<td>4</td>
<td>Carey Petersilka, Register of Deeds</td>
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<tr>
<td>5</td>
<td>Jay Zahn, Treasurer</td>
<td></td>
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<tr>
<td>6</td>
<td>Holly Hansen, Real Property Lister</td>
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<tr>
<td>7</td>
<td>Brian Frisque, Registered Land Surveyor</td>
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<tr>
<td>8</td>
<td>Jeff Isaksen, Realtor and/or Realtor Assoc. Member</td>
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<tr>
<td>9</td>
<td>Aaron LeClair, EMS Director</td>
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**LIBRARY BOARD – 3 yr. (President Elected)**

<table>
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<tr>
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<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>1</td>
<td>Robert Dickson (President)</td>
<td>December 2021</td>
</tr>
<tr>
<td>2</td>
<td>Bridget Bowers (Vice Pres.)</td>
<td>December 2020</td>
</tr>
<tr>
<td>3</td>
<td>* Megan Lundahl</td>
<td>April 2020</td>
</tr>
<tr>
<td>4</td>
<td>* Nissa Norton</td>
<td>April 2020</td>
</tr>
<tr>
<td>5</td>
<td>Mary Jackson</td>
<td>December 2021</td>
</tr>
<tr>
<td>6</td>
<td>Kelly Catarozili (Secretary)</td>
<td>April 2019</td>
</tr>
<tr>
<td>7</td>
<td>Laurel Hauser (Secretary)</td>
<td>April 2019</td>
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City:

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**LOCAL ELECTED OFFICIALS**

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>1</td>
<td>* Richard Virlee</td>
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**LOCAL EMERGENCY PLANNING COMM. (LEPC)**

<table>
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<th>#</th>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>1</td>
<td>Tim Dietman, Co-Chair SB Fire Dept.</td>
<td>April 2020</td>
</tr>
<tr>
<td>2</td>
<td>Dan Kane, Co-Chair Door County EM/Communications</td>
<td>April 2020</td>
</tr>
<tr>
<td>3</td>
<td>* Susan Kohout Door County Board Supervisor</td>
<td>April 2020</td>
</tr>
<tr>
<td>4</td>
<td>Aaron LeClair Emergency Response Agency – DC EMS</td>
<td>April 2020</td>
</tr>
<tr>
<td>5</td>
<td>Pat McCarty Door County Sheriff Dept.</td>
<td>April 2020</td>
</tr>
<tr>
<td>6</td>
<td>Carrie Gossen Door County Dispatch</td>
<td>April 2020</td>
</tr>
<tr>
<td>7</td>
<td>Sue Powers Door County Public Health</td>
<td>April 2020</td>
</tr>
<tr>
<td>8</td>
<td>Haley Adams Baileys Harbor Town Board</td>
<td>April 2020</td>
</tr>
<tr>
<td>9</td>
<td>Curt Vanderlie Brussels, Union, Gardiner (BUG) Fire</td>
<td>April 2020</td>
</tr>
<tr>
<td>10</td>
<td>Howie Hathaway Amateur Radio (Citizen at large)</td>
<td>April 2020</td>
</tr>
<tr>
<td>11</td>
<td>Pete Devlin Media Representative</td>
<td>April 2020</td>
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<tr>
<td>12</td>
<td>Arleigh Porter Sturgeon Bay Police Dept.</td>
<td>April 2020</td>
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<tr>
<td>13</td>
<td>Bob Mayer Red Cross</td>
<td>April 2020</td>
</tr>
<tr>
<td>14</td>
<td>Derek Kumrow Fincantieri Bay Shipbuilding</td>
<td>April 2020</td>
</tr>
<tr>
<td>15</td>
<td>Dan Brinkman (Alternate) Sturgeon Bay Police Department</td>
<td>April 2020</td>
</tr>
<tr>
<td>16</td>
<td>Glenn Nelson (Alternate) Fincantieri Bay Shipbuilding</td>
<td>April 2020</td>
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**MUSEUM - ARCHIVES**

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<tr>
<td>1</td>
<td>* Linda Wait (C)</td>
<td>April 2020</td>
</tr>
<tr>
<td>2</td>
<td>* Dan Austad</td>
<td>April 2020</td>
</tr>
<tr>
<td>3</td>
<td>* Helen Bacon</td>
<td>April 2020</td>
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<td>* David Englebert</td>
<td>April 2020</td>
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<tr>
<td>5</td>
<td>* Ken Fisher</td>
<td>April 2020</td>
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<td>6</td>
<td>* Joel Gunnlaugsson</td>
<td>April 2020</td>
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<tr>
<td>7</td>
<td>* Susan Kohout</td>
<td>April 2020</td>
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**NICOLET FEDERATED LIBRARY BOARD (3 yr)**

<table>
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<th>#</th>
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<tr>
<td>1</td>
<td>Miriam Erickson</td>
<td>December 2021</td>
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**PACE REPRESENTATIVE**  
per Resolution 2017-42

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>1</td>
<td>* David Enigl</td>
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**SECURITY & FACILITIES COMMITTEE REP.**  
(Wis. Supreme Court Rules, SCR 68.05

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<tbody>
<tr>
<td>1</td>
<td>* Laura Vlies Wotachek (CB Chair or their designee)</td>
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**VETERANS SERVICE COMMISSION – 3 yr.**

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<tbody>
<tr>
<td>1</td>
<td>Bill Becker</td>
<td>December 2020</td>
</tr>
<tr>
<td>2</td>
<td>William H. Karas</td>
<td>December 2019</td>
</tr>
<tr>
<td>3</td>
<td>Robert A. Gamble</td>
<td>December 2021</td>
</tr>
</tbody>
</table>

**WI DEVELOPMENT FUND GRANT - LOAN REVIEW COMMITTEE**

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>* Laura Vlies Wotachek</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Leslie Gast</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sandy Hurley</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Matt Nichols</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Vicki Stangel</td>
<td></td>
</tr>
</tbody>
</table>

**ZONING BOARD OF ADJUSTMENT – 3 YR.**

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lars Johnson (1st Alternate)</td>
<td>June 2020</td>
</tr>
<tr>
<td>2</td>
<td>Chris Anderson (2nd Alternate)</td>
<td>June 2019</td>
</tr>
</tbody>
</table>

**DOOR COUNTY HISTORIAN**

George Evenson (resolution 2005-89)

**DOOR COUNTY POET LAUREATE**

Nancy Rafal (resolution 2019-22) April 2021

Appointed by the County Board Chairperson

Appointed by the County Administrator

Elected by County Board or appt. by resolution

* Denotes County Board Supervisors

First Member is Chairman

① Chairperson Elected by Committee
## MASTER LIST: Appointments to Committees, Commissions and Boards

### STATUTORY, AD HOC & OTHER COMMITTEES, COMMISSIONS, BOARDS

### AGING & DISABILITY RESOURCE CENTER

**ADVISORY BOARD**
- Chair Elected

1. *Helen Bacon (HS Board Rep)* April 2021
2. Roxanne Boren April 2021
3. Michael Green April 2021
4. Tom Krueck April 2020
5. Carol Moellenberndt April 2020
6. Lucille Kirkegaard April 2020
7. Melissa Wolfe April 2022
8. Vic Verni April 2022
9. Tami Leist April 2022

### NUTRITION ADVISORY COUNCIL – 3 YR.

_Pursuant to the Wisconsin Elders Act and Federal Older American Act_

1. *Megan Lundahl (HS Board Rep)* April 2022
2. Steve Hey April 2022
3. Winnie Jackson April 2022
4. Lynn Ballendux April 2020
5. Susan Clemens April 2020
6. Debbie Dahms April 2021
7. Roxanne Boren April 2021

### CCS/CST COORDINATING COMMITTEE

**(Resolution 2016-31 and 2016-72)**

1. Mark Moeller, Chairperson
2. Beth Chisholm
3. Jamie Cole **(CCS Manager)**
4. Dori Goddard
5. Ann Smejkal
6. Kathie Birmingham
7. Martha Neigel
8. Seth Wiederanders
9. Christopher Miotke **(adult consumer rep)**
10. vacant
11. Sandy Hilmer
12. Leslie Boden
13. Rebecca Nicholson
14. Dorian Tosta **(youth member)**

### CHILDREN’S COP ADVISORY COMMITTEE

**(Resolution 2016-31 and 2016-72)**

1. Mark Moeller, Chairperson
2. Beth Chisholm
3. Ann Smejkal
4. Kathie Birmingham
5. Katie Van Laanen
6. Antonio Sorenson
7. Leslie Boden
8. Rebecca Nicholson

### DOOR COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

**(Res. 2018-21)**

- Circuit Court Judges for Door County
- County Administrator
- Chair – Law Enforcement Committee
- Sheriff
- Jail Administrator
- Chief of Police
- District Attorney
- State Public Defender
- Departments of Corrections Field Supervisor
- Department of Human Services Director
- Rep of a substance abuse treatment provider
- Rep from a private social services agency

Additional members may be appointed as the Council deems appropriate. Council member may designate another competent person to represent him or her and vote at Council meetings.

### Committees no longer in existence:

- CCS (Comprehensive Community Services)

**COORDINATING COMMITTEE** *(Res 2014-31)*

- With the implementation of Family Care in Door County, there is no longer need for the §§ 46.27(3) & (4), Wis. Stats. Long Term Support Planning Committee, so the Long Term Support Planning Committee will cease to exist effective April 19, 2016.

- With the implementation of Family Care in Door County, there is no longer need for the §§ 46.985(3), Wis. Stats. Family Support Advisory Committee, so the Family Support Advisory Committee will cease to exist effective April 19, 2016.

- The Comprehensive Community Services (“CCS”) Coordinating Committee and the Coordinated Services Teams (“CST”) Coordinating Committee will merged into a single 13 member CCS CST Coordinating Committee.

- GLACIERLAND RESOURCE, CONSERVATION & DEVELOPMENT COUNCIL, INCORPORATED

*(Door County is no longer an area sponsor)*

### AD HOC FAIR STUDY COMMITTEE

**(Res. 2012-69 and Res. 2012-86 Voluntary basis)**

*Final Report presented February 2014*

### AD HOC EMS STUDY COMMITTEE

**(County Board authorized creation at 12/16/14 mtg.**

*Final Report presented May 11, 2015*

- Appointed by the County Board Chairperson
- Appointed by the County Administrator
- Elected by County Board or appointed by resolution

* Denotes County Board Supervisors

First Member is Chairman

© Chairperson Elected by Committee
REPORT TO THE DOOR COUNTY BOARD OF SUPERVISORS:
AMENDMENTS TO THE ZONING MAP OF BAILEYS HARBOR

This report is submitted pursuant to Section 59.69(5)(e), Wisconsin Statutes.

REQUESTED:
Ronan H. Smyth and Cheryl A. Smyth, Trustees of the Ronan H. Smyth and Cheryl A. Smyth Joint Revocable Trust, petition for an amendment to the detailed zoning map of the Town of Baileys Harbor to rezone the upland portion of a 1.43-acre parcel from High Density Residential (HD) to Single Family Residential 20,000 (SF20). The parcel is a vacant lot located south of 2799 N. Kangaroo Lake Drive in Section 31, Town 30 North, Range 28 East.

EXPLANATION:
The majority of the smaller shoreline properties along Kangaroo Lake are zoned Single Family Residential 20,000 (SF20), except for a few areas where there was a history of small cottage resorts, known as multiple occupancy developments in the Door County Comprehensive Zoning Ordinance. This property used to be part of a multiple occupancy development, but was separated from that development, and all structures have since been removed from the property.

The High Density Residential (HD) zoning district has a 35’ wetland setback, compared to the Single Family Residential 20,000 (SF20) zoning district which has only a 10’ wetland setback. The current owner is looking to develop the lot with a single-family residence and detached garage, which would be 10 feet from the wetlands. This type of rezoning is called a “down-zoning” because it would allow for fewer types and less dense or intense uses.

HEARING AND NOTICE:
The Resource Planning Committee held a public hearing concerning this petition on April 4, 2019 at the Door County Government Center, Sturgeon Bay, WI. Notice of the public hearing, notice to the county board supervisor of the affected district, and notice to the Baileys Harbor Town Clerk have been given in accordance with Chapter 59.69, Wisconsin Statutes. Proof of the giving of such notice is available upon request from the Land Use Services Department.

RECOMMENDATION:
The Resource Planning Committee hereby recommends approval of the zoning amendment petition and the enactment of Amendatory Zonning Ordinance No. 2019 - 04.

RESOURCE PLANNING COMMITTEE

Kenneth Fisher, Chair

David Enigl

Jon Koch

Vinni Chomeau

Richard Virlee
The Door County Board of Supervisors, pursuant to Section 59.69(5)(e), Wisconsin Statutes, does hereby ordain an amendment to the detailed zoning map of the Town of Baileys Harbor to rezone the upland portion of a 1.43-acre parcel from High Density Residential (HD) to Single Family Residential 20,000 (SF20):

Tax Parcel # 002-03-31302822M2, situated in the Town of Baileys Harbor, County of Door, State of Wisconsin, and more particularly described in Exhibit A (Lot 2 of Certified Survey Map No. 3204, recorded in Volume 19 of Certified Survey Maps, Page 304, as Doc. # 814764), attached hereto and incorporated herein by reference.

See also the map attached hereto and incorporated herein by reference.

Pursuant to Section 59.69(5)(e), Wisconsin Statutes, this ordinance shall become effective upon passage.

SUBMITTED BY:
Resource Planning Committee

Kenneth Fisher, Chair
Vinni Chomeau

David Enigl
Richard Virlee

Jon Koch

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 16th day of April, 2019 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

David Lienau, Chairman
Door County Board of Supervisors

Effective Date: 4/16/19
Attachment to Ordinance #2019-04
Smyth: #002-03-31302822M2
Proposed Re-Zoning: High Density to Single Family Residential-20,000
MEMORANDUM

TO: Chairman
   Door County Board of Supervisors

FR: Wayne J. Spritka
    Director, Facilities and Parks

SUBJECT: CANA ISLAND PHASE III –INTERPRETIVE CENTER

DATE: April 4, 2019

The Facilities and Parks Committee received and reviewed bids for the Cana Island Light Station Phase III –Interpretive Center project on March 12, 2019. The project consists of two buildings: A new 2,035 square foot single story building to house an interpretive center located on Cana Island and a 400 square foot storage garage located on the mainland, plus related site construction.

The first bids came in over budget for the project. The Committee directed staff, the Architect-Engineer of record (Mayo Architects) and the Construction Manager to determine which bids within the package of 15 were consistent with the market and to rebid the inconsistent scopes of work. Six construction packages were identified to be redesigned as value engineered (VE) specifications.

Bids are due on the 18th of April for the following bid packages:
   A. Architectural Woodwork
   B. Carpentry
   C. Metal Roofing and Siding
   D. Aluminum Entrances and Storefronts, Glazing
   E. Heating Ventilation and Air Conditioning
   F. Electrical

The following scopes are intended to be accepted pending that the rebid of the previous six items come in favorable to the budget:
   A. Concrete
   B. Masonry
   C. Metals (furnish only)
   D. Steel Erection
E. Doors, Frames, & Hardware
F. Gypsum Board Systems
G. Painting
H. Earthwork
I. Landscaping
J. Construction Management Fee (6.5%)
K. General Conditions

Total of accepted Bids: $264,901

General conditions consist of many items, examples include; staging, equipment rentals, garbage, security fencing/safety signage, trucking cost on-site construction superintendent etc… the Construction Management cost will naturally reduce as the cost of the project reduces since it based on a percentage fee.

The overall approved budget for the project is $590,000. It is worth noting that there is $156,000 available in the Cana Island Reserve Fund from the 2018 Door County Maritime Museum deposit. These funds are for the project and could be requested for use in 2019 if required to keep the project on track.

The goal of rebidding the six VE packages is to reduce the initial bid package cost by approximately $170,000.