Notice of Public Meeting **Monday, March 19, 2018** **1:00 p.m.**	**FINANCE COMMITTEE**	***Door County Government Center*** ***Chambers Room, 1st floor*** ***421 Nebraska Street, Sturgeon Bay, WI***

Oversight for Finance Department and County Treasurer

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of the February 19, 2018 Regular Meeting**
5. **Communications**
   - Thank You – Wisconsin Humane Society – Door County Campus
6. **Public Comment**
7. **Old Business**
8. **County Treasurer**
   A. Monthly Report – February 2018
9. **Finance Director Department Update**
   - Investment Report
   - Checking Account Summary
   - Comparison of Sales Tax Revenues
   - Unassigned Fund Balance & Contingency Fund Status
   - Health Insurance & Workers Comp
10. **New Business (Review / Action)**
    A. Request Authorization For Transfer of Non-Budgeted Funds – Financial Support for Hosting the Statewide Prosecutors Education and Training Spring Conference
    B. Request Authorization For Transfer of Non-Budgeted Funds – Breakwater Repairs at George K. Pinney County Park
    C. Request Authorization For Transfer of Non-Budgeted Funds – Cana Island Restoration Phase III
    D. Request Authorization For Transfer of Non-Budgeted Funds – Purchase and Installation of Northpointe Suite COMPAS Core Software for Door County Operation Fresh Start Program
    E. Foreclosure of Tax Liens by Action In Rem Under §75.521, Wis. Stats. – Door County Case Number 2017-GF-12
       1. September 18, 2017 Judgement
       2. Disposition of P.I.N. 018-02-14322822H2
       3. Disposition of P.I.N. 281-62-1000010
    F. 2017 Finance Department Annual Report – FYI
    G. Interest Rate Sheet – FYI
11. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
12. **Vouchers, Claims and Bills**
13. **Next Meeting Date:**
    - Regular Monthly Meeting – tbd
14. **Meeting Per Diem Code**
15. **Adjourn**

Deviation from the order shown may occur

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

Agenda Posted _____, 2018 _____

MINUTES **Monday, February 19, 2018**	**FINANCE COMMITTEE**	*Door County Government Center* *Chambers Room, 1st floor* *421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Finance Department and County Treasurer

Call Meeting to Order
The Monday, February 19, 2018 Finance Committee meeting was called to order by Chair Kathy Schultz at 1:01 p.m.

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

Establish a Quorum ~ Roll Call
Committee members present: Kathy Schultz, David Englebert, David Enigl, Ken Fisher, and Susan Kohout. Roy Englebert, and Mark Moeller were excused.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, Assistant Finance Director Steve Wipperfurth, County Treasurer Jay Zahn, County Clerk Jill Lau, and Media Rep Peter Devlin.

Adopt Agenda / Properly Noticed
Motion by Enigl, seconded by Kohout to adopt the agenda. Motion carried by unanimous voice vote.

Approve Minutes of the January 16, 2018 Regular Meeting
Motion by Fisher, seconded by D. Englebert to approve the minutes of the January 16, 2018 regular meeting. Motion carried by unanimous voice vote.

Communications
No communications were presented.

Public Comment
N/A.

Old Business
No old business was presented.

County Treasurer
Monthly Report – January 2018
County Treasurer Zahn reviewed the report included in the meeting packet.

Completion of Introductory Period – Ryan Schley – FYI
FYI.

Finance Director Department Update
Investment Report
Finance Director Janiak reviewed the report included in the meeting packet.

Checking Account Summary
Finance Director Janiak reviewed the report included in the meeting packet.

Comparison of Sales Tax Revenues
Finance Director Janiak reviewed the report included in the meeting packet.

Unassigned Fund Balance & Contingency Fund Status
Finance Director Janiak reviewed the reports included in the meeting packet. Year-end closeout is expected in April. The balance of the Unassigned Fund is expected to increase. Unassigned Fund balance is 19% of the aggregate sum of the budgeted amounts of the general fund plus all other funds requiring tax levy for the 2018 budget.

General Contingency and Payroll Contingency balances reviewed. Review of budgeting processes for payroll contingency.

Health Insurance & Workers Comp
Finance Director Janiak reviewed the reports included in the meeting packet.

New Business (Review / Action)
Request Authorization For Transfer of Funds – Financial Support for Hosting the Badger State Sheriff's Association Conference in Door County
Finance Director Janiak reviewed the request from Sheriff Delarwelle. The request is for $800. This is the second year Door County is hosting the conference.

Motion by Fisher, seconded by Enigl to approve the request for transfer of funds for financial support for hosting the Badger State Sheriff's Association Conference. Motion carried by unanimous voice vote.

Review of the Financial Records of the Door County Fair Association for the 12 Months Ended 10/31/17
Finance Director Janiak reviewed the report included in the meeting packet. Janiak explained he examined the financial records and his findings were outlined in the report. It was suggested the Fair Board create written procedures/guidelines to make transitioning from long-term board members to new board members easier and to streamline things.

Interest Rate Sheet – FYI
FYI.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
None as of this meeting.

Vouchers, Claims and Bills
Reviewed.

Next Meeting Date:
Regular Monthly Meeting – Monday, March 19, 2018 – 1:00 p.m.

Meeting Per Diem Code
219.

Adjourn
Motion by Enigl, seconded by D. Englebert to adjourn. Time: 1:41 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

Dear County of Door,

Thank you for your recent 2017 Dog license donation. We are grateful for your ongoing support.

Sincerely,

WI Humane Society - DC Campus

WISCONSIN humane society

Door County Campus
3475 County Rd. PD, P.O. Box 93
Sturgeon Bay, WI 54235

GREEN BAY WI 543
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County of Door

DOOR COUNTY TREASURER

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

JAY ZAHN
DOOR COUNTY TREASURER
(920) 746-2286
zahn@co.door.wi.us

TREASURER'S REPORT……February 2018

	February 2017	February 2018
DELINQUENT TAXES	$793,872.14 .57% of levy	$955,717.37 .65% of levy
DELINQUENT SPECIAL ASSESSMENTS	$248,501.72	$ 282,653.04
DELINQUENT COLLECTIONS (month)	$ 87,481.08	$ 55,119.14
DELINQUENT SPECIALS (month)	$ -0-	$ -0-
INTEREST COLLECTED (month)	$ 17,393.16	$ 11,814.66
INTEREST COLLECTED (year)	$ 29,688.71	$ 17,451.14
PENALTY COLLECTED (month)	$ 8,701.65	$ 5,911.79
PENALTY COLLECTED (year)	$ 14,849.21	$ 8,728.47
DELINQUENT PARCELS	825	891
CURRENT YEAR COLLECTIONS	$8,024,996.24	$3,178,098.23

Completed Payment Agreement: Shirley Hansen Total: $2,006.64
Cancelled Agreements: Leslie & Tina Gan Total: $2,550.00
Scott and Deborah Marchant Total: $3,975.00
Jason Zahn Total: $6,450 Rod & Kari Gordon Total: $3,668
Kim Wilde Total: $4,827.93
(All are current enough to avoid foreclosure action).

Jay Zahn
Door County Treasurer

County of Door Investment Summary

As of February 28, 2018

Updated March 13, 2018 by Mark Janiak, Door County Finance Department

	Tax Costs	Market Value	Maturity Date	Interest Rate	
Local Government Investment Pool (LGIP) - General Fund	21,436,863.41	21,436,863.41	N/A	1.40%	
Local Government Investment Pool (LGIP) - **Highway DK Jurisdictional Transfer**	112,731.73	112,731.73	N/A	1.40%	
American Deposit Management Co. - Money Market Account	1,616,936.12	1,616,936.12	N/A	1.15%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	9/19/2018	1.15%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	3/11/2018	0.87%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	1/19/2019	1.59%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	1/29/2019	1.55%	*
American Deposit Management Co. - Certificate of Deposit (13 mos.)	245,000.00	245,000.00	11/22/2018	1.21%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	9/6/2018	1.29%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	4/26/2018	0.97%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	2/1/2019	1.26%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	200,000.00	200,000.00	11/24/2019	1.65%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/18/2018	1.06%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	7/12/2018	1.21%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	12/6/2019	1.60%	*
American Deposit Management Co. - Certificate of Deposit (19 mos.)	245,000.00	245,000.00	1/23/2019	1.45%	*
American Deposit Management Co. - Certificate of Deposit (21 mos.)	120,000.00	120,000.00	8/20/2018	0.93%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	6/7/2018	1.15%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	1/17/2020	1.69%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	10/2/2018	1.08%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	3/22/2018	0.98%	*
American Deposit Management Co. - Certificate of Deposit (30 mos.)	245,000.00	245,000.00	4/21/2019	0.94%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	7/25/2018	1.15%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	7/2/2018	0.90%	*
American Deposit Management Co. - Certificate of Deposit (11 mos.)	245,000.00	245,000.00	8/1/2018	1.04%	*
American Deposit Management Co. - Certificate of Deposit (23 mos.)	245,000.00	245,000.00	12/20/2018	1.14%	*
American Deposit Management Co. - Certificate of Deposit (25 mos.)	245,000.00	245,000.00	4/30/2018	1.13%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	4/19/2018	1.00%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	7/9/2018	1.12%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	2/20/2019	1.40%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	8/18/2018	1.10%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	9/28/2018	1.05%	*
American Deposit Management Co. - Certificate of Deposit (30 mos.)	245,000.00	245,000.00	5/2/2018	1.38%	*
Associated Bank - Tax Collections Checking Account	18,952.65	18,952.65	N/A	0.00%	
Associated Bank - Money Market Account	14,021,344.57	14,021,344.57	N/A	1.22%	
Johnson Bank - Certificate of Deposit (18 mos.)	250,189.48	250,189.48	6/23/2019	1.35%	
Nicolet National Bank - Checking Account	8,706,945.45	8,706,945.45	N/A	0.77%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	672,035.58	672,035.58	12/5/2019	1.04%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	539,788.37	539,788.37	1/30/2020	1.43%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	1,000,000.00	1,000,000.00	4/26/2018	1.09%	
Nicolet National Bank - Certificate of Deposit (24 mos.)	252,767.09	252,767.09	3/7/2018	0.90%	
Nicolet National Bank/CDARS - Certificates of Deposit (24 mos.)	647,215.58	647,215.58	11/21/2019	1.54%	
North Shore Bank - Tax Collections Checking Account	8,387.76	8,387.76	N/A	0.00%	
Wisconsin Investment Series Cooperative (WISC) - CMS Account	23.82	23.82	N/A	1.20%	
Wisconsin Investment Series Cooperative (WISC) - Investment Series Account	9,980.70	9,980.70	N/A	1.45%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	247,716.63	245,397.46	7/26/2019	1.50%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (12 mos.)	245,500.00	245,500.00	2/12/2019	1.81%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	10/25/2018	1.00%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (18 mos.)	247,483.60	246,337.79	2/4/2019	1.47%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (36 mos.)	249,364.25	246,074.50	3/16/2020	1.75%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	224,162.46	224,162.46	11/7/2019	1.65%	
Dana Investment Account (Mortgage -Backed Securities)	347,536.61	370,439.15	N/A	4.56%	**
Investment Total	**58,280,925.86**	**58,297,073.67**			

*** THIS IS THE MONTH-END BALANCE FROM THE PREVIOUS MONTH, SINCE THIS STATEMENT HAD NOT YET BEEN RECEIVED AT THE TIME THAT THIS REPORT WAS PREPARED.**

**** YEAR-TO DATE AVERAGE YIELD (NET OF INVESTMENT MANAGEMENT FEES) ON AVERAGE COST.**

Investment Percentage Distribution: LGIP	21,549,595.14	36.97%	
Sweep/Money Market Accounts	24,382,547.25	41.82%	
Certificates of Deposit	11,994,468.31	20.57%	
DANA	370,439.15	0.64%	
Total	**58,297,049.85**	**100.00%**	

Revenues from General Fund Investments	2018 Budget	2018 YTD	% Received
Interest on Investments	385,550.00	82,227.83	21.33%
Return on Mortgage-Backed Securities	5,475.00	2,826.97	51.63%
Totals	391,025.00	85,054.80	21.75%

	Market Value	Total Return YTD, Net of Fees	
Solid Waste Escrow -Long-Term Care (Fund 209)	1,205,243.56	1,179.57	*

	Market Value	Total Return YTD, Net of Fees
2017A Bond Issue Proceeds (Fund 403)	1,525,358.88	3,695.17

DOOR COUNTY BANK ACCOUNTS IN TRUST
Month Ending: February 28, 2018
Updated March 13, 2018 by Mark Janiak, Door County Finance Department

	Beginning Balance Per Statement	Add: Deposits *	Less: Cancelled Checks	Add: Interest	Less: Fees/Other Deductions **	Ending Bank Statement Balance
Sheriff:						
Jail Inmate Trust (Nicolet)	20,976.97	40,896.77	(39,540.05)	-	-	22,333.69
Drug Enforcement (North Shore) ***	6,638.10	-	-	-	-	6,638.10
Human Services						
Representative Payee Acct. (Nicolet)	41,040.72	26,286.25	(24,024.12)	15.61	-	43,318.46
Senior Center Nutrition (Nicolet)	658.00	637.00	(658.00)	-	-	637.00
Senior Center Nutrition (Associated)	2,718.47	4,745.44	(2,718.47)	-	-	4,745.44
District Attorney Trust Account (Nicolet)	11,557.10	25,279.83	(18,363.57)	-	-	18,473.36
Clerk of Courts-Summary (Nicolet) ***	349,651.30	-	-	-	-	349,651.30
Less: Clerk of Courts-Held in Trust ***	(261,643.24)	-	-	-	-	(261,643.24)
Sunshine Fund (Nicolet)	1,335.04	70.06	(25.00)	-	-	1,380.10
Veterans Service Council (Nicolet)	6,399.23	100.00	-	-	-	6,499.23
Library (Nicolet)	15,409.25	5,000.00	(17,450.59)	-	-	2,958.66
TOTALS	**194,740.94**	**103,015.35**	**(102,779.80)**	**15.61**	**-**	**194,992.10**

*** The amount shown in this column for "Clerk of Courts-Held in Trust" is the net change in the trust account balance during the month.**

**** Any positive amounts shown in the column labeled "Fees/Other Deductions" represent service charges from a previous month that were refunded or paid for by the department (in the case of orders for checks or deposited tickets).**

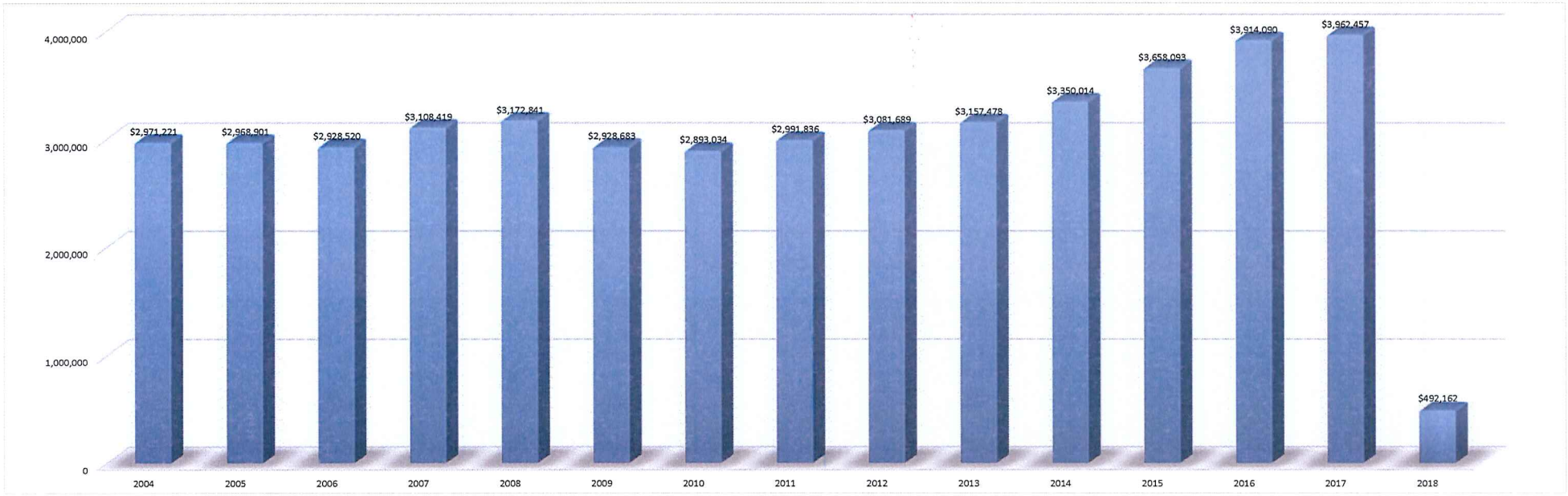
***** This is the month-end balance from the previous month, since this statement was not available at the time that this report was prepared.**

DOOR COUNTY WISCONSIN

0.5% Sales Tax Rebate Collection History, January, 2004 thru February, 2018

Month Received	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	(Collected)
Jan	$ 202,568	$ 184,436	$ 192,699	$ 164,664	$ 166,954	$ 194,133	$ 197,464	$ 172,867	$ 150,070	$ 190,692	$ 222,760	$ 234,126	$ **262,179**	$ 211,998	$ 197,823	*(Nov)*
Feb	$ 198,820	$ 221,403	$ 210,999	$ 242,547	$ 227,617	$ 175,000	$ 144,826	$ 212,513	$ 234,896	$ 192,825	$ 200,069	$ 182,565	$ 204,410	$ 266,561	$ **294,339**	*(Dec)*
March	$ 165,110	$ 139,717	$ 175,440	$ 169,046	$ **213,385**	$ 172,535	$ 161,230	$ 161,906	$ 155,129	$ 162,310	$ 182,416	$ 171,130	$ 195,203	$ 211,766		*(Jan)*
April	$ 147,138	$ 158,899	$ 149,963	$ 160,198	$ 149,969	$ 141,624	$ 164,071	$ 155,243	$ 124,272	$ 154,690	$ 169,317	$ 218,027	$ **287,266**	$ 185,464		*(Feb)*
May	$ 150,766	$ 155,857	$ 174,779	$ 175,761	$ 186,724	$ 174,329	$ 138,257	$ 140,806	$ 209,173	$ 203,393	$ 205,490	$ 217,611	$ 185,645	$ **231,900**		*(March)*
June	$ 205,199	$ 223,661	$ 221,297	$ 235,315	$ 199,943	$ 195,264	$ 215,690	$ 213,900	$ 216,350	$ 180,364	$ 187,608	$ 236,927	$ **304,099**	$ 281,925		*(April)*
July	$ 257,375	$ 248,624	$ 253,161	$ 279,391	$ 270,198	$ 292,858	$ 278,796	$ 304,873	$ 253,695	$ 317,710	$ 338,410	$ **370,861**	$ 358,121	$ 354,873		*(May)*
Aug	$ 314,694	$ 347,523	$ 353,162	$ 366,325	$ 416,177	$ 278,877	$ 281,811	$ 343,137	$ 422,498	$ 426,927	$ 457,286	$ 412,462	$ 438,177	$ **506,672**		*(June)*
Sept	$ 382,785	$ 370,347	$ 362,264	$ 374,740	$ 362,360	$ 392,082	$ 438,668	$ 400,437	$ 392,873	$ 369,808	$ 352,942	$ 467,420	$ **492,873**	$ 489,378		*(July)*
Oct	$ 383,438	$ 333,084	$ 312,668	$ 334,617	$ 391,602	$ 369,776	$ 353,927	$ 310,984	$ 364,323	$ 389,095	$ 444,035	$ **457,574**	$ 449,303	$ 433,956		*(Aug)*
Nov	$ 296,224	$ 316,127	$ 363,243	$ 369,611	$ 334,516	$ 276,142	$ 247,201	$ 329,297	$ 350,025	$ 350,974	$ 323,406	$ 345,890	$ 418,609	$ **490,129**		*(Sept)*
Dec	$ 267,104	$ 269,223	$ 234,724	$ 236,204	$ 228,102	$ 240,769	$ 245,800	$ 245,873	$ 208,385	$ 218,690	$ 266,275	$ **343,500**	$ 318,205	$ 297,835		*(Oct)*
Annual			$ (75,879)	$ -	$ 25,294	$ 25,294	$ 25,293	$ -								
Total	$ **2,971,221**	$ **2,968,901**	$ **2,928,520**	$ **3,108,419**	$ **3,172,841**	$ **2,928,683**	$ **2,893,034**	$ **2,991,836**	$ **3,081,689**	$ **3,157,478**	$ **3,350,014**	$ **3,658,093**	$ **3,914,090**	$ **3,962,457**	$ **492,162**	*$ 13,603*
% to Budget	114.28%	114.19%	108.46%	107.19%	105.76%	97.62%	96.43%	103.88%	104.46%	102.46%	106.50%	112.90%	116.15%	114.85%	13.12%	Year-to-Date
Budgeted	$ 2,600,000	$ 2,600,000	$ 2,700,000	$ 2,900,000	$ 3,000,000	$ 3,000,000	$ 3,000,000	$ 2,880,000	$ 2,950,000	$ 3,081,590	$ 3,145,590	$ 3,240,000	$ 3,370,000	$ 3,450,000	$ 3,750,000	2018 vs 2017
Levy Offset	$ 371,221	$ 368,901	$ 228,520	$ 208,419	$ 172,841	$ -	$ -	$ 111,836	$ 131,689	$ 75,888	$ 204,424	$ 418,093	$ 544,090	$ 512,457		

Ahead (behind) same month in prior year	$ 27,778
Average % to Date for this time period should be	16.67%



DOOR COUNTY
UNASSIGNED FUND BALANCE (located within the General Fund)
As of February 28, 2018

The following information on the General Fund is being provided to the Door County Board of Supervisors pursuant to Rule 19:

		Audited	
Unassigned Fund Balance--General Fund as of 12/31/2016		**$ 14,118,375.10**	
2017 Changes to Unassigned Fund Balance:	**Additions To:**	**Reductions From:**	
2017 Portion of Dark Optic Fiber Project - Resolution 2016-69		$ (100,000.00)	
South Ambulance Station - Resolution 2016-40		$ (800,000.00)	
Transfer 2017 Vehicle Replacement Fund Reserve/YTD Purchases	$ 466,284.90	$ (621,873.00)	
Transfer from Reserve for Inventory & Prepaid Expenses	$ 457,612.30		
Transfer to Building Replacement Reserve and IS Equipment Reserve, per 2017 Budget		$ (200,000.00)	
Transfer to Cana Island Restoration Fund for Phase II Improvements - Resolution 2017-47 (Not needed-transfer not made)		$ -	
Transfer to EMS Reserve for Washington Island Building - Resolution 2017-65		$ (500,000.00)	
Transfer to Reserve for Simulcast Programming - Resolution 2017-65		$ (350,000.00)	
Transfer to Reserve for Egg Harbor Tower Equipment - Resolution 2017-65		$ (300,000.00)	
Transfer to Reserve for Technology Services Data Storage Equipment - Resolution 2017-65		$ (100,000.00)	
Transfer to Capital Outlay-Technology Services Account for Purchase of New Telephone System - Resolution 2017-78		$ (47,197.05)	
Transfer to Cana Island Preservation Reserve		$ (112,540.03)	
	$ 923,897.20	$ (3,131,610.08)	
Available Unassigned Fund Balance 12/31/2017		**$ 11,910,662.22**	*Unaudited*
2018 Changes to Unassigned Fund Balance:			
Transfer to Building Replacement Reserve and IS Equipment Reserve, per 2018 Budget		$ (1,000,000.00)	
	-	(1,000,000.00)	
Available Unassigned Fund Balance 2/28/2018		**$ 10,910,662.22**	*Unaudited*

NOTE: The "Available Unassigned Fund Balance" shown above as of 12/31/2017 does not include the close out of final revenues and expenses for 2017 to the Unassigned Fund Balance; this should be completed in late April, 2018.

Mark E. Janiak, Finance Director

	As of 12/31/2015	As of 12/31/2016	As of 12/31/2017	As of 2/28/2018
Unassigned Fund Balance	$ 12,525,797.99	$ 14,118,375.10	$ 11,910,662.22	$ 10,910,662.22

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	$ 10,910,662.22
General Fund Budgeted Expenditures - 2018	$ 30,565,460.00
All Other Budgeted Funds Requiring Tax Levy - 2018	$ 26,246,405.00

The County's current unassigned fund balance of $ 10,910,662.22 represents approximately **19.20490%** of its governmental funds budgeted expenditures. This level of funding is above the the 12%-15% reserve funding levels set forth in Resolution 72-03 adopted August 26, 2003.

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	**$ 2,388,882.47**
15% Upper Limit would equate to an unassigned fund balance of	**$ 8,521,779.75**
12% Lower Limit would equate to an unassigned fund balance of	**$ 6,817,423.80**

Door County Contingency Accounts
February 28, 2018

General Contingency

#100.06.1161.59103

2017 Contingency Balance Carryforward (Estimated)	Unaudited	$ 190,725.86
2018 Budget for Contingency Expense		$ 150,000.00
Total General Contingency Available for 2018		$ 340,725.86
Uses - 2018		
Expenses for Settlement of Wodack vs. County of Door	$ (4,950.00)	
Expenses Related to Hosting Badger State Sheriffs Conference in Door County	$ (800.00)	
Expenses Related to Hosting Statewide Prosecutors Education and Training Spring Conference in Door County (Proposed)	*$ (1,500.00)*	
Subtotal		$ (7,250.00)
Balance--General Contingency Expense	Unaudited	**$ 333,475.86**

Payroll Contingency

Payroll Reserve - #100.32106	Unaudited	$ 1,155,107.52
2017 Payroll Contingency Balance Forward- #100.06.1161.59101 (Estimated)		$ 270,313.15
2018 Budget for Payroll Contingency - #100.06.1161.59101		$ 781,000.00
Total Payroll Contingency Available for 2018		$ 2,206,420.67
Uses - 2018		
Estimated Cost for 2018 of Compensation Plan Aging and Increases for General Municipal Employees (Resolution 2017-71), Collective Bargaining Agreement with Door County Deputy Sheriff's Association (Resolution 2015-100), Collective Bargaining Agreement with Emergency Medical Service Employees (Resolution 2015-99)	$ (291,122.00)	
Add Back: Repayments for 2018 YTD from Employees for Payment to Wisconsin Retirement System/Employee Trust Fund for Prior Years	$ 661.63	
Subtotal		$ (290,460.37)
Balance--Payroll Contingency Expense/Payroll Reserve	Unaudited	**$ 1,915,960.30**

Door County Workers' Compensation Fund
For Period thru February 28, 2018

2017 Ending Fund Balance		**Unaudited**	**$ 1,401,886.87**
Revenues	$ 82,460.95		
Insurance Reimbursements/Dividends	$ -		
Total Revenues to Date		$ 82,460.95	
Expenditures	$ (428,680.00)		
Total Expenditures and Transfers Out to Date		$ (428,680.00)	
Net Gain/(Loss) to Date			$ (346,219.05)
Current Fund Balance, to Date		**Unaudited**	**$ 1,055,667.82**

Notes: **The Workers' Compensation Modification Rate decreased from 0.93 in 2014 to 0.79 for 2015; it decreased again for 2016, to 0.76; it increased slightly to 0.78 for 2017; and it will decrease slightly to 0.77 for 2018.**

Door County Medical Benefits Fund
For Period thru February 28, 2018

2017 Ending Balance		**Unaudited**	**$ 6,316,184.45**
2018 Revenues:			
Retired Employees Medical	$ 27,125.09		
Employee Share Medical	$ 129,627.72		
Pro-rated Employee Dental (part-time)	$ 920.40		
County Share Medical	$ 824,802.28		
County Share Dental	$ 50,404.10		
Miscellaneous	$ -		
Sub-Total All Contributions		$ 1,032,879.59	
Insurance Reimbursements		$ 21,138.05	
Total Revenues to Date			$ 1,054,017.64
2018 Expenditures:			
Claims Paid Medical	$ 182,815.39		
Claims Paid Dental	$ 26,217.28		
Prescription/Drug Claims	$ 43,056.60		
Total Claims		$ 252,089.27	
Specific Premium (Stop Loss Insurance)		$ 170,969.74	
Administrative and Miscellaneous Fees		$ 13,787.50	
Transfers to Other Funds		$ -	
Total Expenditures to Date			$ 436,846.51
2017 Net Gain/(Loss) to Date			**$ 617,171.13**
Current Fund Balance to Date		**Unaudited**	**$ 6,933,355.58**

Notes:

2017 -- Same Time Period Net Gain or (Loss)	**$ 98,410.25**
Difference between same time period-- current year verses prior year	**$ 518,760.88**

Target Reserve to be maintained--based on consultant's recommendations 6/30/13. **$ 2,700,000.00**

Attachment to Resolution #_____

DOOR COUNTY

Request Authorization
For
Transfer of Funds / Change in Budget

I, the undersigned, respectfully request that the Finance Committee approve the following transfer of funds:

FROM:

Description	Fund	Account Exp/Rev	Amount
Contingency Expense	**100**	**06.1161.59103**	**$1,500.00**

TO:

Description	Fund	Account Exp/Rev	Amount
District Attorney – Conference/ Workshop Expense	**100**	**26.1301.54111**	**$1,500.00**

Requested transfer of funds is to provide financial assistance for hosting the Statewide Prosecutor's Education and Training Spring Conference in Door County in June, 2018. Please refer to the attached letter from the Door County District Attorney's Office .

Fiscal Impact

Prior to this requested transfer, the unaudited available balance in the Contingency Expense account is $334,975.86. If this transfer is approved, that available balance would decrease to $333,475.86.
.

Requested By: Melanie Hoffman-Hass Date: 2/12/2018

Funds Available, Verified By: Mark Janiak Date: 3/13/2018

Reviewed by Finance Director: Mark Janiak Date: 3/13/2018

Authorized & Approved by Finance Committee Date _____

Transfer Entered By _____ Date _____

OFFICE OF THE
DISTRICT ATTORNEY
DOOR COUNTY, WISCONSIN
COLLEEN C. NORDIN, DISTRICT ATTORNEY

NICHOLAS P. GRODE
Assistant District Attorney

LISA A. MRAZ
Victim/Witness Coordinator
(920) 746-2388

MELANIE HOFFMANN-HASS
Administrative Supervisor
(920) 746-2321

JESSICA WERNER
Juveniles/Discovery/Transports/Billing
(920) 746-2236

SALLY HALL
Traffic/Forfeiture/Intake
(920) 746-2230

LISA GIRAUD
Reception/Discovery/Worthless Checks
(920) 746-2284

February 12, 2018

Door County Administrative Committee
Dan Austad
Ken Fisher
Joel Gunnlaugsson
John Neinas
Kathy Schultz
Richard Virlee
Ken Pabich

Re: Request for financial assistance related to hosting the Statewide Prosecutors Education and Training Spring Conference (SPET), June 12-15, 2018.

Administrative Committee Members and Administrator Pabich:

The Door County District Attorney's Office is proud to announce that Door County was chosen as the host county for the 2018 Statewide Prosecutors Education and Training Spring Conference. The conference will be held at the Landmark Resort, from June 12 to June 15, 2018. The District Attorney's office is requesting that the Committee submit a Request for Authorization of Funds for financial assistance in the amount of $1,500.00 for hosting the 2018 Spring SPET Conference. The request is to help offset the costs of the conference.

In the past, Door County was the primary location for the Spring SPET conference every year until it was decided to change the host location to places such as Lake Geneva. We are excited to once again be hosting this event, which is anticipated to bring in anywhere from 150 to 200 attendees. The majority of conference attendees bring along their spouses and families to enjoy the week in beautiful Door County.

We are hopeful that the interactive training activities being planned for participants in conjunction with our local law enforcement agencies in addition to the Landmark's recent million dollar renovation, will convince the Department of Justice to choose Door County as the exclusive host for the Spring SPET Conference in future years.

I thank you for your consideration of this request and I would be happy to answer any questions you may have.

Sincerely,

Melanie Hoffmann-Hass

Melanie Hoffmann-Hass
Administrative Supervisor

DOOR COUNTY

Draft

ROLL CALL Board Member			
AUSTAD			
BACON			
D. ENGLEBERT			
R. ENGLEBERT			
ENGIL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBBILARD			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
VLIES WOTACHEK			
WAIT			

BOARD ACTION

Vote Required: Two-thirds of Entire Membership

Motion to Approve — Adopted ☐

1st _____ Defeated ☐

2nd _____

Yes: ____ No: ____ Exc: ____

Reviewed by:

_____, Corp. Counsel

Reviewed by:

_____, Administrator

FISCAL IMPACT: The Boat Launch Reserve has a present balance of $342,485.64; if this resolution is approved, the balance would decrease to $318,122.64. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 27th day of March, 2018 by the Door County Board of Supervisors.

_____

Jill M. Lau
County Clerk, Door County

Resolution No. 2018-___

APPROPRIATIONS FOR BREAKWATER REPAIRS GEORGE K. PINNEY COUNTY PARK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Pursuant to § 65.90(5)(a), Wis. Stats. and Rules of Order #19 the amounts of the various appropriations and the purposes for such appropriations stated in a budget required may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors.

WHEREAS, A comprehensive engineering study of the breakwater revealed defects and the need to expedite structural repairs to mitigate damage; and

WHEREAS, Bids have been solicited and received for breakwater repairs, and the Airport and Parks Committee recommends proceeding with such repairs at a cost not to exceed $27,000; and

WHEREAS, By adoption of Resolution 2018-02, the County Board authorized acceptance of $2,627.00 from the Wisconsin DNR's County Conservation Aids Program for breakwater repairs; and

WHEREAS, The need for breakwater repairs was not anticipated, and no funds were appropriated for this purpose, in 2018; and

WHEREAS, It is recommended that $24,363 be transferred from the Boat Launch Fee account [#100.32115] to the George K. Pinney Breakwater Repair expense line within the Parks budget, account [#100.34.5202.69906.6749] for breakwater repairs. The balance of the cost to be paid for from the awarded Wisconsin DNR's County Conservation Aids Program Grant.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby the approve the transfer of $24,363 from the Boat Launch Fee account [#100.32115] to the George K. Pinney Break Water Repair expense line within Parks budget, account, [#100.34.5202.69906.6749] for breakwater repairs.

SUBMITTED BY: Finance Committee

_____ Kathy Schultz, Chairperson

_____ Ken Fisher

_____ David Englebert

_____ Susan Kohout

_____ Roy Englebert

_____ Mark Moeller

_____ David Enigl

Breakwater Repair Project – George K. Pinney County Park

BID OPENING – Wednesday, February 21, 2018, 1:00 p.m.

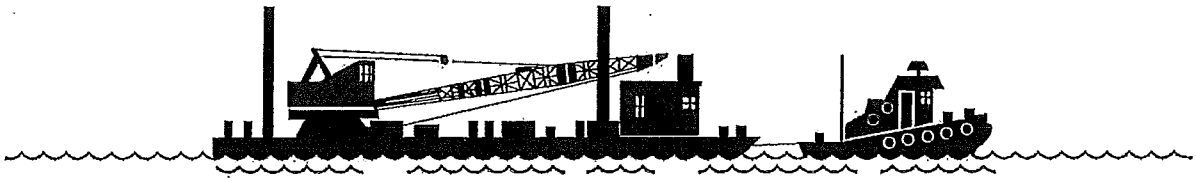
Present: WAYNE SPRITKA, Lori Holtz
Nikki Borkovetz, BARRY KUZAY

Door County is seeking to contract with a qualified individual or entity to make repairs to the George K. Pinney County Park Breakwater. Specifications, instructions, and contract may be obtained on-line at http://www.co.door.wi.gov or from Buildings & Grounds Director Wayne Spritka, 920.746.2211, or wspritka@co.door.wi.us. Proposals must conform to the requirements of the specifications, instructions and contract. Proposals must be submitted to & received by the County Administrator's Office, Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin, 54235 not later than 12:00 p.m. on February 21, 2018; and will be publicly opened at the Government Center, Administrator's Office Room #B313 on February 21, 2018 at 1:00 p.m.

	Bid Received from: ↓		
1)	Roen Salvage Company 180 E. Redwood St. PO Box 26 Sturgeon Bay, WI 54235	$ 21,000 ADD $6,000	TO FIX VOID under sidewalk
2)			
3)			
4)			
5)			
6)			

ROEN SALVAGE COMPANY

180 E. REDWOOD ST. P.O. BOX 26 STURGEON BAY, WI 54235 920-743-6533 FAX: 920-743-2411



MARINE CONTRACTORS

Wayne Spritka
Buildings & Grounds Director
Door County Buildings & Grounds Maintenance Department
421 Nebraska Street
Sturgeon Bay, WI 54235

February 21, 2018

Wayne:

We offer the following proposal to **repair the outer breakwater located at George K. Pinney Park** located at 4879 Bay Shore Drive in Sturgeon Bay as indicated in the specifications provided.

Lump Sum: $21,000

Assumptions and notes:

1. Supply and install 3-4 Armour Stones (5-6 tons each).
2. Supply and install 50 ton of 12"-24" Chinking Stone.
3. Placement of stone will be with a crane from a spud barge.
4. Stone is being supplied from Valders Stone located in Valders, WI and being shipped to maximize the amount of material in each load.
5. Our recommendation to temporarily fix the void under the sidewalk would be to remove (2) existing 6'x6' sidewalk squares, fill the void with left over rip-rap material and concrete, place stone bedding and reinstall new sidewalk.
   If this option is selected, please **ADD to lump sum $6,000.**
6. No turbidity curtain included.
7. On site work would occur in early spring or late fall of 2018, depending on weather, permit requirements, and date of notice to proceed. Project will take 2 days to complete.
8. This proposal is valid for 30 days.
9. Contract requires owner to be an additional named insured, as well as being an additional insured. It is not possible for any entity to be added as a named insured to Roen's insurance policies. Proposal assumes this language will be removed from the contract, see Section 5.2.

Sincerely,

ROEN SALVAGE COMPANY

Nicole L Natzke-Borkovetz
Project Engineer

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
ROEN SALVAGE CO.
180 E. Redwood St.
Sturgeon Bay, WI 54235

SURETY:
(Name, legal status and principal place of business)
THE GUARANTEE COMPANY OF NORTH AMERICA USA
One Towne Square, Suite 1470
Southfield, MI 48076

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
COUNTY OF DOOR

421 Nebraska St., Sturgeon Bay, WI 54235

BOND AMOUNT: Five percent of amount bid.
(5% of Amount Bid)

PROJECT:
(Name, location or address, and Project number, if any)
Breakwater Repair Project - George K. Pinney County Park, Door County, Wisconsin. Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of February, 2018

	ROEN SALVAGE CO.
	(Principal) *(Seal)*
(Witness)	Barry Kuzay, Secretary/Treasurer
	(Title)
	THE GUARANTEE COMPANY OF NORTH AMERICA USA
Roxanne Jansen	*(Surety)* *(Seal)*
(Witness)	Kelly Cody, Attorney in Fact
	(Title)

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THE GUARANTEE®

The Guarantee Company of North America USA
Southfield, Michigan

POWER OF ATTORNEY

NOW ALL BY THESE PRESENTS: That **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

Kelly Cody, Trudy A. Szalewski, Christopher H. Kondrick, Roxanne Jensen, Brian L. Krause, Chris Hovden
Aon Risk Services Central, Inc.

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon **THE GUARANTEE COMPANY OF NORTH AMERICA USA** as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of **THE GUARANTEE COMPANY OF NORTH AMERICA USA** at a meeting held on the 31st day of December, 2003. The President, or any Vice President, acting with any Secretary or Assistant Secretary, shall have power and authority:

1. To appoint Attorney(s)-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and
2. To revoke, at any time, any such Attorney-in-fact and revoke the authority given, except as provided below
3. In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.
4. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 6th day of December 2011, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, **THE GUARANTEE COMPANY OF NORTH AMERICA USA** has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 2nd day of October, 2015.

THE GUARANTEE COMPANY OF NORTH AMERICA USA

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Stephen C. Ruschak, President & Chief Operating Officer **Randall Musselman, Secretary**

STATE OF MICHIGAN
County of Oakland

On this 2nd day of October, 2015 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA; that the seal affixed to said instrument is the Corporate Seal of said Company; that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of said

Cynthia A. Takai
Notary Public, State of Michigan
County of Oakland
My Commission Expires February 27, 2018
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

Cynthia A. Takai

I, Randall Musselman, Secretary of **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, which is still in full force and effect.

IN WITNESS WHEREOF, I have thereunto set my hand and attached the seal of said Company this 21st day of February, 2018

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Randall Musselman, Secretary

DOOR COUNTY

Resolution No. 2018-02

AUTHORIZE APPLICATION FOR AND ACCEPTANCE OF FINANCIAL ASSISTANCE FOR GEORGE K. PINNEY COUNTY PARK BREAKWALL REPAIRS

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
D. ENGLEBERT	X		
R. ENGLEBERT	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL			X
MOELLER			X
NEINAS	X		
ROBILLARD			X
SCHULTZ	X		
SITTE			X
SOHNS	X		
VIRLEE	X		
VLIES WOTACHEK	X		
WAIT	X		
	16	0	5

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve — Adopted [X]

1st Austad — Defeated [ ]

2nd Virlee

No: 0 Yes: 16 Exc: 5

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The estimated county match of $2,637.00 for the project will be funded from the Boat Launch Reserve, which presently has a balance of $293,511.86. MEJ

Certification:

I, Jill Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of January, 2018 by the Door County Board of Supervisors.

Jill Lau,
County Clerk, 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, Rule No. 38 of the Rules of Order provides, in pertinent part, as follows: "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."; 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, Door County hereby formally requests financial assistance (i.e., a grant) through the Wisconsin Department of Natural Resources' (DNR's) County Conservation Aids Program for George K. Pinney County Park Breakwall Repairs in an estimated amount of $2,637.00 There is a 50% county match required for this grant; and

WHEREAS, The Door County Parks Department has sufficient funds available to meet the financial obligation of the grant (i.e.,50% match); for the breakwall repairs; and

WHEREAS, The Airport & Parks Committee has approved the application for and acceptance of financial assistance (i.e., a grant) through the DNR's Conservation Aids Program for the breakwater repairs project at George K. Pinney County Park;

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the Parks Director, subject to the oversight by the Airport & Parks Committee, to: act on behalf of Door County, prepare and submit a County Conservation Aids grant application, accept any grant award, sign necessary documents, administer any County Conservation Aids grant, and take any and all action necessary to complete the proposed project.

BE IT FURTHER RESOLVED, That Door County will comply with the project grant award contract mandates.

SUBMITTED BY:
AIRPORT & PARKS COMMITTEE

Dan Austad, Chairperson

Steve Sohns

John Neinas

Richard Virlee

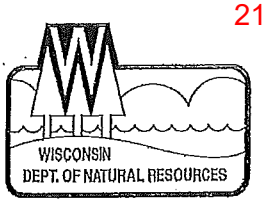
Kathy Schultz

Laura Vlies Wotachek

Don Sitte

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
1300 W Clairemont Ave
Eau Claire, WI 54701

Scott Walker, Governor
Daniel L. Meyer, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



December 21, 2017

Wane Spritka
Door County
3538 Park Dr
Sturgeon Bay, WI 54235

Subject: 2017 County Conservation Aids Final Award Notification

Dear Wane:

Congratulations! On behalf of Governor Walker, we are pleased to notify you of your 2017 County Conservation Aids Final Award.

Door County	
2017 CCA Grant #:	CC17-15FM
Project Title:	George K. Pinney County Park Breakwall Repairs
Total Project Cost:	$ 5274
Final Grant Award:	$ 2637
Grant Period: December 1, 2017 – June 30, 2019	

Please keep this letter with your Grant Application/Grant Agreement for your records. If you have any questions, please let me know. You can contact me at 715-839-3751.

Sincerely,

Beth Norquist

Beth Norquist
County Conservation Aids Grant Manager

COUNTY OF DOOR
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

MEMORANDUM

TO: Members of the County Airport and Parks Committee

FROM: Ken Pabich, County Administrator
Wayne Spritka, Facilities & Parks Director
Amy Paul, Maritime Museum Director

DATE: March 13, 2018

RE: Cana Island Phase III & IV

Background:

Phase II of the Cana Island project was completed in 2017. At the February meeting, the Committee requested that staff put together a proposal for Phase III and IV. Phase III is defined as a new interpretative center on the island. It also includes a small garage by the parking lot. Phase IV is defined as the restoration of the light keepers house.

Analysis:

Staff is recommending that the project move forward as the two phases with a bit of modification. In addition, staff is recommending that phase III would be done in 2018 and that phase IV could be considered in 2019 as part of the County budget process.

We would define Phase III to include the following:

1. Construction of a garage by the main parking lot to be used for tractor storage. It would be the size of a two stall garage.
2. Design of a new Interpretative Center which would be on the island. It is estimate the building would be approximately 1800-2000 square feet.
3. Construction of the new Interpretative Center.
4. Final assessment of the light keeper's house which would include the preparation of construction documents that could be used for bidding.

Phase IV would be defined as:

1. Restoration of light keeper's house.
2. Restoration of the landscaping around the house.

The estimated cost for the Phase III and IV are shown below:

Phase III		Phase IV	
Garage	$15,000	Home Restoration	$1,200,000
IC Design	$20,000	Grounds Restoration	$40,000
IC Construction	$385,000		
Bid Documents	$20,000		
Total	**$440,000.00**		**$1,240,000.00**

Financing

There is high level of confidence that we could obtain some grant funding which would offset any funds barrowed. However for this analysis, we are showing the worst case scenario. To pay for Phase III, staff is recommending the following:

1. To use funds from the Cana Island Restoration Fund: $75,000
2. To barrow from the Undesignated Reserve: $365,000

When barrowing funds, there always needs to be a review of the potential risk. As background, the County has approved barrowing twice towards projects on Cana Island. In both cases, the funds were paid back as planned. The funds are paid back though earnings that are generated with the partnership with the Maritime Museum.

As part of the agreement, the Maritime Museum will manage Cana Island on behalf of the County. The Maritime Museum charges for admission and also generates revenue on gift sales. As part of the agreement, the Maritime Museum is able to use the funds from admissions to pay for operating expenses. The funds above the operating expenses are provided to the Cana Island Restoration Fund (note gift sales are not included).

Over the past five years, the Fund has generate an average of $120,000 per year. If we would set aside $20,000 per year for maintenance that would leave $100,000 per year that could be paid back to the Undesignated Reserve Fund. In essence, we could have a 4 year payback period.

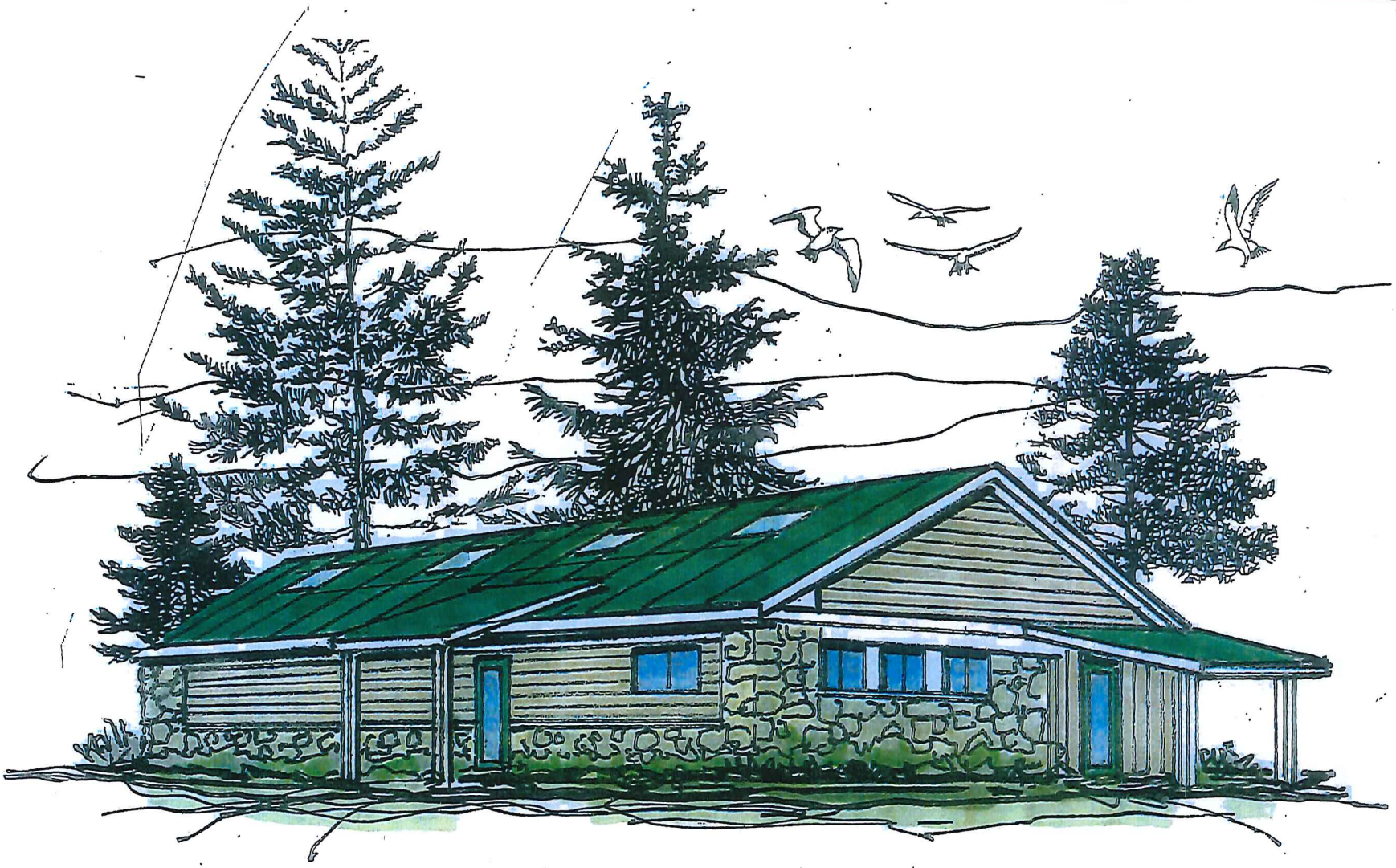
Obviously, there is still risk involved. For example, if the water continues to rise or if there was a down turn in the economy, the revenue generated from Cana Island can drop which could make the payback period longer. While this is a risk, we have been lucky to see the visitor numbers actually rise with the higher water. Staff also feels that as more assets are improved there is even more interest from visitors. It is also important to note that the cost of construction and restoration is rising faster than expected. The estimated cost in 2010 for the home was $900,000 and it is now projected to be around 1,200,000.

Recommendation

Staff is recommending that Phase III could move forward with minimal risk to the County. To move the project forward staff is recommending the following:

1. That Airport & Parks approve moving forward with Phase III as defined above.
2. That Airport & Parks forward the project to the Finance Committee with the recommendation that up to $365,000 be borrowed from the Undesignated Reserve Fund.
3. That the project and related financing be brought forward to the full County Board for consideration and approval.

Attachments: Conceptual design of Interpretative Center
Conceptual site plan of garage location
Conceptual site plan of interpretative Center location



ELEVATION

INTERPRETIVE CENTER
CANA ISLAND
DOOR COUNTY, WI

BEN SCHENKELBERG
ARCHITECT

P: (920) 662-2001 **F:** (920) 662-2242
E-mail: bmsarchitect1@aol.com

DOO

Draft

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

BOARD ACTION

Vote Required: Two Thirds of Entire Membership

Motion to Approve ☐ Adopted

1st _____ ☐ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by:

_____, Corp. Counsel

Reviewed by:

_____, Administrator

FISCAL IMPACT:. Since this is not a loan (no interest will be charged), the $365,000.00 will be considered as an advance to the Cana Island Restoration Fund. If approved, the available balance in the Unassigned Fund Balance (before close-out of 2017 operations) will be $10,545,662.22 after this advance. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 27th day of March, 2018 by the Door County Board of Supervisors.

_____

Jill M. Lau
County Clerk, Door County

Resolution No. 2018-__

CANA ISLAND PRESERVATION-REHABILITATION-RESTORATION PROJECT AUTHORIZATION TO PROCEED WITH PHASE III

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, This Project has been the subject of myriad resolutions, including Resolution No. 2013-38 (adopted 05-28-2013); Resolution No. 2013-39 (adopted 05-28-2013); Resolution No. 2013-59 (adopted 09-26-2013); Resolution No. 2013-62 (adopted 10-22-2013); Resolution No. 2014-03 (adopted 01-28-2014); Resolution No. 2014-60 (adopted 06-24-2014); and Resolution No. 2016-38 (adopted 05-24-2016); Resolution No. 2017-33 (adopted 04-18-17); & Resolution No. 2017-47 (adopted 07-25-17) *and*

WHEREAS, Phase I and Phase II of this Project, authorized by Resolution No.'s 2014-60 & 2016-38 *and* 2017-33 & 2017-47, have been completed; *and*

WHEREAS, The Airport & Parks Committee, at its March 13, 2018 meeting, recommended: 1) That Phase III (as described in *Addendum A*, attached hereto and incorporated herein by reference as if fully set forth) of this Project proceed; 2) That up to $75,000.00 be transferred from the Cana Island Preservation Reserve Fund (Account #100.32133) to the Cana Island Restoration Fund (Account #213.66.49110.100); and 3) Door County advance up to $365,000 from the Unassigned Fund Balance to cover the shortfall, with the understanding that the funds advanced will be reimbursed, within four (4) years, from the Cana Island Preservation Reserve Fund (Account #100.32133); *and*

WHEREAS, The Finance Committee, at its March 19, 2018, meeting, accepted the Airport & Parks Committee's recommendations and approved, consistent with §65.90, Wis. Stats. and Rule of Order #19, the transfer of up to $365,000.00 from the Unassigned Fund Balance (Account #100.33101) to the Cana Island Restoration Fund (Account #213.66.49110.100) to cover the shortfall for Phase III of this Project, subject to reimbursement by the DCMM as described above.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize Phase III of this Project to proceed.

BE IT FURTHER RESOLVED, That the transfer of up to $75,000.00 from the Cana Island Preservation Reserve Fund (Account #100.32133) to the Cana Island Restoration Fund (Account #213.66.49110.100) and that a transfer of up to $365,000.00 from the Unassigned Fund Balance (Account #100.33101) to the Cana Island Restoration Fund (Account #213.66.49110.100) for Phase III of this Project is hereby approved.

BE IT FURTHER RESOLVED, That Phase III of this Project will be administered by the Facilities & Parks Director, and subject to the general oversight of the Airport & Parks Committee.

SUBMITTED BY: FINANCE COMMITTEE

_____ Kathy Schultz, Chairman

_____ Ken Fisher

_____ David Englebert

_____ Susan Kohout

_____ Roy Englebert

_____ Mark Moeller

_____ David Enigl

Addendum A

Cana Island Phases remaining phases are defined as:

Phase III

1. Construction of a garage by the main parking lot to be used for storage. It would be the size of a two stall garage.
2. Design of a new Interpretative Center which would be on the island. It is estimated the building would be approximately 1800-2000 square feet.
3. Construction of the new Interpretative Center.
4. Final assessment of the light keeper's house which would include the preparation of construction documents that could be used for bidding.

Phase IV:

1. Restoration of light keeper's house.
2. Restoration of the landscaping around the house.

Attachment to Resolution #_____

DOOR COUNTY

Request Authorization
For
Transfer of Funds / Change in Budget

I, the undersigned, respectfully request that the Finance Committee approve the following transfer of funds:

FROM:

Description	Fund	Account Exp/Rev	Amount
Jail Assessment Fund – Reserve for Subsequent Years' Expenditures	**505**	**33104**	**$18,535.00**

TO:

Description	Fund	Account Exp/Rev	Amount
Operation Fresh Start	**505**	**57.2130.52866**	**$18,535.00**

Requested transfer of funds is to purchase software to be used as part of the Operation Fresh Start Program at the Door County Jail. Please refer to the attached letter from Door County Jail Lieutenant Tammy Sternard.

Fiscal Impact

Prior to this requested transfer, the unaudited available balance in the Jail Assessment Fund-Reserve for Subsequent Years' Expenditures account is $138,652.69. If this transfer is approved, that available balance would decrease to $120,117.69.
.

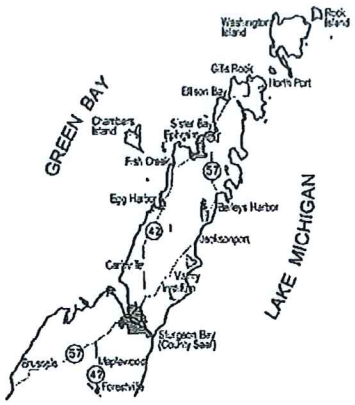
Requested By: Tammy Sternard Date: 3/14/2018

Funds Available, Verified By: Mark Janiak Date: 3/14/2018

Reviewed by Finance Director: Mark Janiak Date: 3/14/2018

Authorized & Approved by Finance Committee Date _____

Transfer Entered By _____ Date _____



OFFICE OF THE JAIL
DOOR COUNTY SHERIFF
1203 S. Duluth Avenue Sturgeon Bay, WI 54235
(920) 746-2400 FAX (920) 746-5674

SHERIFF
Steven G. Delarwelle

JAIL LIEUTENANT
Tammy Sternard

Wednesday, March 14, 2018

Re: Pre-Trial Release Program- Software Purchase

During the planning and implementation process of the jails Operation Fresh Start Program an area of need was identified by the committee. I was asked to explore our options for starting a Pre-Trial Release Program. Working with Judge Ehlers, Judge Weber, District Attorney Colleen Nordin and Assistant District Attorney Nicholas Grode we have developed a Pre-Trial Release Program we would like to implement in Door County by mid-2018 if possible. The program offers the courts a better way to evaluate and monitor individuals during the pre-trial process in addition to reducing jail expenses.

The program requires a Pre-Trial Risk Assessment be conducted on all inmates at jail intake. I have reviewed different programs available to accomplish this. It is my recommendation to utilize the Northpointe Suite Pre-Trial Assessment tool so we have an objective, validated and expandable product to meet or initial needs along with any future expansion of the program if needed.

The initial startup cost for software, implementation, licenses, training and support would be $18,535.00. I do have enough funds available in the jails inmate trust fund account in order to get the program implemented this year.

Moving ahead the annually licensing, maintenance and support for the software needs to be budgeted for under the courts.

Respectfully Submitted,

T Sternard

Lt. Tammy Sternard

equivant
Northpointe Inc. d/b/a equivant

Price Proposal

1764 Forest Ridge Drive Suite A
Traverse City, MI 49686
Phone: 888.221.4615
www.equivant.com

Date: February 26, 2018
Valid Through: April 27, 2018

Prepared for:

Agency: Door County Sheriff's Office (WI)
1201 S Duluth Ave
Sturgeon Bay, WI 54235
Contact: Tammy Sternard
Phone: (920) 746-5660
Email: tsternard@co.door.wi.us
Project: Pretrial Implementation: COMPAS Core with Ad Hoc Report Generator

	Qty	Unit Price	Total
ANNUAL LICENSES, MAINTENANCE AND SUPPORT & HOSTING FEES			
Northpointe Suite COMPAS Core (1 bundle of 5 licenses)	2	$2,750	$5,500
Ad Hoc	2	$0	$0
Subtotal, Annual Software Licenses, Maintenance and Hosting			**$5,500**
PROFESSIONAL SERVICES - FIXED FEE			
Implementation Package ** includes Travel Fees*			$13,035
Subtotal, Professional Services			**$13,035**
		GRAND TOTAL	**$18,535**

Prices do not include any applicable taxes

Notes

1 This pricing is based on equivant's standard terms. A *Software License Agreement* and a *Professional Service Agreement* will be provided for execution.
2 Payment for Annual License, Maintenance and Support and Hosting is due upon contract execution.
3 Payment term is net 30 days from invoice date.
4 Delays caused by client site or configuration issues with a third party vendor may require rescheduling and/or Change Controls for additional services and travel costs.
5 Fixed fee items will be invoiced per the milestone payments as defined in the Statement of Work and Professional Services Agreement.
6 Customer will make available resources requested by equivant for assistance with and approval of project milestones & deliverables.
7 Customer is responsible for all required hardware, network and third party interfaces, software components and configuration.
8 Computer lab training services assume a maximum of fifteen students per class for Basic software training sessions.
9 For the purposes of quotation equivant has assumed that training will be provided on consecutive days when possible. Should Customer request that training be provided on non consecutive days the costs for labor and travel expenses may exceed the estimate provided and additonal budget will be required through a Change Control document.
10 Unless expressly stated all training will be provided during normal business hours (8 am to 5 pm local time).
11 If project is cancelled prior to completion, all effort and travel-related costs expended through the date of cancellation will be due and payable.
12 Nothing in this Quote/Exhibit shall constitute a maximum or shall otherwise constrain an eventual quote, for some or all of its components.
13 **Before services can be delivered, parties must agree on a Statement of Work and executed agreement providing for the terms and conditions.**

Questions, please contact: Becky Kelderhouse at becky.kelderhouse@equivant.com or by phone at (231) 714-0166.

Wisconsin Lock & Load Electronic Monitoring Solutions, LLC

Door County Operation Fresh Start

Operating Agreement

I. Parties

This agreement is made and effective the _ day of December, 2017, by and between Wisconsin Lock & Load Electronic Monitoring Solutions, LLC (hereinafter referred to as WLL EMS) and the Door County Sheriff's Office (hereinafter referred to as DCSO)

Agreement Administrators

WLL EMS' employee responsible for Administration of this agreement will be Brian Westphal, whose principal business address is 2475 University Ave, Suite J, Green Bay, WI 54302.

The DCSO's employee responsible for Administration of the agreement will be Lieutenant Tammy Sternard, whose principal address is 1201 S. Duluth St., Sturgeon Bay, WI 54235.

II. Standard Programs to be Provided

WLL EMS will provide a full service pre-trial release program as outlined in Door County's Operation Fresh Start. The following equipment and services will be provided:

- Alcohol monitoring equipment
  - SCRAM – secure continuous remote alcohol monitoring
  - Remote Breath Devices
- GPS – Personal GPS tracking device
- Transdermal Drug Patch (type to be determined after screening)
- Installation and removal of devices
- Monitoring of all clients
- Reporting for the Sheriff's Office and Courts
- Training and support for Door County staff

WLL EMS staff will have two set days and times weekly for appointments and placement of offenders on the program as ordered by the courts.

DCSO agrees to provide a working space for administration of services to the offenders.

III. Compensation

This will be an offender pay program. The following sliding fee rates will apply:

- Administrative Fee - $70.00
  - Applicable to all devices at hook up
- Single device – $90.00/7 days
  - 125% - 200% of the Federal Poverty Level Guidelines
    - $82.50/7 days
  - < 125% of the Federal Poverty Level Guidelines
    - $75.00/7 days
- Two devices - $125.00/7 days
  - 125% - 200% of the Federal Poverty Level Guidelines
    - $117.50/7 days
  - < 125% of the Federal Poverty Level Guidelines
    - $110.00/7 days
- Standard Drug patch - $90.00/7 days
  - 125% - 200% of the Federal Poverty Level Guidelines
    - $85.00/7 days
  - < 125% of the Federal Poverty Level Guidelines
    - $75.00/7 days
- Opiate Panel Drug patch - $130.00/7 days
  - 125% - 200% of the Federal Poverty Level Guidelines
    - $125.00/7 days
  - < 125% of the Federal Poverty Level Guidelines
    - $115.00/7 days

- Billing will occur bi-weekly

Notification of delinquency will be made after 7 days by WLL EMS to both the client and the Sheriff's Office.

WLL EMS will be allowed to stop monitoring if the past due balance is more than $500.00. Past due balances, equipment damage and loss may be considered for sentencing purposes as part of fees or restitution payable to WLL EMS.

IV. Renegotiation

WLL EMS reserves the right to change the offender pay pricing with a 60 day written notice. County rate price changes can be renegotiated with a 60 day written notice by either entity requesting a change in rates.

V. Agreement Revisions And/Or Terminations

- Failure to comply with any part of this agreement may be considered cause for revision, suspension, or termination.

- Revision of this agreement must be agreed to by WLL EMS and DCSO by an addendum signed by the authorized representatives of both parties.
- WLL EMS will notify DCSO whenever it is unable to provide the required quality or quantity of services. Upon such notification, DCSO and WLL EMS shall determine whether such inability will require a revision or cancellation of the agreement.
- If DCSO finds it necessary to terminate the agreement prior to the expiration date for reasons other than non-performance by WLL EMS, actual costs incurred by WLL EMS may be reimbursed for an amount determined by mutual agreement of both parties.
- This agreement can be terminated by a 60 day written notice by either party.
- This agreement will automatically renew for a one-year period unless the sixty (60) day written notice of cancellation is given by either party.

_____ _____

Brian Westphal

Lieutenant Tammy Sternard

2017 ANNUAL REPORT
DOOR COUNTY FINANCE DEPARTMENT

Mission Statement

The primary responsibility of the Finance Department is to safeguard the financial assets of Door County. The Finance Department administers and accounts for all of the financial resources of Door County in accordance with County Board policies, state and federal regulations, Generally Accepted Accounting Principles, and Governmental Accounting Standards Board pronouncements.

Summary of Responsibilities

- Preparation and maintenance of Door County's annual budget.
- Annual preparation of Door County's capital improvements program plan.
- Preparation and processing of payroll for all Door County employees, as well as all related reporting.
- Preparation and processing of accounts payable.
- Maintain all accounting records for Door County, including general ledger, accounts receivable, and fixed assets.
- Manage and administer all Door County debts.
- Manage and administer all Door County cash and investment accounts.
- Administer unemployment insurance, property and liability insurance, workers compensation insurance, health and dental insurance, retirement program, and deferred compensation program.
- Reconciliation of tax settlements with local municipalities.
- Reconciliation of current and delinquent tax payments.
- Auditing of all county records and acting as primary liaison with outside auditors.
- Provide special financial expertise to the Human Services Department and the Highway Department.
- Provide information and financial expertise to the County Board and to all Door County Departments.

2017 Finance Department Program Summary

Not applicable. We are an internal service department, providing financial and accounting services to all Door County departments.

Goals/Objectives Achieved in 2017

- Retained and continued to develop well-qualified staff in all positions in the Finance Department.
- Completed 2016 Comprehensive Annual Financial Report for Door County with an unqualified opinion from our outside audit firm.
- Maintained very strong credit rating for Door County (Aa2 from Moody's Investor Service).
- Implemented changes to our grant accounting, reporting, and monitoring procedures and processes as mandated by the federal Uniform Grant Guidance.

- Successfully completed a new general obligation bond issue in the amount of $9.995 million for the combined Central Ambulance Station and Human Services Community Center.
- Provided the necessary financial monitoring for Phase III of the construction project for the combined Central Ambulance Station and Human Services Community Center.
- Completed much of the work to convert our existing financial accounting software package to our new financial accounting software package.

2017 Knowledge Sharing

- Provided financial and accounting advice to the County Board and to all Door County departments.
- Continued to provide training to departments on changes to our grant accounting, reporting, and monitoring procedures and processes as mandated by the federal Uniform Grant Guidance.

2017 Finance Department Budget Status

	2016	2017
Approved Budgeted Expenditures	$522,440	$528,349
Actual Expenditures	$520,313	$514,423
Budgeted Revenues	$0	$0
Actual Revenues	$3,488	$3,489
Levy Appropriation	$522,440	$528,349

Other Accomplishments

- Worked with the County Board, the County Administrator and all Door County Departments to successfully complete the 2018 Door County Annual Budget which maintains a high level of services to Door County residents, property owners, and visitors while maintaining fiscal responsibility.
- Worked with the County Board, the County Administrator and all Door County Departments to successfully complete the 2018-2022 Capital Improvements Program.
- Remained compliant with the ever-changing requirements of the Affordable Care Act, including the requirement for issuing IRS Form 1095-C to all employees eligible for employer-provided health Insurance.

Issues, Concerns and Restraints

- We will likely need to replace our existing time and attendance and payroll processing system (Ceridian) in the next 1-2 years, requiring a significant investment of financial assets as well as human capital.
- Continuing changes, updates, and interpretations to federal regulations regarding grant accounting, reporting, and monitoring (referred to as "Uniform Grant Guidance") will require continuing changes to procedures and processes and

additional work on the part of all grant-receiving departments, as well as for the Finance Department who will have to coordinate and oversee these efforts.

- The Finance Department will complete a significant project to convert our existing financial accounting software package (which we have been using since 2002) to our new financial accounting software package and to train all end-users in all Door County departments in the use of this new software. This will be done while we continue to do all of our other work, which will further tax a limited Finance Department staff that is already working at capacity.

Goals and Objectives for 2018

- To complete the 2017 Comprehensive Annual Financial Report with an unqualified opinion from our outside audit firm.
- To maintain the very strong credit rating for Door County (presently Aa2 from Moody's Investor Service).
- To continue to implement changes to our grant accounting, reporting, and monitoring procedures and processes to remain compliant with the federal Uniform Grant Guidance.
- To provide the necessary financial monitoring for the completion of the construction project for the combined Central Ambulance Station and Human Services Community Center.
- To successfully complete the conversion of our existing financial accounting software package to our new financial accounting software package and to train all end-users in all Door County departments in the use of this new software.
- To begin looking for an acceptable replacement to our existing time and attendance and payroll processing system (Ceridian).
- To continue to retain, develop, and cross-train well-qualified staff in all positions in the Finance Department.
- To prepare for a smooth transition and transfer of knowledge as the present Finance Director prepares for retirement by early 2019.

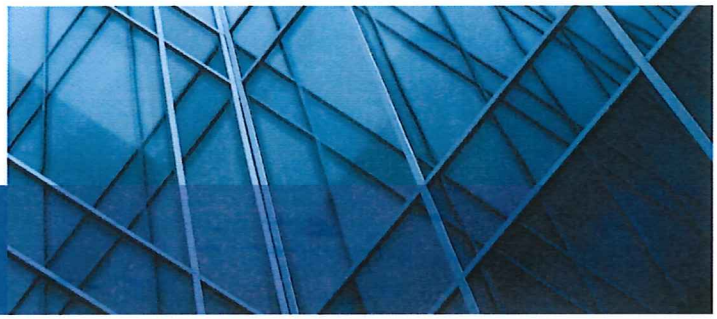
JANIAK, MARK

From: Sara Schnoor <sschnoor@pmanetwork.com>
Sent: Tuesday, March 13, 2018 10:13 AM
To: JANIAK, MARK
Subject: WISC Fund Weekly Rate Sheet

Click here to view this message in a browser window.

800.783.4273 | www.investwisc.com

WISC
Wisconsin Investment Series Cooperative®



WISC WEEKLY RATE SHEET

WISCONSIN INVESTMENT SERIES COOPERATIVE

SERIES	DAILY RATE	30-DAY AVERAGE
Cash Management Class (CMS)	1.25%	1.22%
Investment Class (IS)	1.55%	1.50%
Limited Term Duration Series (LTD)	*	1.50%

As of 3/12/2018

FIXED INCOME INVESTMENT INDICATIONS

Term to maturity

	60 Days	90 Days	120 Days	180 Days	270 Days	1 Year	18 Months	2 Years	3 Years	4 Years	5 Years
Top Ten Certificates of Deposit ($250K)	1.00% to 1.35%	1.35% to 1.60%	1.36% to 1.60%	1.60% to 1.80%	1.65% to 1.90%	1.90% to 2.10%	2.00% to 2.10%	2.15% to 2.25%	1.84% to 2.15%	*	*
U.S. Government Agency	1.47%	1.52%	1.57%	1.63%	1.67%	1.93%	2.06%	2.18%	2.32%	2.43%	2.59%
U.S. Government Treasury	*	*	*	1.72%	1.84%	1.92%	2.04%	2.13%	2.30%	2.42%	2.50%

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - MARCH, 2018

Vendor #	Date Paid	Vendor Name	Description	Amount
17625	02/16/18	Ceridian	Payroll fees	2,368.73
10559	02/16/18	Door County Humane Society	2017 dog license share	4,994.15
7470	02/16/18	DWDUI	January unemployment	6,527.16
15092	02/16/18	Peninsula Title	In rem letter reports	310.00
15069	02/16/18	Staples	ADRC/EMS office equip/supplies	233,301.30
36270	02/16/18	Washington Island Ferry	Ferry charges	92.50
18369	02/22/18	Alan Wolak	Over pmt of taxes	1,837.81
2012	02/22/18	Georffrey Yeomans	Over pmt of taxes	93.39
1364	02/22/18	John Russell	Over pmt of taxes	19.20
1381	02/22/18	Mark Onuscheck	Over pmt of taxes	107.58
1337	02/22/18	Paul Lingg	Over pmt of taxes	56.02
15092	02/22/18	Peninsula Title	Over pmt of taxes	31.32
1893	02/22/18	Scott Knox	Over pmt of taxes	9.93
33120	02/22/18	Town of Jacksonport	Over pmt of taxes	145.23
33270	02/22/18	Town of Nasewaupee	Over pmt of taxes	15.00
35170	02/22/18	Village of Sister Bay	Over pmt of taxes	26.17
1650	02/22/18	Jeremy Popelka	Over pmt of taxes	1,116.51
1652	02/22/18	Melvyn Fogel	Over pmt of taxes	28.49
1609	02/22/18	Paul Voight	Over pmt of taxes	21.08
20709	02/22/18	Peter Rimsa	Over pmt of taxes	3.66
1596	02/22/18	Roger Brejcha	Over pmt of taxes	26.11
32870	02/22/18	Town of Clay Banks	Over pmt of taxes	4,266.82
32870	02/22/18	Town of Clay Banks	Over pmt of taxes	1,112.37
33120	02/22/18	Town of Jacksonport	Over pmt of taxes	3.00
33270	02/22/18	Town of Nasewaupee	Over pmt of taxes	311.33
33270	02/22/18	Town of Nasewaupee	Over pmt of taxes	81.79
33270	02/22/18	Town of Nasewaupee	Over pmt of taxes	1,021.94
33270	02/22/18	Town of Nasewaupee	Over pmt of taxes	2,239.84
1892	02/22/18	William Creed	Over pmt of taxes	2,801.63
10741	02/23/18	Door County Deputy Sheriff	Union dues	1,612.00
22232	02/23/18	Ehlers Investment	January investment mngmnt fees 2017A bond	239.99
2607	02/23/18	FedEx	Ceridian paychecks	57.82
5238	02/23/18	Great West	Deferred comp	13,885.00
21372	02/23/18	Nationwide	Deferred comp	12,293.16
15069	02/23/18	Staples	Hwy office supplies	102.85
22018	02/23/18	Tyler Technologies	NWS software implementation services	9,356.26
502	02/23/18	United Way	Employee contributions	106.00
18651	03/02/18	BlueTarp Financial	Replace check 654189	1,199.99
2607	03/02/18	FedEx	Ceridian paychecks	57.96
15069	03/02/18	Staples	Treasurers office supplies	84.21
29925	03/02/18	State of Wisconsin	January court fines due state	52,297.52
5999	03/02/18	Wisconsin Document Imaging	Finance copier	756.62
15761	03/09/18	Boston Mutual	February premiums	2,095.94
12318	03/09/18	Capital Credit Union	Union dues	1,038.87
17625	03/09/18	Ceridian	Payroll fees	2,575.28
5542	03/09/18	CWK Appraisals	In rem appraisals	1,300.00

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - MARCH, 2018

Vendor #	Date Paid	Vendor Name	Description	Amount
5238	03/09/18	Great West	Deferred comp	14,135.00
21372	03/09/18	Nationwide	Deferred comp	12,293.16
15069	03/09/18	Staples	Finance office supplies	150.68
30820	03/09/18	SBU	Utilities for in rem property	21.71
22093	03/09/18	Superior Vision	March premiums	1,727.36
502	03/09/18	United Way	Employee contributions	106.00
14532	03/09/18	WalMart	See attached	1,285.77
2306	03/09/18	WHSFMA Spring Workshop	WHSFMA conf registration-Baumann	175.00
				391,924.21

Date

Kathy Schultz, Chairman
Finance Committee

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

☐ New Vendor (Please Assign New #)

VENDOR # 14532 ☐ One Time Vendor (Please Assign New #)

VENDOR NAME: WalMart

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 530934

VENDOR ADDRESS: Atlanta, GA 30353-0934

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

☐ Voucher Listing Signed/Approved

PAID BY

Date

Meeting Date

CHECK #

Paid

☐ Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
100			21102	Hot packs/Kitty litter		$ 27.08		EMS
240	47	3950	52742	1590 change décor of home reunification		$ 217.98		Human Services
240			21102	TV, Wall mount, blu ray player AODA prog		$ 505.00		Human Services
240			21102	Formula premature baby		$ 94.35		Human Services
240			21102	Childrens needs to placement		$ 267.82		Human Services
240			21102	Supplies for CSP		$ 256.35		Human Services
240	47	3950	52742	1366 Diapers/vacuum for family		$ 102.32		Human Services
100			21102	Windshield wash, bleach, oil, tape		$ 72.71		Maintenance
100	37	1120	53133	Broom, dust pan, laundry bag, knife, cups		$ 156.68		Maintenance
100	37	1120	53133.6501	Fun-tak, craft, windshield wash		$ 5.13		Maintenance
100	37	1120	53133.6501	Clorex, frebreeze, boot mats		$ 52.16		Maintenance
204	23	3616	52301	Bus/van supplies		$ 7.86		Senior Center
204			21102	Raw food-kitchen/salad bar		$ 126.57		Senior Center
204	23	3612	53161	Raw food-kitchen		$ 5.84		Senior Center
204	23	3613	53161	Raw food-kitchen		$ 8.43		Senior Center
204	23	3612	53161.05178	Salad bar supplies		$ 60.01		Senior Center
204	23	3611	53106	Move labels		$ 8.84		Senior Center
204			21102	Nutritional supplies-kitchen		$ 5.34		Senior Center
204	23	3612	53161	Raw food-kitchen		$ 2.44		Senior Center
204	23	3613	53161	Raw food-kitchen		$ 3.52		Senior Center
204	23	3611	53106	Move labels		$ 17.68		Senior Center
204	23	3610	53137.05172	Christmas storage boxes		$ 23.94		Senior Center
VOUCHER TOTAL →						$ 2,028.05	←	VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

☐ New Vendor (Please Assign New #)

VENDOR # 14532 ☐ One Time Vendor (Please Assign New #)

VENDOR NAME: WalMart

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 530934

VENDOR ADDRESS: Atlanta, GA 30353-0934

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

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Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
204	23	3612	53161.05178	Raw food-kitchen/salad bar		$ 5.96		Senior Center
204	23	3612	53161	Raw food-kitchen		$ 20.42		Senior Center
204	23	3613	53161	Raw food-kitchen		$ 29.47		Senior Center
204	23	3612	53115	Kitchen equipment		$ 17.70		Senior Center
204	23	3613	53115	Kitchen equipment		$ 23.21		Senior Center
204	23	3610	53137.05172	Storage for decorations		$ 6.44		Senior Center
204	23	3611	53106	Wall hangars-new offices		$ 41.35		Senior Center
204	23	3609	53161	Wall hangars-new offices		$ 41.35		Senior Center
204	23	3611	53106	Office supplies		$ 4.88		Senior Center
204	23	3612	53161.05178	Raw food-kitchen/salad bar		$ 55.10		Senior Center
204	23	3612	53161	Raw food-kitchen		$ 29.43		Senior Center
204	23	3613	53161	Raw food-kitchen		$ 42.48		Senior Center
100	49	1115	59124	Water for open house		$ 63.92		Senior Center
204	23	3612	53161.05178	Raw food-kitchen/salad bar		$ 36.08		Senior Center
204	23	3612	53161	Raw food-kitchen		$ 21.71		Senior Center
204	23	3613	53161	Raw food-kitchen		$ 31.32		Senior Center
100	29	2112	53110	New station supplies		$ 214.04		EMS
100	29	2112	53110.6916	New station cleaning supplies		$ 18.20		EMS
100	29	2112	53110	New station supplies		$ 173.90		EMS
100	29	2112	53110	Garbage can exchange		$ 4.82		EMS
100	29	2112	53110.6916	Cleaning supplies		$ 16.97		EMS
100	29	2112	53110.6917	New station supplies		$ 89.08		EMS
100	29	2112	53110.6917	Tray return		$ (7.62)		EMS
100	29	2112	53110.6917	Picture hanging supplies		$ 4.97		EMS
100	29	2112	53110.6916	Cleaning supplies		$ 2.00		EMS
100	29	2112	53110.6917	Toaster/utility hooks		$ 34.24		EMS
100	29	2112	53110.6916	New station cleaning supplies		$ 55.57		EMS
VOUCHER TOTAL →						$ 1,076.99	← VOUCHER TOTAL	

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

VENDOR # 14532 **New Vendor**(Please Assign New #) ☐

VENDOR NA WalMart

VENDOR ADDRESS:

VENDOR ADDRESS:

VENDOR ADDRESS:

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

PAID BY

CHECK #

Date Paid

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Fund	Dept	Sub Dept	Account Number	Description	Qnty	Amount	Invoice Date	Vendor Invoice Number
100	37	1120	53133	Tide, swiffer, spot shot, air fresheners		$ 91.15		Maintenance
100	37	1120	53133	Glass measuring cup		$ 1.94		Maintenance
240	47	3950	52742	CF002 pack n play for baby at risk		$ 69.97		Human Services
240	47	3950	52742	CP004 diapers		$ 45.72		Human Services
				Subtotal from page 1		$ 1,076.99		
VOUCHER TOTAL →						$ 1,285.77	←	**VOUCHER TOTAL**