2018 Annual Reports to the
Door County Board of Supervisors

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2018 ANNUAL REPORT

DOOR COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

A. Summary of Responsibilities:

Primary functions

a. **Intake**: the process of receiving, reviewing and assessing new child support referrals or applications.

b. **Locate**: the process of searching for and verifying information on the whereabouts, employment status, income or assets of a parent or alleged father.

c. **Interstate**: process of assisting another state, upon their request and sending requests from this state to other states.

d. **Establishment**:
   1) **Child Support Establishment**: the process of obtaining a legally enforceable court order for child and medical support
   2) **Paternity Establishment**: the process of legally determining the identity of a non-marital child's father.

e. **Enforcement**: the process of using administrative, civil or criminal actions necessary to ensure that parents comply with the provisions of their court-ordered obligations.

f. **Collection processing**: process of receipting and disbursing money paid for child support and other related debts

B. Goals / Objectives Achieved in 2018: *The Agency again exceeded the 80 percent level for current support collections and Door County continues to be in the top 20 counties in Wisconsin for percentage of current support collected. The “payments on arrears” also again exceeded the 80 percent level—the level set by the State of Wisconsin and the Federal Government.*

C. Knowledge Sharing 2018: *Not applicable.*

D. Department Budget Status

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<tr>
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Grants received for 2018: *N/A*
E. Other Accomplishments: The Wisconsin Child Support Enforcement Association (WCSEA), in partnership with the Department of Children and Families – Bureau of Child Support was successful in maintaining general purpose revenue at its calendar year 2010 level of $8,500,000. Staffing levels remain constant, but the Parent Locate Specialist (part-time) left for a full time position in early fall. His replacement started with Door County in November. She has been a wonderful addition to our office.

F. Issues, concerns and restraints: The Wisconsin Legislature’s Joint Committee on Finance has added a fifth measure for awarding of performance funds that is based upon actual dollars collected in relation to current child support owed; such a measure hurts counties that do not have the volume of cases that are present in larger counties as well as counties who have smaller dollar amount orders due to economic circumstances. While the impact has not been a major detriment, it has taken some funding away from Door County. Also, the State of Wisconsin has begun the process of replacing the KIDS system (Kids Information Data System; the statewide child support database implemented in the early 1990’s), beginning with the document generation portion. Roll-out of the new system began in late 2018 with full implementation by April 1, 2019.

G. Goals and Objectives for 2019: The Child Support Agency looks to maintain the 80 percent level on arrears collections, and to improve on their 83 percent collection rate for current support collections. The CSA is also looking to increase participant access by more effective use of online resources. Efforts continue with the Governor’s office and the Legislature to obtain additional funding.
Mission Statement:

The mission of Wisconsin Court System is to protect individual’s rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective. It is the responsibility of the Circuit Court system to fulfill this mission in Door County.

Summary of Responsibilities:

CIRCUIT COURT

The Circuit Court for Door County, since August 1, 1978, is part of the 8th Judicial District for the State of Wisconsin, which also includes Kewaunee, Brown, Marinette, Oconto, Waupaca and Outagamie Counties.

The Circuit Court for Door County is the court of original jurisdiction for all cases filed in Door County. Door County does not have any municipal courts and county paid court commissioners are rarely utilized. Door County is unique in that most all matters are heard by the Circuit Court Judges, except for temporary hearings in family cases, heard by the Family Court Commissioner. The Family Court Commissioner hears a limited number of other matters, as needed, when the Circuit Court Judges are unavailable.

The Circuit Court handles all stages of criminal proceedings; juvenile CHIPS, delinquency, termination of parental rights and ordinance cases; family matters, including divorce and paternity; all civil matters including personal injury, land disputes, contracts, foreclosures, money judgments and small claims; traffic and forfeiture cases; probate, guardianship, and mental, drug, and alcohol commitment proceedings; and court review of local and state administrative proceedings including zoning, taxes, condemnation, DNR permits, and worker’s and unemployment compensation reviews.
The Circuit Judge has the power to appoint Court Commissioners, a Court Reporter, a Register in Probate and six Commissioners in connection with proceedings in eminent domain and in the condemnation of land.

Door County has two Circuit Court Judges. Judge D. Todd Ehlers was elected to Branch I in 2000. The Chief Judge of our District appointed Judge Ehlers as the presiding judge for Door County in 2016. Judge David L. Weber was appointed by Governor Walker to Branch II in 2016 and elected by Door County voters in 2017. Jennifer A. Moeller works full time for the court as Family Court Commissioner, a Circuit Court Commissioner. Supplemental Court Commissioners in 2017 were Nina H. Martel, Randall Nesbitt, and Trudy Toft. Attorney Toft completed her term, not wishing to serve another. Attorney James Downey is appointed as of January 2018 to serve as Supplemental Court Commissioner.

CLERK OF CIRCUIT COURT OFFICE

The office of the Clerk of Circuit Court, also known as the Clerk of Court, is a constitutional office. The electorate of Door County elects the Clerk.

The duties of the Clerk’s office are varied. It is the responsibility of the Clerk of Court to keep records of all civil, small claims, family, traffic and criminal actions filed in Door County Circuit Court.

In a civil action, the Clerk’s office records all documents filed in regard to the action as it progresses and upon the completion of the action, the final disposition of the case.

In a criminal case, the Clerk’s office records all information and correspondence received for each case, including the charge filed, the statute alleged to be violated and the circumstances surrounding the charges. Once the case has concluded, the Clerk’s office is responsible for processing the final judgment and providing copies to all agencies involved in the disposition.

In divorce and paternity actions, this office is responsible for maintaining all information and correspondence received on each case and provide copies to all necessary agencies when required.

The Clerk of Court and staff keep minutes, which include all proceedings in open court showing all motions and orders made in the progress of each hearing. Also, the Clerk records the names of any witnesses sworn in, the names of the bailiff and juror’s selected if it is a jury trial, and the verdict of the jury when returned. The Clerk must keep all exhibits entrusted in the court actions and only upon order of the Court may exhibits be released at the conclusion of an action or trial.

Prospective juror lists are maintained in the Clerk of Court. Jurors are regularly summoned by letter for each prospective jury trial in which they are to serve.

Condominium and Construction Liens, Judgments and Wisconsin Delinquent Income Tax Warrants are filed in this office. The Clerk also issues Executions and Writs of Assistance, and issues and signs subpoenas.

The Clerk of Court keeps traffic and forfeiture records, and collects all fines and costs associated with them. At the end of each month these monies are turned over to the County and City Treasurers along with a State Tax Report (ST-83) to the State Department of Administration, State Treasurer and County Treasurer.

REGISTER IN PROBATE/FAMILY COURT COMMISSIONER OFFICE

Pursuant to Wis. Stats. 851.71(1), the judges of each county shall appoint a register in probate. Appointments may be made only with the approval of the chief judge. Registers in probate are statutorily responsible for various record-keeping functions of the court, and are the custodians of the courts’ records.

The register is responsible to accurately maintain records governed by Wis. Stats. Ch. 851, 54, 55 and Wisconsin Supreme Court Rule of all probate, guardianship, mental commitments, and wills. The register works
with local and state agencies, businesses and the general public who rely upon the office of the register in probate to assist in the resolution of various issues and problems. Registers in probate provide an administrative link between the judiciary, the county board and the public. Registers also work closely with other court staff to ensure that the courts run smoothly and efficiently. The administrative duties of the current register in probate involve diverse tasks, including but not limited to, budgeting and administering county and court resources.

Currently, the Register in Probate also serves as the Family Court Commissioner (FCC) involved in divorce, paternity and related proceedings and matters such as mediation. Per Wisconsin Statute, the judges of each county appoint court commissioners. The FCC is a Circuit Court Commissioner performing some court duties as needed when the judges are unavailable.

**Program Summary:**

- **VIP – Victim Impact panel** – Victims of drunken driving tragedies share their stories of pain and loss with drunken driving offenders who appear to be in need of understanding the results of impaired driving.

- **Facility & Security** – By Supreme Court Rule 79.39, this committee shall coordinate the adoption of general court security and facilities policies. Day-to-day security decision and case-specific security measures shall remain within the discretion of the presiding judge.

- **Alternatives to Violence Program** - The Court routinely orders domestic abuse offenders to comply with an Alternatives to Violence (ATV) assessment and participate in the program if determined eligible. It is a 26 week program coordinated by HELP of Door County to address violence, anger and healthy relationship issues. There are separate groups for men and women (WEAV).

- **Outreach and Education** – Circuit Court and Clerk of Court staff meet with groups large and small regarding the general operations of the court. Members of these departments speak to the media and write informational articles to help the public understand the court system.

- **Pretrial Release** – New in 2018 and part of Operation Fresh Start, jail staff began employing a more detailed screening of criminal defendants. The screening tool is adapted from similar versions used around the country and proven to be effective elsewhere in assessing risks of release pending trial. Judge Ehlers and Judge Weber continue to assess the need for and amount, if any, of cash bail, and other non-monetary conditions of bond. In addition, the court has more options upon release including various drug and alcohol monitoring devices based on new equipment at the jail and weekly visits to the Justice Center by ADL Monitoring Solutions LLC.

**2018 Achievements and Events:**

- **Criminal Justice Collaborating Council** Door County created a Criminal Justice Collaborating Council (“CJCC.”) The principal mission of the CJCC is to enhance public safety in Door County through community collaboration by ensuring offender accountability, providing effective rehabilitation programs, and supporting the rights of victims. The CJCC will provide a coordinated forum for key justice system agency officials and other officials of general government to establish and foster innovative and effective corrections programs for adult and juvenile offenders and to effectively qualify for state and federal grants to fund such programs.

A major initiative of the CJCC at present is the development of a treatment court. There are numerous treatment courts around the country and in Wisconsin. The number of treatment courts continues to grow as empirical evidence over the last few decades consistently has shown that substance abuse and mental health treatment reduces crime. The treatment court, for those who qualify, will provide that treatment in conjunction with the traditional tools of probation.
Judge Weber heads up a work group studying and assessing treatment court issues. This work group applied for grant funding for training in setting up the treatment court. The grant was approved and the National Drug Court Institute, the training and technical assistance provider, funded by the Bureau of Justice Assistance, will provide training to the treatment court team in April, 2019. The work group is also exploring state, federal, and local grants to fund the treatment court.

- **eFiling** – Attorneys are mandatory eFilers in Wisconsin for case types in which eFiling is available. The majority of civil and criminal cases filed with the Clerk of Court are now filed electronically. In 2018, a few additional case types were added for the Clerk of Court. Probate, guardianship and commitments filed with the Register in Probate are now electronically filed by attorneys. Non-represented parties still may file with paper and usually do. Court staff scans paper into the court files which are all retained electronically. The Judicial Assistants, Register in Probate and all Deputy Clerks of Court attended one-day training through the Consolidated Court Automation Program out of county.

- **Outreach and Education** – Judge Ehlers, Judge Weber, Family Court Commissioner/Register in Probate Jennifer Moeller and Clerk of Court Connie DeFere all participated in education of the public at the Justice Center and at other locations regarding the operations of the court.

  Commissioner Moeller was a presenter at the Spring Family Court Commissioner Conference in Ashland, Wisconsin. She is a member of the Family Court Commissioner Association and also a member of the Wisconsin Register in Probate Association. Connie DeFere is a member of the Wisconsin Clerk of Circuit Court Association and served as Treasurer of that organization from 2017 to 2018.

- The judges suspended the informal “Judges Meetings” that met approximately monthly because of the time needed to set up the Criminal Justice Collaborating Council (“CJCC.”) We plan to resume Judges Meetings in 2019, meeting quarterly. A broader focus and different group, Judges Meetings include select department heads and community partners to enhance communication, cooperation, and coordination of court related procedures, in general. Problem resolution is addressed as needed, including time and cost saving when possible.

- The judges met with local attorneys and court staff concerning various aspects of the family court proceedings. This group meets as needed, typically annually.

- The Register in Probate, Clerk of Court and Deputy Clerks met with staff at HELP of Door County to generally discuss civil court process as it applies to victims or domestic violence.

- Juries – The Clerk of Court continues to be as efficient and economical as possible with the number of jurors summoned for trials. Notably, the Clerk of Court continues to effectively accommodate qualified jurors who may have a disability to participate in this important role in circuit court.

- Jennifer Moeller and Connie DeFere attended training throughout the year offered by the Door County Department of Human Resources to managers and Department Heads. They both volunteered to be “CHAMPS” of the Go365 program, promoting its use and assisting employees with this new initiative.
Other Accomplishments:

In addition to his duties presiding over Branch I, Judge Ehlers serves on two statewide committees. Since 2010 upon election by his judicial colleagues, Judge Ehlers has served on the Criminal Jury Instructions Committee along with ten other circuit court judges from across the State. This committee meets six times annually to review and discuss inquiries and recent developments in criminal law, recently enacted legislation, recent court decisions, and drafts of new and revised material and criminal jury instructions.

Upon appointment by the Wisconsin Supreme Court in 2012, Judge Ehlers also serves on the Judicial Conduct Advisory Committee. This committee renders formal opinions and gives informal advice to judges and judicial officers concerning the compliance of their contemplated or proposed conduct under the Wisconsin Code of Judicial Conduct. In 2015, Judge Ehlers was appointed to the chair of this committee by the Supreme Court. In December of 2017, Judge Ehlers was selected by his colleagues on the committee as Chair. He along with the committee reporters presented the committee's annual report to the Wisconsin Judiciary at the Criminal Law and Sentencing Institute in Brookfield in May of 2018.

Issues, Concerns and Restraints:

Like many small Wisconsin counties, the number of practicing attorneys in Door County is decreasing. This directly impacts the operation and efficiency of Circuit Court. And, a shortage of attorneys is part of a Circuit Court concern related to attorneys appointed by the Wisconsin State Public Defender (SPD) and attorneys appointed by the court. There are fewer attorneys willing to accept appointments from the SPD. The SPD has some staff attorneys but also relies on private attorneys to accept cases. Many attorneys are unwilling to accept these cases because the hourly rate is $40 per hour, which is approximately 1/5 of what attorneys, on average, charge for legal work. It is also the lowest rate for any state in the United States. The current rate for attorneys appointed by the court is slightly higher, $70 per hour, but this also limits the pool of attorneys available.

Many of the cases in which the SPD and court appoint attorneys involve people who have been determined indigent and unable to afford legal counsel of their own. Many of these cases are criminal matters. Additionally, the SPD and court are required by law to appoint attorneys in a number of cases involving children and adults that are not criminal. Rather, they are cases involving juveniles, children in need of protective services, mental health cases, guardianship, cases involving vulnerable children and adults, and attorneys appointed to represent the best interest of children in family matters.

In 2020, the Wisconsin Supreme Court requires court appointed attorneys to be paid $100 per hour. Some Wisconsin courts pay that rate and higher in order to secure needed legal counsel for various cases. Door County will be paying $100 per hour starting in 2020 for court appointed attorneys, including guardians ad litem. The Judges, Register in Probate, and Clerk of Court work to obtain reimbursement when possible and appropriate for court appointed attorneys.

Statewide, the crisis for SPD compensation has received a great deal of attention at local and state government levels. As of this writing, legislation is pending in Madison to fund an increase to SPD rates. In the meantime, Door County has seen delays in resolution of a criminal case while waiting for an attorney to be appointed. In mental health cases, the first hearing must occur within 72 hours. With limited attorneys taking cases, the SPD often doesn’t have attorneys appointed more than 24 hours prior to the hearing, sometimes not until hours before a critical hearing. Failure to have legal counsel in many of these cases can lead to disastrous results for individuals and the community at large.
Goals and Objectives for 2019:

- Treatment Court training, development, and financing will be a significant project for Circuit Court in 2019. Evidence-based treatment practices employed by Treatment courts have been shown to be the most effective strategy to reduce drug abuse, preventing crime, and restoring families. Treatment courts enhance the stability of an individual’s life and that of his or her family, friends, and employer. Treatment courts are an economical investment for taxpayers in addressing drug abuse and its effects on a community.

- We will continue to enhance communication, cooperation, and coordination of court related procedures among the legal community, department heads, and community partners through monthly Judges meetings, the Criminal Justice Coordinating Council, annual meeting concerning family court proceedings.

- Court security will continue to be monitored and examined for improvements in cooperation with the Sheriff Department’s Court Security Staff. Staff of the Circuit Court, Clerk of Court, Child Support Agency and District Attorney’s Office will continue training at least annually conducted by the Sheriff Department’s Court Security Staff.

- We will continue to educate the public on the operations of the court through our involvement in Learning in Retirement, Leadership Door County and visits to court by students. Commissioner Moeller will appear on the WDOR morning program to discuss an overview of probate court. Connie DeFere will appear on WDOR in September for Juror Appreciation Month. As time allows, articles may be drafted for the senior center newsletter and/or employee newsletter concerning topics such as the benefits of advance directives.

- The Family Court Commissioner, Clerk of Court and other court staff will meet again with staff of HELP of Door County, Inc. to discuss family court, restraining orders and general court procedures. Such meetings have been helpful in the past for all involved to best serve the public.

- Family Court Commissioner Moeller plans to provide information to parents incarcerated in the Door County Jail with the cooperation of jail staff.

- Training: Clerk of Court and Circuit Court staff plan to avail themselves of training offered by CCAP and their respective professional organizations. The Judges and Family Court Commissioner will attend regular training on court updates.

We welcome your questions and comments.
A. MISSION STATEMENT:

Our mission is to provide legal services, of the highest professional and ethical standards, that facilitate and support Door County's goals.

B. SUMMARY OF RESPONSIBILITIES:

The Door County Corporation Counsel Department attends to all civil legal matters relating to Door County. This includes:

- Prosecute and defend all civil actions or proceedings.
- Interpret the powers and duties of boards, commissions, committees, departments, employees, and officers of the County.
- Serve as legal adviser to boards, commissions, committees, departments, employees, and officers of the County.
- Guardianships and protective placements.
  - Chapters 54 and 55 Wisconsin Statutes.
- Civil (mental and alcohol) commitments.
  - Chapter 51 Wisconsin Statutes.
- Land use, zoning, conservation and environmental issues (e.g., agricultural standards and prohibitions, private on-site wastewater treatment systems, and stormwater and erosion control).
- Code drafting, interpretation, and enforcement.
- Employment / Labor Relations.
  - This encompasses compliance with state and federal employment laws, regulations and rules; legal aspects of hiring, discipline and termination; legal aspects of negotiation, mediation and interest arbitration; legal aspects of grievances, up to and including arbitration; and representing the County in proceedings before the courts, administrative bodies and various agencies.
- Contract negotiation, drafting, review, interpretation, and/or enforcement.
- Foreclosure of tax liens (by action In Rem or In Personam) and sale of tax delinquent real estate.
  - Chapter 75 Wisconsin Statutes.
- Animal Abuse or Neglect.
  - Section 95.21 and Chapters 173 and 174, Wisconsin Statutes.
- Ethics and conflicts of interest.
  - Render (verbal and written) opinions regarding ethics and conflict of interest issues.
  - Sections 19.21 – 19.39 Wisconsin Statutes.
- Public records.
  - Sections 19.41 – 19.59 Wisconsin Statutes.
- Open meetings.
  - Sections 19.81 – 19.98 Wisconsin Statutes.
- Real property acquisition / disposal.
  - Handle legal aspects of the purchase and sale of real estate by the County.
- Public works projects.
  - Involved in the legal aspects of (e.g., land use and zoning, financing, risk management, drafting of documents, design, bidding, construction, oversight, and dispute resolution issues) public works projects.
- Director of Family Court Counseling Services.
  - Corporation Counsel is the Director of Family Court Counseling Services, with the attendant responsibilities and authority as set forth in Section 767.11 Wisconsin Statutes.
• Child Support Agency.
  ❖ Assists the Child Support Agency on an as needed basis. The Child Support Agency Director, on an as needed basis, serves as Assistant Corporation Counsel and aids Corporation Counsel. The Departments were separate and distinct entities, through 2011, were assimilated effective January 1, 2012, and then torn asunder January 1, 2013.

• Claims against county / officials / employees.
  ❖ The County's liability insurance is through the Wisconsin County Mutual Insurance Corporation (WCMIC). The scope of liability protection provided by WCMIC is broad. Corporation Counsel oversees and assists outside counsel assigned by WCMIC to defend covered claims.
  ❖ Defend all claims not covered by County's liability insurance.

• Miscellaneous issues.
  ❖ Communications, election, information security and confidentiality, intellectual property, parliamentarian, referendum, and whatever other legal issues, which may arise from, time to time.

• Interim County Administrator.
  ❖ Corporation Counsel has been appointed to serve as Interim County Administrator (Section 59.18, Wisconsin Statutes) on two (2) separate occasions [March 27, 2012 (Resolution No. 2012-16) and on October 28, 2014 (Resolution No. 2014-88)]. It is fervently hoped that we shall not pass this way again.

As a general rule, we handle everything in-house. We make very judicious use of outside counsel, and are somewhat unique in this respect.

C. PROGRAM SUMMARY:

Not applicable. As in-house counsel, we are an internal service department. To a certain degree we live vicariously, through the other departments.

D. GOALS / OBJECTIVES ACHIEVED:

The straightforward answer? Maintain the current state of affairs. As with anything else in life, work as in-house counsel is about balance; balancing competing priorities, other's expectations, and our own.

E. KNOWLEDGE SHARING:

Provide legal advice to elective and appointive officials, and employees of Door County. Participate in public forums, to educate the public at large as to various issues.

F. DEPARTMENT BUDGET STATUS:

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<th>Amended 2018 Budget</th>
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G. OTHER ACCOMPLISHMENTS:

Having an influence within Door County, which involves working together with elective and appointive officials, and employees to tackle problem---not necessarily the big hairy audacious ones but rather the many ordinary things done right each day that in the end make the biggest difference.

H. ISSUES, CONCERNS AND RESTRAINTS:

To use a scientific analogy, it is recognizing (and bringing to light) the existence of the "Mandelbrot Set"… that there is order in chaos when there is adherence to basic principles and laws.
I. GOALS AND OBJECTIVES:
Having a positive impact. Realizing we are here to counsel and assist Door County's elective and appointive officials, and employees to accomplish their goals.

“The indescribable, innocence and beneficence of nature – such health, such cheer, they afford forever!”
Henry David Thoreau

### 2018 CASES

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<th>TABLE 1:</th>
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|         | **HIGHWAY/airport**    | 11                   |
|         | **Human Resources**    | 4                    |
|         | **Human Services**     | 123                  |
|         | **Land Use Services**  | 76                   |
|         | **Library**            | 7                    |
|         | **Museum**             |                      |
|         | **Public Health**      |                      |
|         | **Register of Deeds**  | 1                    |
|         | **Sheriff**            | 75                   |
|         | **Soil & Water Conservation** | 20          |
|         | **Tech Services**      | 6                    |
|         | **Treasurer**          | 18                   |
|         | **Veterans**           |                      |
|         | **UW-Extension**       | 1                    |
|         | **TOTAL**              | 493                  |
HISTORY

On December 7, 1976, the Executive & Personnel Committee engaged in discussion concerning the position of Corporation Counsel. The Executive & Personnel Committee recommended that the duties and powers of Corporation Counsel be conferred upon the District Attorney. County Board accepted this recommendation by adoption of Resolution No. 38-76.

Over time, the workload of the Door County District Attorney's Department steadily increased. Effective January 1, 1979, by adoption of Resolution No. 72-78, County Board relieved the District Attorney of the duties and powers of Corporation Counsel, established the Office of Corporation Counsel, and employed a part-time Corporation Counsel.

There was an upsurge in the caseload of Corporation Counsel, particularly with respect to code enforcement matters (i.e., zoning ordinance violations). Consequently, it was deemed necessary to employ a part-time Assistant Corporation Counsel. By adoption of Resolution No. 22-85, the Board of Supervisors authorized the appointment of an Assistant Corporation Counsel to aid the Corporation Counsel in the performance of the duties of Corporation Counsel.

On October 27, 1987, by enactment of Ordinance No. 67-87, the County Board established a full time Corporation Counsel position. County employed its first full time Corporation Counsel and one full-time support staff person, in 1988.

In 1994, County employed a full-time Assistant Corporation Counsel, and an additional full-time support staff person. The Assistant Corporation Counsel time was divided equally between Office of Corporation Counsel and the Child Support Agency.

On May 31, 1999, the Assistant Corporation Counsel resigned. On June 3, 1999, one full-time support staff person transferred from the Office of Corporation Counsel to the Office of County Administrator. Neither position was re-filled.

On October 11, 1999, County employed a Child Support Agency Director / Assistant Corporation Counsel. This person is the administrator of, and attorney for, the Child Support Agency.

On September 30, 2002, by adoption of Resolution 95-02, County Board reauthorized the employment of an Assistant Corporation Counsel and Clerk Typist I. The Assistant Corporation Counsel aids the Corporation Counsel and Child Support Agency Director / Assistant Corporation Counsel in the performance of their duties.

In 2005, a decision was made to layoff the Clerk Typist I. This position remains unfilled.

There have been no organizational changes since 2005.

ORGANIZATIONAL CHART (2013)

2018 Staff:
Grant P. Thomas, Corporation Counsel/Family Counseling Service Director
Karyn E. Behling, Assistant Corporation Counsel
Amanda M. Sawdo, Legal Administrative Assistant
Rodney Dequaine, Child Support Director/Attorney/Assistant Corporation Counsel

*Position not filled, but remains within table of organization.)
Mission Statement:
It is the objective of the County Clerk and her staff to go beyond the statutes to provide efficient, courteous service, in the most cost-effective manner possible, to county residents, the county board, municipalities and other units of government.

Summary of Responsibilities:
The Door County Clerk’s office is a State Constitutional office, with the Clerk being elected by the people of Door County. The Clerk has both statutory and non-statutory responsibilities.

The County Clerk’s Office issues marriage licenses, timber cutting permits, temporary car license plates, county boat launch permits for the Parks Department and distributes the State dog licenses to local Municipal Treasurers. The office compiles and distributes the Official County Directory for Door County, publishes the Property Valuation Statistical Report and the Proceedings of the Door County Board of Supervisors.

The County Clerk is the official clerk to the board’s regular, special, limited term, and standing committees. Under the direction of the county board chairperson or committee chairperson, creates the agenda for board meetings and keeps and records true minutes of all the proceedings of the board, including all committee meetings, either personally or through an appointee. The office is responsible for publishing all minutes, ordinances and budgetary changes in the newspaper. All County Board minutes, original resolutions and ordinances are on file in the Clerk's Office.

The office is the information system for the county and the public. The office handles the switchboard operations, directs the public to proper offices, answers numerous questions from the public, reserves meeting rooms for various committees and organizations, maintains the Fleet Vehicle reservations and manages the Mail Department.

The Door County Clerk is the chief election officer for Door County; the office conducts all federal, state, county, local and school elections, in coordination with the municipalities and school districts, to ensure that the State Statutes governing elections are carried through. The County Clerk's Office is responsible for programming elections, publishing legal notices, preparing ballots, tabulating results and ensuring the accuracy of all county-wide elections. This office utilizes the Statewide Voter Registration System (WisVote). WisVote is a voter database system which enables the State of Wisconsin to comply with the Help America Vote Act, and provides SVRS service to 18 Door County municipalities.

Goals & Objectives Achieved in 2018:
✓ Coordination of county-wide voting including equipment, repairs, and fielding concerns/questions
✓ Coordination and training of Municipal Clerks and Chief Inspectors to assist in maintaining certification
✓ Coordination and training of Municipal Clerks and Chief Inspectors in Election Security. Full Tabletop Exercise was held in October
✓ Attendance at the Wisconsin County Clerk’s Association Conferences, Wisconsin Counties Association Trainings/Conferences

WisVote
✓ Continuation of record updating and maintenance for 18 municipalities
✓ Compilation and distribution of transfers out, death, and felon records
✓ Coordination and implementation of FIDO keys (election security related)
2018 Elections – February Primary, April Spring Election, May Special Primary Election, June Special Election, August Primary, and November General Election

Department Budget Status

<table>
<thead>
<tr>
<th></th>
<th>Approved 2018 Budget</th>
<th>Actual 2018 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Levy Appropriation</td>
<td>$235,512</td>
<td>$241,848</td>
</tr>
<tr>
<td>2018 Budgeted Revenue</td>
<td>$186,987</td>
<td>$168,410</td>
</tr>
<tr>
<td>2018 Actual Revenue</td>
<td>$48,525</td>
<td>$44,825</td>
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<tr>
<td>2017 Levy Appropriation</td>
<td>$235,512</td>
<td>$241,848</td>
</tr>
<tr>
<td>2017 Budgeted Revenue</td>
<td>$186,987</td>
<td>$168,410</td>
</tr>
<tr>
<td>2017 Actual Revenue</td>
<td>$48,525</td>
<td>$44,825</td>
</tr>
</tbody>
</table>

Other Accomplishments

- Fielded and directed 4,800+ incoming phone calls
- Fielded and directed 191 Faxes
- Issued 223 Marriage licenses
- Issued 181 temporary license plates

Issues, Concerns, Restraints

- With changes in election laws the need for additional election staff will continue. The need to evaluate staffing levels in the office must continue to be reviewed.
- WisVote requires specific users. To obtain a user ID approximately 18 hours of on-line training is required. A permanent decision must be made as to how, together, we can accomplish this.
- Election and cyber security have come to the forefront. We must continue to address our security needs to ensure Door County is meeting the highest standards.

Goals and Objectives for 2019:

- February Primary Election, and April Spring Election
- Continue to monitor and evaluate a permanent solution to additional election staff
- Election and cyber security
- Creation and Implementation of an Election Contingency Plan
- Kiosks for postings
- Scanning of past resolutions and ordinances for easy access
- Due to a heavy election year the office delayed/pushed-off workload that will need to be completed in 2019
- Additional training, as offered by the State or other Institutions/Programs
- Training of Municipal Clerks to maintain certification
- Coordinate with Municipal Clerks for training of Poll Workers and Certified Chief Election Inspectors
- Continue to strive to carryout statutorily required duties
- Continue to serve the public in the most efficient and courteous manner
2018 Annual Report
Door County District Attorney’s Office

Office Personnel:

District Attorney – Colleen C. Nordin
Assistant District Attorney – Nicholas P. Grode
Melanie Hoffmann-Hass – Administrative Supervisor
Lisa Mraz – Victim/Witness Coordinator
Sally Hall – Admin. II
Jessica Werner – Admin. II
Laurie Wilke – Admin. II

Summary of Responsibilities:

• Prosecute all adult criminal and juvenile delinquent acts that occur within Door County, including, criminal traffic offenses, misdemeanors, and felonies.

• Prosecute state and county civil law and ordinance (traffic and non-traffic) violations occurring within Door County, including forfeitures initiated by Wisconsin State Patrol, Door County Sheriff’s Department, and Wisconsin Department of Natural Resources (violations of City of Sturgeon Bay ordinances, are prosecuted by the Sturgeon Bay City Attorney).

• Assist victims and witnesses throughout the criminal court process by answering questions, keeping victims and their families informed of case status, providing information and referrals to community service providers, and assisting with the collection of restitution.

• Prosecute Child in Need of Protection and Services (CHIPS) cases occurring within Door County or where juvenile resides in Door County, including cases of child neglect, child abuse, etc.

• Prosecute juvenile in need of protection and services (JIPS) cases occurring within Door County or where juvenile resides in Door County, including habitual truancy, uncontrollability, and criminal law violations by children 10 years of age and younger.

• Prosecute voluntary and involuntary termination of parental rights (TPR) cases occurring within Door County or where juvenile resides in Door County; there is also statutory authority for private individuals to commence voluntary and involuntary TPRs.

• Provide guidance and training to area law enforcement agencies.
Office Description:

- The position of District Attorney is an elected position, and is a State Constitutional Office, per Article VI, Sec. 4 of the Wisconsin Constitution. District Attorney Colleen C. Nordin was elected in 2016. The term of office is four years.

- Door County has a full-time District Attorney and one full-time Assistant District Attorney (State of Wisconsin employee), a full-time Victim/Witness Coordinator, and four full-time legal support staff.

- The District Attorney and Assistant District Attorney are classified as state employees; with salaries and benefits paid by the State of Wisconsin. The Victim/Witness Coordinator is a county employee, however salary and expenses for that position are reimbursed bi-annually by the State of Wisconsin. The average reimbursement percentage is 50%. All other costs related to the operation of the District Attorney’s Office, including support staff salary and benefits are paid by Door County, as required by Sec. 978.13(2) Wis. Stats.

- All prosecutors must be licensed to practice law in the State of Wisconsin, must attend 30 hours of continuing legal education every two years in order to maintain their license to practice law. This requirement is usually met by attending during summer and winter DA conferences sponsored by Wisconsin Department of Justice; other seminars attended as determined necessary and/or beneficial to the position.

- Victim/Witness Coordinator attends a yearly conference to garner updates in victim/witness services.

- District Attorney support staff belong to the Criminal Law Agencies Support Staff Association (CLASS A) and attend its yearly conference on a rotating schedule. This conference unites the various staff members of District Attorney’s Offices in the State of Wisconsin to increase their general and legal knowledge and overall effectiveness through the exchange of ideas, problems and solutions. The Administrative Supervisor, Melanie Hoffmann-Hass was elected President of this Association in 2015 and re-elected in 2017. It is a two year term.

2018 Milestones:

- In August 2018, the Wisconsin Department of Justice selected Door County as one of four Wisconsin project sites to participate in the “Abuse in Later Life” grant from the U.S. Department of Justice. The Wisconsin Department of Justice received a total of $1.25 million to fight elder abuse. The grant program will provide funding to train and organize an elder abuse response team here in Door County. In January 2019, District Attorney Nordin, along with representatives from DHS, the Sturgeon Bay Police Department, and HELP of Door County participated in a four-day orientation/training in Washington, D.C. The grant program works with prosecutors, victim service agencies, adult protective services, and law enforcement to attend training, and provide training related to elder abuse to other community partners like health care, faith groups, and legal services. The grant is for a period of 3 years, with a likelihood of a renewal at the end of the 3-year period.

- The District Attorney’s Office has worked closely with Sheriff Tammy Sternard and Door County Jail Administration to develop a pre-trial release program for individuals that are arrested and subject to bail and/or bond conditions. This program utilizes an
assessment tool to determine an offender’s risk level once released from jail, which is then taken into consideration at the time bail is set. As part of the program, offenders may be subject to various forms of monitoring, including alcohol, drug, and GPS monitoring, tailored to meet the needs of the particular offender.

- In 2018, Door County was selected as a grant recipient for the Wisconsin Department of Justice Pre-Booking Diversion Program. The purpose of the program is to divert nonviolent offenders to treatment options. District Attorney Nordin worked closely with Sheriff Sternard and Kelsey Christianson in developing the “Pathways” program, which was rolled out in January of 2019. We continue to work with law enforcement to provide training and assist with program implementation.

- The Door County District Attorney’s Office is working closely with Judge David Weber along with other relevant partners in establishing a treatment court. The various partners have attended trainings, observed treatment courts in other counties, and begun the process of searching for funding options. Door County was selected to receive a federal grant to receive an intensive 3-day training in April 2019 which will serve to assist us in the planning and development stage. It is hoped that a treatment court pilot program will be up and running in early 2020.

- ADA Grode traveled to Michigan with members of the Sturgeon Bay Police Department and Wisconsin Department of Justice to work in coordination with U.S. Marshals, FBI agents, and the Michigan State Police to obtain and execute several search warrants in the 1975 disappearance of Carol Jean Pierce. ADA Grode was successful in not only obtaining those Warrants but also in the extradition of Carol Jean’s husband Richard Gale Pierce back to Door County who is currently charged with First Degree Intentional Homicide.

- The Door County District Attorney’s Office continues to be a part of the Wisconsin Internet Crimes Against Children Task Force Affiliate (ICAC), and continue to receive a $1,000 annual grant to reimburse for any training, travel, meals, miles and lodging.

- Door County was once again the host county for the 2018 Spring Wisconsin Prosecutor training organized by the Wisconsin Department of Justice. The 5-day event took place at the Landmark Resort in Egg Harbor, Wisconsin and included approximately 200 attendees and their families. Thanks to a $1,500 contribution awarded by the Door County Board of Supervisors for being an event host, we were able to sponsor a scenic boat tour, and offer our guests a beautiful and relaxing opportunity to see what Door County has to offer. Door County received many compliments from attendees, most of which are hoping we can host the conference again in the very near future.

- Administrative Supervisor Melanie Hoffmann-Hass obtained her certification through the Wisconsin State Bar Association as a Paralegal. Additionally, Melanie obtained her certification as a Time Agency Coordinator (TAC), for the Crime Information Bureau. The Time system is a Wisconsin Department of Justice software program that allows access to various criminal records/involvements on individuals including information from the FBI, Department of Homeland Security, Interpol, and all other law enforcement agencies around the world.
## Case Statistics

### Adult Criminal Cases
(excludes criminal traffic)

- **Felony**: 191 (2017) - 171 (2018)

### Adult Criminal Traffic Cases
(including OWI 2nd or greater)

- **2017**: 119
- **2018**: 132

### Adult Non-Criminal Citations
(including non-criminal traffic & non-traffic forfeitures)

- **2017**: 2610
- **2018**: 2545

### Juvenile Cases

- **CHIPS**: 24 (2017) - 7 (2018)
- **TPRs**: 1 (2017) - 2 (2018)

### Witnesses Subpoenaed/Notified

- **2017**: 931
- **2018**: 1568

### Jury/Court Trials

- **Felony**: 1 (2017) - 6 (2018)
- **Criminal Traffic**: 0 (2017) - 1 (2018)
- **Non-Criminal Forfeiture**: 6 (2017) - 5 (2018)

## Restitution Collected

### Total Restitution Collected and Ordered (Excluding Worthless Checks)

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Amt. Ordered by Court</strong></td>
<td>$78,294</td>
<td>$105,386</td>
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<tr>
<td><strong>Amt. Collected by DA</strong></td>
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<td>$45,254</td>
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*Remaining balance to be collected by DOC/probation.*

### Worthless Checks Restitution Collected

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
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<td><strong>Amt. Collected by DA prior to filing Criminal Complaint</strong></td>
<td>$22,270</td>
<td>$3,521</td>
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<tr>
<td><strong>Amt. Collected after filing Criminal Complaint</strong></td>
<td>$807</td>
<td>$2,081</td>
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DA Surcharges Collected

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
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</thead>
<tbody>
<tr>
<td>Total Amt. Ordered by Court</td>
<td>$13,018</td>
<td>$9,685</td>
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<tr>
<td>Amt. Collected by DA</td>
<td>$8,993</td>
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</table>

*Remaining balance to be collected by DOC/probation.

District Attorney Budget Status

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Budget (expenses)</td>
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<td>$347,650</td>
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<tr>
<td>Budgeted Revenues:</td>
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<tr>
<td>Levy Appropriation</td>
<td>$302,089</td>
<td>$278,400</td>
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<tr>
<td>Actual Budget (expenses)</td>
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<td>$338,235</td>
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<tr>
<td>Actual Revenues</td>
<td>$52,416</td>
<td>$67,650</td>
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<tr>
<td>Revenues over Expenditures</td>
<td>$12,183</td>
<td>$7,816</td>
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<tr>
<td>(Including Levy &amp; Transfers In)</td>
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<td></td>
</tr>
<tr>
<td>Victim/Witness Reimbursement</td>
<td>$40,855</td>
<td>$40,407</td>
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</tbody>
</table>

Thank You:

On behalf of this office, I extend my gratitude to the Administrative Committee and all of you, the Door County Board of Supervisors, for your commitment and assistance to the Office of the District Attorney.

As always, should you have any questions, please feel free to contact me.

Respectfully submitted,

Colleen C. Nordin
Door County District Attorney
Door County
Emergency Management and Communications
2018 Annual Report

Respectfully Submitted By: Daniel Kane, Director
Message from the Director

It is my honor to present the Door County Emergency Management and Communications 2018 annual report. This report will detail the activities and accomplishments performed within the department over the last year.

The department was created in May of 2018 and I became the acting director at that time. I am very appreciative of the opportunity to lead and grow this department and to work with the hard working men and women that keep it running. Their dedication and ability to often adapt with change to schedules and work procedures shows their professionalism. Without their flexibility of long hours, off hours, and overtime hours the department would not be able to function appropriately.

The department saw the retirement of one of its most tenured dispatchers in 2018, Diane Krohn, and we wish her all the best on her journey. Replacing her institutional knowledge and experience will be a challenge. As of early 2019 we will be at full staff.

The department went through quite a change with the transition this year. I, along with a lot of great people have been able to help assist making that change a successful one. As with any change there were hurdles that needed to be overcome, but I felt that the department was able to identify key issues and address them appropriately.

Emergency Management will continue to build upon an existing foundation of preparedness, response, recovery and mitigation efforts that were maintained by those before me. As this program evolves it will work to ensure best practices are being used and that the department does everything it can to assist public safety agencies in protecting the citizens of Door County.

Heading into 2019 I look forward to the opportunity to continue to lead this departments efforts to provide the best quality of service we can to both the community and our public safety partners.

Sincerely,

Daniel Kane
Daniel Kane
Director
## 2018 Emergency Management and Communications Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Kane</td>
<td>Director</td>
<td>8 months</td>
</tr>
<tr>
<td>Carrie Gossen</td>
<td>Dispatch Supervisor</td>
<td>22</td>
</tr>
<tr>
<td>Diane Krohn</td>
<td>Dispatcher</td>
<td>24 *Retired 08/2018</td>
</tr>
<tr>
<td>Melanie Baker</td>
<td>Dispatcher/Trainer</td>
<td>23</td>
</tr>
<tr>
<td>Jessica Schwartz</td>
<td>Dispatcher/Trainer</td>
<td>21</td>
</tr>
<tr>
<td>Holly Bridenhagen</td>
<td>Dispatcher</td>
<td>21</td>
</tr>
<tr>
<td>Brenda Bley</td>
<td>Dispatcher/Trainer</td>
<td>14</td>
</tr>
<tr>
<td>Pam Beilke</td>
<td>Dispatcher</td>
<td>3</td>
</tr>
<tr>
<td>Aubrey Klinger</td>
<td>Dispatcher</td>
<td>3</td>
</tr>
<tr>
<td>Tiffany Theis</td>
<td>Dispatcher</td>
<td>2</td>
</tr>
<tr>
<td>Marissa Hatlen</td>
<td>Dispatcher</td>
<td>1</td>
</tr>
<tr>
<td>Lucas Goodchild</td>
<td>Dispatcher</td>
<td>6 months</td>
</tr>
</tbody>
</table>

### Agencies Served by Dispatch

#### Law Enforcement
- Door County Sheriff Department
- Sturgeon Bay Police Department
- Gibraltar Police Department
- Washington Island Police Department

#### Fire Department
- Baileys Harbor Fire Department
- Brussels Union Gardner (BUG) Fire Department
- Egg Harbor Fire Department
- Ephraim Fire Department
- Gibraltar Fire Department
- Jacksonport Fire Department
- Sister Bay/Liberty Grove Fire Department
- Southern Door Fire Department
- Sturgeon Bay Fire Department
- Washington Island Fire Department

#### EMS/First Responders
- County EMS
- Brussels Union Gardner 1st Responders
- Gardner 1st Responders
- Southern Door 1st Responders
- Sevastopol 1st Responders
- Egg Harbor 1st Responders
- Jacksonport 1st Responders
- Gibraltar 1st Responders
- Baileys Harbor 1st Responders
- Sister Bay/Liberty Grove 1st Responders
- Washington Island 1st Responders
- Sturgeon Bay 1st Responders

#### External Agencies with Occasional Service
- WI DNR
- WI State Patrol
- US Coast Guard
Department Overview

The department consists of two divisions which are outlined below:

**Communications Division**

The communications division works out of the Justice Center and handles 911 services for the County. This includes handling all incoming 911 and administrative lines, all outgoing calls and/or transfers, public safety radio communications, and data entry for call notes. Operations run 24/7/365. Minimum staffing at any given time is 2 people. During peak call times 3 dispatchers are available depending on current staffing levels.

Administrative staff consists of 1 half time supervisor and the director. The supervisor splits administrative and dispatch workloads to help cover peak call times as well as supervise day to day operations within the department. The director oversees the budget, policy and procedure changes, and the communications infrastructure.

**Emergency Management Division**

The Emergency Management division is responsible for planning, response, recovery, and mitigation efforts due to natural or man-made disasters. This an ever evolving task that requires constant training, planning, exercising, outreach, and relationship building. The division is constantly working to ensure its activities are focused on dangers to the County. The full work load is shouldered by the director of the department.

This division is mandated by the federal and state governments. It is partially funded by the federal government through the administration of two grants. These grants dictate the minimum work load of the division.

**EMPG (Emergency Management Performance Grant)** – The emphasis of this grant is to ensure preparedness, planning, education, and community outreach.

**EPCRA (Emergency Planning and Community Right to Know Act)** – This program requires the department to identify hazardous substances and extremely hazardous materials in our community. We then must plan for accidental releases of those materials.
Budget Overview

Communications

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2018 Levy Appropriation</td>
<td>$702,766.00</td>
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<tr>
<td>2018 Revenues</td>
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<td>2018 Amended Budget</td>
<td>$841,371.37</td>
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<tr>
<td>2018 Actual Budget</td>
<td>$731,603.89</td>
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</table>

Emergency Management

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>2018 Levy Appropriation</td>
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<tr>
<td>2018 Revenues</td>
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<td>2018 Amended Budget</td>
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<tr>
<td>2018 Actual Budget</td>
<td>$50,396.59</td>
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Grants

<p>| | | |</p>
<table>
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<tbody>
<tr>
<td>EMPG</td>
<td>$31,086.54</td>
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<tr>
<td>EPCRA</td>
<td>$13,575.53</td>
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<tr>
<td>EMPG Redistribution 2017</td>
<td>$5,734.52</td>
<td></td>
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<tr>
<td>Total</td>
<td>$50,396.59</td>
<td></td>
</tr>
</tbody>
</table>

FY 2018 was a unique year for budgeting purposes for the department. Communications fell under the Sheriff Department budget and emergency management fell under the EMS budget for 2018. With the creation of this new department a new budget has been created for 2019.

EMPG and EPCRA grant dollars are used to offset the salary and benefits of the emergency management director.
In May the communications division upgraded its 911 system. This new system is referred to as E911 or Enhanced 911. This upgrade not only allowed us to remain current with today’s technology, but it set the department up to be ready for upcoming changes in the years to come.

The information below reflects data related to call volumes within dispatch. These figures do not reflect the entire workload of the department. They are meant to be viewed for a more general sense of that part of operations within the department. Other duties include, but are not limited to radio communications, paging, entering call notes, processing resource requests, training, updating resource books, and other duties as assigned.

<table>
<thead>
<tr>
<th>Call Type</th>
<th>Average Per Day</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin (Non-Emergency)</td>
<td>95</td>
<td>34,868</td>
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<tr>
<td>911</td>
<td>21</td>
<td>7,609</td>
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<tr>
<td>Outgoing</td>
<td>26</td>
<td>9,649</td>
</tr>
<tr>
<td>Transfers</td>
<td>32</td>
<td>11,874</td>
</tr>
</tbody>
</table>

![2018 Call Breakdown](image)
2018 Emergency Management Highlights

Emergency Management follows an annual plan of work overseen by the State which sets the minimum requirements for grant funding. The plan of work consists of the department’s hazardous materials planning and preparedness activity requirements. Listed is a high level overview of the department’s plan of work for 2018:

Update Emergency Operations Plan................................................................. Complete
Update County Strategic Plan........................................................................ Complete
Update 13 Off-Site EPCRA Plans ................................................................. Complete
Chair Local Emergency Planning Committee ............................................... Complete
Training Requirements.................................................................................. Complete
Attend WEMA conference ........................................................................ Complete
Attend Governors conference ...................................................................... Complete
Attend All County and Tribal Directors Meeting.......................................... Complete
Attend WI Training and Exercise Planning Workshop.................................... Complete
Conduct Tabletop Exercise........................................................................... Complete
Participate in 3 other emergency planning exercises.................................... Complete
Severe Weather Awareness Campaign (X3) ............................................... Complete
ECPRA Outreach Campaign (X3) ................................................................ Complete
Additional Outreach Campaign (X3) ............................................................. Complete
Attend all regional emergency management meetings .................................. Complete
Attend all oversight committee meetings ..................................................... Complete
Attend school safety committee meetings.................................................. Complete
Attend regional healthcare coalition meetings ......................................... Complete
Attend Fire association/MABAS meetings.................................................... Complete
Washington Island Disaster Declaration..................................................... Complete

Emergency management went through a transition in 2018. The division was moved from under the EMS department into its own new department alongside the communications division. This transition did not prevent emergency management from fulfilling its requirements for full eligible grant award amounts.
2019 Goals and Challenges

Challenges

➢ The Emergency Management and Communications Department is not unlike any other governmental agency in that it lacks the amount of resources and funding it needs to reach its fullest potential. The department will continue efforts to make the most of its resources and look for other funding avenues for growth opportunity.

➢ Emergency management will be able to sustain grant requirements with current resource levels, but being able to go above and beyond this threshold will prove difficult.

➢ Communications staffing levels are a challenge due to the uniqueness of the County. The busy tourism season grows the population exponentially higher, while staffing levels in dispatch remain the same.

➢ Finding and attracting candidates to work in telecommunications is also a challenge. A high cost of living mixed with the nature of the job makes it difficult to find candidates willing to apply.

Goals

➢ Successful completion of the 2019 emergency management plan of work requirements

➢ Code Red outreach

➢ Creation and maintenance of a social media platform

➢ Complete emergency management 101 presentations for all municipalities

➢ Grow relationships with internal and external partners

➢ Implement a training program for dispatchers

➢ Identify gaps in training and preparedness and work on addressing those needs
DOOR COUNTY EMERGENCY SERVICES

2018 ANNUAL REPORT

Door County Emergency Services
916 N 14th Ave
Sturgeon Bay, WI 54235

Submitted By: Aaron LeClair, Director
Department Overview

Door County Emergency Services provides basic and advanced life support response to the mainland and islands of Door County.

Our service operates out of four stations located throughout the county. Our stations are located in Brussels, Sturgeon Bay, Sister Bay and Washington Island. There are three advanced life support (paramedic) ambulances staffed 24/7/365. Two of these units are based out of the Sturgeon Bay station, with the other based out of Sister Bay. Brussels and Washington Island are staffed by paid-on-call EMT’s. These personnel respond from home, to the station and then to the scene of the emergency. The service currently has a fleet of nine ambulances: 1-Brussels; 4-Sturgeon Bay; 2-Sister Bay; 2-Washington Island.

Door County’s emergency medical response is a multi-tiered system that starts with a call to 911. The Door County Emergency Management/Communications department civilian dispatchers obtain information required to properly dispatch our ambulances while also providing basic instructions for treatment of the patient prior to the arrival of our personnel. The first arriving personnel is normally an emergency medical responder (EMR) from one of the 11 groups in the county. Our personnel responded to 3,550 calls for service in 2018.

The department is overseen by the Director and Captains who are based out of the Sturgeon Bay station. Our dedicated office staff is responsible for billing, receiving, and receipt of monies for the service. They also assist with clerical and administrative duties.

The department receives its medical direction from emergency room doctors at Door County Medical Center. Our medical director is Dr. George Gorchynsky.
2018 RUN DATA

Total Incidents: 3550
Total Transports: 1879
Top Dispatch Reasons:

- Fall Victim: 700
- Difficulty Breathing: 248
- Traffic Accident: 229
- Fire: 176

Yearly Call Volume

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<th>Call Volume</th>
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</thead>
<tbody>
<tr>
<td>2013</td>
<td>2578</td>
</tr>
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<td>3495</td>
</tr>
<tr>
<td>2018</td>
<td>3550</td>
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</table>
2018 HIGHLIGHTS

Operations:

- The service continues to enhance our coverage throughout the county. We continue to use a “Flexible Deployment” model. This model has proved very effective in ensuring the best response to emergencies.
- The service continues to spearhead training all emergency responders in the county for an active shooter event. Our program focused on command and control of an active shooter/hostile event. We provided table top exercises to command staff from Law/Fire/EMS and school leadership.
- The two Captains started in their new positions this year. They have quickly validated the need for the positions by always being available to department personnel 24/7. This allows management to shift our focus to long term issues/challenges in addition to day to day operations. We continue to monitor the effectiveness of the schedule the Captains work.

Education/Training:

- Our personnel continue with mandated training to maintain their certifications.
- We continue to refine our field training program, which has been very successful in preparing new employees for working in the field.
- We developed an internship program with NWTC for paramedic students.

Public Relations:

- Management and crews have increased our public relation events.
- Our crews provided coverage to over 60 special events this year.

Service Personnel:

1 – Service Director
2 – Captains
2 – Billing/Coding Specialist
18 – Full Time Paramedics
6 – Part Time Paramedics
45 – Part Time EMT’s
150 – Emergency Medical Responders
ISSUES AND RESTRAINTS

The departments call volume has stabilized during the last three years, however, there are no indications that our call volume will decline. The service must continue to monitor staffing models to ensure the services provided are maintained.

While our call volume has stabilized, our revenues have not kept pace. This is due to the always volatile healthcare field, and our ever changing payer mix. We have been and will continue to be at the mercy of the state and federal mandated reimbursement rates and adjustments. Unfortunately the tax payers will continue to subsidize the difference.

2018 GOALS

• Work with new Emergency Management Director to ensure a smooth transition.
  o The transition of separating EM from our department went very well.
• Establish/coordinate with ADRC in regards to fall prevention.
  o We are in the final stages of ensuring we do not violate any privacy laws before implementation.
• Work with the Town of Washington on future station needs.
  o The county is in the process of finalizing an agreement with a party willing to donate land for the future construction of a station.

2019 GOALS

• Finalize department training program
• Improve recruitment/retention of part time staff
• Develop building plans for the Washington Island station
Door County Facilities & Parks, "Annual Report" 2018
A. Department Mission Statement:
   The purpose of the Door County Facilities and Parks Department is to maintain the County’s Facilities and Parks for the use of all citizens and employees of Door County. Provide oversight and internal project development that is organizationally focused on long term facilities management.

   The Department has (5) prevalent attitudes:
   ➢ We strive to be the best at what we do;
   ➢ We provide outstanding customer service;
   ➢ We are proactive in everything we do;
   ➢ We constantly strive for continuous improvement;
   ➢ We manage and operate the county facilities and parks as if they were our own.

Parks Division Mission Statement:
The Door County Parks seeks to acquire, restore and manage lands for the purpose of protecting and preserving public open space, natural areas and other landscapes, in an ecological healthy state for the education, pleasure and recreation of the public now and in the future.

B. Summary of Responsibilities:

   Administer programs that covers over 420,000 sq/ft of building including the following:
   • 19 County Parks totaling 948 acres and including 12.5 miles of state trails, 7 boat launch facilities, 18 restrooms, 3 “Welcome to Door County” signs, a disc golf course, Horseshoe Bay Cave, and miscellaneous buildings
   • State of Wisconsin Snowmobile Program for Door County, including writing funding grants for trail program, review and approving funding for 7 local clubs maintaining the 230.8 miles of Door County trails
   • Justice Center (129,359 sq ft)
   • Government Center (77,144 sq ft)
   • Museum (13,600 sq ft)
   • Community Center and Central EM Station (40,654 sq ft)
   • Highway Offices (59,482 sq ft)
   • Historical Archive (1,065 sq ft)
   • John Miles Park Facilities (86,963 sq,ft)
   • North and South EMS Stations (7,555 sq ft)
   • North and South Hwy Shops
   • Miscellaneous, Towers, Parks Outbuildings (4,400 sq ft)

   To provide the following services on a regular basis:
   • Incorporate HVAC Preventive Maintenance programs for all major systems
   • Shredding and destruction of sensitive/secure documents and hard drive data
   • Window cleaning
   • Floor scrubbing, polishing and sealing
   • Carpet vacuuming and cleaning
• Dusting and surface cleaning
• Cleaning and sanitizing restroom facilities
• Maintenance of grounds, lawn mowing and snow removal
• Manage parks to serve as places for communities to come together, get healthier or enjoy a moment of peacefulness
• Parks resource management of woodlands, wetlands, prairies and water to enable thousands of plant and animal species to thrive in the wild
• Creating a culture of collaborative accomplishment, thus expanding our capacity for ecological preservation and implementation of education and outdoor recreation opportunities

To provide the following additional services:
• Repair and maintain doors, locks and openers
• Fleet vehicle maintenance and cleaning
• Painting
• Inspect heating and air conditioners
• Adjust and monitor air circulation/quality
• Clean up spills, messes, etc.
• Replace lighting fixtures and bulbs
• Move/rearrange equipment (desk, files, etc.)
• Expand youth outreach programming to raise a new generation of environmentally-savvy students through cave tours
• Renewed commitment to increasing resources for scientific research through parks

To provide the following services day to day or as needed:
• Pick up and deliver mail to the U.S. Postal Service, Highway Department & Justice Center
• Receive and deliver projects and equipment to various departments
• Manage single stream recycling program and arrange for pick up
• Trash collections from the offices and public areas
• Machinery maintenance
• Exterior and interior maintenance as warranted
• Monitoring of heating systems – boilers
• Repair mechanical, plumbing, HVAC, and electrical systems
• Repair, replace, adjust, & aim security cameras as needed

C. Goals / Objectives Achieved in 2018:
Paragraph (E.) below lists a number of notable projects that were completed throughout the year.

The Department continues its internal role in the County to provide oversite of building projects and property development. 2019 will mark the first year of the Parks and Facilities merge as a Department. As a result the merge has developed a minimum of 5 fiduciary sub departments within the annual budget.
D. Facilities Department Budget Status – Unaudited

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<th>Actual 2018 Budget</th>
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<td>2018 Budgeted Revenue</td>
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Grants received for 2018: -0-
Wisconsin Focus on Energy Rebates received in 2018: $28,224.73

Parks Division Budget Status – Unaudited

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<td>2018 Budgeted Revenue</td>
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Grants received for 2018: $203,090.00
Donations received in 2018: $27,777.82

E. Notable Projects Completed:
Justice Center:

**Contracted Project**
- Replacement of Boiler #2-potable water
- Replaced ATS Panel #1 ASCO (generator control board)

**Staff Projects**
- Completed 100% annual Jail preventative maintenance program
- Repaired Storm Drain front parking lot
- Squad car work with IS Dept. and Sheriff Dept.
- Court Room Kiosk installations
- Replaced carpet in Dispatch

**Government Center:**

**Contracted Projects**
- Replaced storefront glass Main Entrance
- Sealed and stripped Nebraska Street parking lot
Staff Project
- Replaced pump #3 boiler
- Rewired 100% security camera system and installed IP cameras

Museum:
**Contracted Projects**
- Fiber Install
**Staff Projects**
- Updated toilets
- New furnace in-stock for installation

Highway Department:
**Staff Projects**
- Completed 100% annual HVAC PMS
- New electrical panel installed North Hwy shop Brine Site
- Installed multiple L.E.D. lights throughout the south, central and north shops
- Multiple repairs heating systems Central Highway shop
- Upgrade/Installed 125 LED lamps in lunch room & offices
- Repaired crush plant motors

Community Center:
**Staff Projects**
- Completed semiannual PMS on all exercise equipment
- Ongoing building set up of Community Center Building

John Miles Park:
**Contracted Projects**
- Band-stand area for electrical connections – power upgrade.
**Staff/Contractor Project**
- Removal and stump grinding of 35 diseased or dead-standing trees and stumps
- Installation of concrete under the Grandstand

**Staff Projects**
- Trenched conduit Fair Secretary PA system telecommunications connections
- 80% Midway electrical panel replacements
- Replaced all exterior receptacles, Jr fair, Merchants, Horticulture buildings
- Completed Pit Lane, retro fit lighting-installation

Park Facilities:
- Restroom Rehab – Baileys Harbor
- Repair Gazebo- Cave Pt
- Dock repairs- Forestville, Carmody, Pinney
- Camera Installation- Chaudiors Dock
- Mulch – All Playgrounds
- Fence repair – Cana Island
- Restroom and or dock light electrical Repairs – Murphy, Cana, Cave, Chaudiors
- Removed beach fencing- Frank Murphy
- Installed gate fence- Horseshoe Cave field
- Capped well- Frank Murphy Park
- Repaired Bike trail- Hwy 42/57 Bridge Ahnapee Bike Trail

Other noteworthy items were:
- Completed 100% in house HVAC inspections
- Continued to test water quality in the Justice Center
- Contracted and supervised the move of two snowmobile bridges to reroute snowmobile trail over Logan Creek. WI-DNR State Grant funded

F. Issues, concerns and Restraints:
2018 was a year of change and transition. 2019 will be the first marked year of the merged Departments with a full staff. Custodial and maintenance staffing continues to be a concern with the growth of County government as an organization. The development of more facilities and parks in remote locations will equate to a greater request for services put on the Department, and may require analysis of additional staff being added.

G. Goals and Objectives for 2019:
- Government Center remodel project
- Cana Island Interpretive Center construction project
- Door County Library Chiller replacement project
- John Miles Park Phase II Marketing Study
- Door County Parks Strategic Plan update
- John Miles Park gutter and paving project
- Design Development- Washington Island EMS Station
- Design Development- construction Sherriff Garage
- Design Development- construction LaSalle Pavilion
- Design Development- Robert LaSalle prairie restoration
- Continue implementation of the Management Plan for the Horseshoe Bay Cave
- Continue to improve the Door County Snowmobile Trail system
- Continue life cycle analysis of equipment, use value engineering and preventative maintenance programs to extend the life of mechanical systems
- Continue working with preferred service contractors to develop and plan strategic high value capital asset replacement program
- Continue to work with other departments to achieve common goals and directives in line with Door County’s Strategic Priorities
- Continue to analyze ways to save energy and to keep Door County Maintenance Operations optimized
- Forestville Dam Millpond drawdown - improve water quality
- Purchase and install of Waterless Boat Cleaning Stations-Pinney & Carmody launches
- Design and development of volunteers in parks program
- Continued invasive species outreach and management with DCIST Partners

Respectively submitted,
Wayne J. Spritka, Director
Facilities and Parks 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.

2018 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 2018

- Retained and continued to develop well-qualified staff in all positions in the Finance Department.
- Completed 2017 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.
• Completed the implementation of our new financial accounting software package Tyler NWS and trained all end users in all Door County Departments in the use of the new software.

• Provided the necessary financial monitoring for Phase III of the construction project for the combined Central Ambulance Station and Human Services Community Center.

• Selected a replacement to our current time and attendance and payroll processing system (Ceridian).

2018 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.

2018 Finance Department Budget Status

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<td>Actual Revenues</td>
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<tr>
<td>Levy Appropriation</td>
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Other Accomplishments

• Worked with the County Board, the County Administrator and all Door County Departments to successfully complete the 2019 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 2019-2023 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

• The Finance Department will be implementing our new time and attendance and payroll processing system and will be training all end users in all Door County departments in use of this new system. This will be done while we continue to do all of our other work, which will further limit the Finance Department staff that is already working at capacity.
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.

**Goals and Objectives for 2019**

- To complete the 2018 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 successfully complete the implementation of our new time and attendance and payroll processing system and to train all end users in all Door County departments in the use of the new system.
- To begin the process of implementing our CAFR module (year-end financial statements) within our financial system.
- Transition of new management team in the department.
- To continue to retain, develop, and cross-train well-qualified staff in all positions in the Finance Department.
A. Mission Statement

The Highway Department is entrusted with the responsibility for developing, maintaining, and operating a safe and reliable transportation system in the County. It is the goal of the department to maintain the highest quality transportation system possible, with a major emphasis on safety and efficiency, and to reach this goal in a fiscally responsible manner.

The Department also serves as the responsible unit to ensure that the County is operating an effective recycling management programs. The goal is to work with all local units of government to implement this program and provide a resource and distribute state grant funds for ongoing operation.

B. Summary of Responsibilities

The primary responsibility of the Highway Department is the ongoing maintenance, snow and ice control, design, and construction of the 592 lane mile system of County Trunk Highways. Working under contract to the State of Wisconsin Department of Transportation, services are provided to maintain 268 lane miles of State Trunk Highways and 3 lift bridges within the County. Working with local towns and villages the Department provides service to 1174 of the 1743 lane miles of local roads. This equates to 2030 lane miles of maintenance responsibility.

In order to maintain this transportation system, the Department operates 3 shop facilities (Sturgeon Bay, Sister Bay, Brussels), 6 mines that produce an average of 75,000 cubic yards of material per year, a hot mix production plant that produces an average of 53,000 tons per year, 46 full time employees, trucking equipment, grading and construction, bridge maintenance and inspection, and roadway marking and signing.

Another major component of the operation is the procurement and disbursement of diesel and gasoline fuels to County and other governmental units. The Department purchases fuel and disburses the fuel to a total of 59 departments or agencies, with over 400 vehicles. A total of 4 fueling facilities are operated and maintained, Sturgeon Bay (2), Sister Bay, and Brussels.

The Department also is responsible for the Solid Waste Operation. This includes performing the ongoing maintenance and regulatory testing of the closed Door County Landfill, and also the statutory requirements as the responsible unit for recycling programs. The department works with all local units of government to ensure that effective recycling programs are in place to receive state grants for recycling efforts. The grant funds are redistributed to local governments based upon their prorated collection volumes to the total amount collected.

C/D. Program Summary and Goals/Objectives Achieved in 2018

1. Hot Mix Asphalt and Seal Coating Operations
   - Produced 65,735 tons of bituminous hot mix for paving projects on county, state and local roads.
• Purchased and placed an additional 12,736 tons of Hot Mix Asphalt from Private sector for local projects.
• Performed resurfacing on 19.87 miles of County Trunk Highways
• Performed resurfacing on 13.46 miles of Local roadways
• Performed chip sealing on 23.08 miles of roads.
  • Completed the seventh full year of operating the Hot Mix Asphalt plant using the reclaimed asphalt pavement (RAP) system. Based upon 2018 production, the county recovered 525 tons of Asphaltic Oil in the RAP used to produce the 65,735 tons of hot mix asphalt. This represents a savings of $211,050 in 2018 in the cost of AC Oil that did not have to be purchased. Since inception, the savings from the installation of the RAP system have been $2,294,395.
  • 2018 was the fifth full year of operating the hot mix plant using natural gas in lieu of liquefied petroleum (LP) gas. The total project cost to convert to natural gas was $136,625 in 2013. In 2018 the operation consumed 191,358 therms of natural gas to produce hot mix asphalt at a unit cost of $0.98 per ton.

2. Mining and Crushing Operations
• Produced 74,597 tons of aggregates at the Plum Bottom, Ward and Johnson Mines.

3. Fuel Handling
• Procured and disbursed 227,991 gallons of diesel fuel at an average cost $2.87/gallon. The usage of diesel was 1,813 gallons more than in 2017 with a higher cost of $0.42 per gallon.
• Procured and disbursed 143,5876 gallons of gasoline at an average cost of $2.38/gallon. The usage of gasoline was 3,511 gallons more than in 2017 with a higher cost of $0..13/gallon.

4. Construction and Maintenance
• Performed construction, snow and ice control, and routine maintenance for 1174 lane miles of local roads at a total cost of $ 2,809,946. (2017 Dollars, 2018 annual report not complete).
• Performed construction and routine maintenance work on 592 lane miles of county roads at a total cost of $4,466,723 (2017 Dollars, 2018 annual report not complete).
• Performed snow and ice control and routine maintenance on 269 lane miles of state highways at a total cost of $1,870,336 (2017 Dollars, 2018 annual report not complete).
• Performed maintenance and construction services for other departments at a total cost of $605,819 (2017 Dollars, 2018 annual report not complete).
• Construction work on County Highways included work on the following:
  1. 4.7 miles on CTH T. 2. 3.5 miles on CTH G.
  3. 2.52 miles on CTH Q. 4. 3.7 miles on CTH J.
  5. 2.5 miles on CTH B. 6. 1.0 miles on CTH XC.
  7. 0.95 miles on CTH D. 7. 1.0 miles on CTH C.

5. Equipment and Facility Operations
• Maintained over 320 pieces of equipment with a total replacement value of over 17.9 million dollars. The Highway Department depends on quality equipment to make the transportation operations of the Department run smoothly and efficiently. The net revenue generated by the
equipment charges produces the funding for all equipment purchases, therefore there is no tax levy for equipment owned by the Highway Department.

- Acquired new equipment at a cost of $1,172,705.

6. Safety and Training

- Conducted 2 department wide safety training days. One for Winter Snow and Ice Control and one for Federal Mine Safety and Health Administration guidelines.
- Sent 12 personnel to additional safety, operations and equipment training.

7. Snow and Ice Control

- During the 2017/2018-winter season approximately 3,726 tons of salt was applied to State Roads and 4,531 tons was applied to County and Town roads.
- Snow and Ice control charges for 2018 on County Highways totaled $748,646 Town/Village Roadways totaled $600,114 and State Highways totaled $487,053.

8. Solid Waste Operations

- Worked with State and Local officials to ensure compliance for effective recycling programs.
- Door County residents involved in community-sponsored programs recycled the following quantities: (The report for 2018 has not yet been compiled). In 2017 County property owners recycled 515 tons of newspaper, 189 tons of magazines, 550 tons of corrugated paper, and 821 tons of commingled aluminum, glass, and plastics.
- Secured $79,246 in State Grants to offset costs for local communities who have effective recycling programs. Distributed these Grant Funds to 13 local governments who operated recycling programs that met program criteria.

9. State Bridge Operations

- Contracted with the WisDOT for bridge tending and routine maintenance for total charges of $518,105.
- The Maple/Oregon Bridge was opened 1406 times for 339 commercial and 1067 pleasure vessels.
- The Michigan was opened 3131 times for 1548 commercial and 4766 pleasure vessels.
- The Bayview Bridge was opened 509 times for 126 commercial and 428 pleasure vessels.

10. Local Bridge/Culvert Maintenance

- Coordinated biannual bridge inspection required for all local bridges.
- Coordinated the County Bridge/Culvert Aid Program. The towns of Forestville, Gardner, and Gibraltar received aid in the program with the Department performing all of the construction work.

G. Other Accomplishments:

Coordinated and provided oversight on two federally funded grant projects. The CTH A recondition project received funding for the Design work. The design work is on hold while we wait for construction funding. The project limits were revised due to site conditions that conflict with Federal design standards. The project limits are now on CTH A from CTH V to CTH E.

The CTH C (North Duluth Avenue) reconstruction project was completed in July 2018.
Employees:  Name                  Classification
Kelly Hendee     Human Resources Director FT
Michelle Paschke Human Resources Generalist FT
Judy Klinek     Human Resources Assistant FT

Committee: Administrative Committee
Members: David Lienau – Chairman
          Dan Austad
          John Neinas
          Ken Fisher
          Nancy Robillard
          Susan Kohout
          Joel Gunnlaugsson

Budget Information:  Approved 2018 Budget - $341,489; Actual 2018 Budget - $319,584
                      2018 Levy Appropriation - $319,584; 2017 Levy Appropriation - $333,658
                      Actual 2017 Budget - $317,684

MISSION STATEMENT – HUMAN RESOURCES
Door County Human Resources Team is committed to providing innovative, practical human resource solutions that address business issues.

We do this by:

- Ensuring that employees of the Human Resources Department are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best qualified people, recognizing and encouraging the value of diversity in the workplace.
- Providing a competitive salary and benefit package and developing the full potential of our workforce by providing training and development for career enhancement.
- Providing a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
- Establishing, administering, and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, County Board directives, and labor agreements.

SUMMARY OF RESPONSIBILITIES
Human Resources Management/Recruitment and Selection - Attract, screen, select job applicants, interview, and recommend hires. Work with Civil Service Commission to create eligibility lists for Sheriff’s Department to ensure filling future openings.

Direct and coordinate an employee position classification system. Review and update job descriptions.

Directs and coordinates Employee Performance Planning and assist department heads on evaluation program.

Administer benefits. Worker’s Compensation; Wellness and Civil Rights Compliance Plan.

Maintain and direct compensation and benefit programs for employees, including oversight and management of health, dental, and vision insurance.

Serves as the organizations primary liaison with employees’ representatives for labor unions.

Work with and train employees on areas of employment law and benefits. Coach employees through conflicts.
GOALS/OBJECTIVES ACHIEVED IN 2018

✓ 2018 continued the transition for the County of Door employees, adjusting to the changes brought about over the past couple of years.
✓ The implementation of a new compensation plan; including an update of all job descriptions and job analysis.
✓ Continued training on Neogov software evaluation program – coaching on conducting performance evaluations.
✓ Training for all department heads and supervisors.
✓ Assist with restructuring of specific departments to ensure a smooth transition and understanding of positions roles.
✓ On site visits by Health Care Benefit vendors to help employees better understand their health plan.
✓ Adopted a new Wellness Program which is self-driven and employee friendly which started December 1, 2018.
✓ Enhanced our employee orientation process to include lunch with the County Administrator, very well received.

Benefits:
It has been eleven years since Auxiant has become the third party administrator. The County has requested Account Manager, Stephanie Steger to be on site on a quarterly basis to assist County employees with claims administration. This personal touch has been not only appreciated but welcomed by employees.

Health Risk Assessments were conducted in the fall of the year for employees; to tie the HRA’s with the health plan both a physical and an Assessment will be required for 2019 in order to be considered for premium reductions.

Recruitment and Selection:
Full and Part-time Regular Positions Recruited: 86 FT and PT (not included are LTE/seasonal hires)
Applications Received: 1294
Persons Interviewed: 215
Number of Applicants Tested: 97
Number of hires: 102
Sheriff’s Dept.: Internal Postings - 7

Loss Control & Safety:
Door County has been pro-active in attempts at keeping our accidents to a minimum. To enhance our loss control and continue to decrease our rates we have committed to continuing our safety training.

KNOWLEDGE SHARING 2018:
Over the course of 2018, there were a number of training sessions held on a variety of employment topics, including topics specific to supervisory roles for department heads and supervisors. Hiring practices /coaching/ADA/FMLA/harassment were a few of the topic areas. The Human Resources Department continues to sponsor wellness through providing chair massages and supporting the newly adopted Go365 Program. The Risk Management Committee approved the adoption of Go365, which allows employees to take health into their own hands and work with a program that works with their personal health goals.

ISSUES, CONCERNS AND RESTRAINTS:
Due to budget restraints the areas most affected in Human Resources are advertising, and training, not only of the Human Resources staff but all employees, especially supervisors. In an attempt to stay abreast of current and upcoming employment law changes that will have an impact on County government, training dollars will remain to be a challenge.

2019 GOALS OF HUMAN RESOURCES:
• Recruit qualified individuals; Retain valuable employees.
• Continued management of the compensation program and continue to provide education on the evaluation process.
• Continue to make quality a part of the way we work, while maintaining a high level of professional Human Resource Services for Door County.
• Enhance Human Resources ability to support the County of Door and its goals and improve the efficiency and effectiveness of Human Resources through the on-boarding process.
• Maintain the County of Door as a great place to work -- professionally and personally.
• Training, development, and education to promote individual success and increase overall value to the organization.

The above summarizes the accomplishments and functions of the Human Resources Department for 2018 and outlines the goals for 2019. Should anyone have any questions about the Department’s function and responsibilities, please don’t hesitate to stop by our office or give us a call at 920/746-2305. It is our pleasure to provide a valuable service to the organization and the citizens of Door County. Thank you.
Mission Statement

“The primary mission of the Door County Department of Human Services is to enhance the human well-being throughout an individual’s life-span and to help meet the needs of individuals and families while promoting safety and self-sufficiency in a manner that demonstrates respect and dignity.”

SUMMARY OF RESPONSIBILITIES

The Human Services Department provided a large array of services that will be covered below alphabetically.

Aging and Disability Resource Center (ADRC)-Jake Erickson, Director

2018 was a year of significant change for the Aging and Disability Resource Center (ADRC). On January 29th we moved into the beautifully refurbished highway shop. With the move there was a significant excitement and with it came increased use of the facility and the programming. The increase remained steady throughout 2018. The move into the new facility also solidified the integration of two historically separate programs, the ADRC and the Senior Center into one combined program.

Programming at the ADRC is tied to two contracts that the county has with the state. One through the Department of Health Services and one through the Greater Wisconsin Agency on Aging Resources. Like all department’s contracts, these provide some funding and required services to be provided through the county. Highlights of the services provided will be covered here.

In 2018, our Information and Assistance Specialist had 4,533 contacts with individuals. Our Disabilities Benefits Specialist (DBS) worked with 178 consumers and our Elderly Benefit Specialist (EBS) served a total of 804 different individuals. That last number accounted for 99 more individuals served by our EBS than were served last year. These services are provided to individuals 60 years of age or older and individuals 18 and older with physical or developmental disorders. Services include information and assistance, Long Term Care Options Counseling, and help to consumers trying to navigate the Medicare and Medicaid programs. The primary goal of the program is to help individuals connect to resources and stay independent in the community as long as possible.

The most significant changes related to the new building was its utilization. The number of unduplicated members at the ADRC went from 686 in 2017 to 2,178 in 2018. The number of activities that participants were involved in increased from 12,413 to 21,086 from 2017 to 2018. We went from 114 volunteers to 263. The number of meals served in Sturgeon Bay went from 11,003 to 17,155.

The department provides meals at 4 other sites as well. In October of 2018 we moved one meal site from Forestville to Brussels. With the change, about 50% more meals were provided than in the first 9 months. We provided a total of 19,451 hot Meals on Wheels throughout the county.

Other services provided by our ADRC staff include: Transportation, Alzheimer’s and National Family Caregiver Support Programs, Senior Citizen/Low income Free Tax Assistance, daily socialization opportunities, and activities programming. The Activities Program focuses on evidence based programs that include exercise, preventive health and other educational experiences to enhance and promote independence by encouraging socialization and good nutrition.
**ADULT PROTECTIVE SERVICES (APS)**-Sheryl Flores, Manager

The function of APS is the investigation of suspected neglect, abuse, financial exploitation or self-neglect of frail elderly or individuals affected by developmental disability, alcoholism, or mental illness. In 2018, the APS staff investigated 174 new reports.

In addition to these new investigations, the social workers in this unit provide ongoing case management for vulnerable seniors. This included 45 individuals under Protective Placement who must have annual WATTS reviews to assure that clients are being treated in the least restrictive and most appropriate level of treatment to meet their needs. The staff worked on 63 guardianship and protective placement cases throughout the year.

**BEHAVIORAL HEALTH DIVISION**-Donna Altepeter, Manager

In March, Donna Altepeter was hired to manage this division. We also added a new psychiatrist on site two days per week and two new therapists. We are fully staffed in this division for the first time in over two years.

The unit is responsible for providing counseling and case management services to individuals suffering from mental health, alcohol and/or drug problems. We also contract and manage services for residential and inpatient care when this level of care is needed.

In 2018, 296 individuals received counseling services, and 273 individuals received medication management. These were both increases from 2017. We completed 137 OWI assessments and monitored individuals for compliance with their Driver Safety Plan.

The Behavioral Health Staff along with the Community Support staff are responsible for providing 24/7 crisis services to Door County citizens. The staff works in partnership with law enforcement and other community partners to assess and provide safety planning for individuals who may be a danger to themselves or others. In 2017, we adjusted our contract with Family services to have them triage all of our incoming crisis calls. This helped cut down on the number of contacts that our full-time staff needed to do after hours. Family Services Crisis Hotline took 510 calls for Door County in the last 9 months of the year. Although this meant less calls for our staff, they did still need to mobile out and provide suicide assessments, which is a slight increase over 2017.

**CHILDREN AND FAMILY SERVICES DIVISION/Child Protective Services and Juvenile Justice**-Doreen Goddard, Manager

This program area serves children and juveniles from birth to age 18 and their families. Social workers provide initial screening of referrals related to child abuse and neglect. If these reports are substantiated we provide ongoing supervision of these families. We recruit, train and license foster care families to support children who are in need of a placement out of their homes. This unit also provides supervision of delinquent youth or juveniles in need of protective placement. We provide or contract for services such as electronic monitoring, secure detention, restitution, community service, and parent education. In 2018, we provided services at the following levels; Child Welfare received 415 referrals and Juvenile Justice had 7 new cases. We have seen a steady increase in both areas for years. The number of kids in and out of home placement was similar to 2017, with 27 kids in foster care and 23 in kinship placements.

**CHILDREN AND FAMILY SUPPORT SERVICES**-Beth Chisholm, Manager

In 2018, Cindy Zellner-Ehlers retired after 30 years of service. At that time a decision was made to split the programming she supervised to two separate managers. The department also discontinued the personal care program after 18 years. In March, Beth Chisholm was hired to oversee the Children and Family Support Services.
• **BIRTH TO THREE EARLY INTERVENTION PROGRAM**  
  o These services are provided to children who are not meeting milestones in two or more areas. If that is the case, we can provide Special Instruction/Teacher Services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services. The number of children in this program increased by almost 200% in just one year, from 75 in 2017 to 148 in 2018.

• **CHILDRENS LONG TERM SUPPORT (CLTS) AND CHILDRENS COMMUNITY OPTIONS PROGRAM (CCOP)**  
  o These programs work with children with physical or cognitive disorders. Services include: Information/Referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking for families and other supports.  
  o In 2018 the State asked counties to eliminate waiting lists for children who qualified for CLTS services. We made changes in the way we staffed the division to try and accomplish this. As a result, we were able to move 13 additional kids into the program. This took our CLTS numbers from 63 to 76. This is our full capacity given our current staffing level. This division provided services to 45 other children through the Community Options Program (COP) or targeted case management.

**COMMUNITY SUPPORT PRGRAM**-Sheryl Flores, Manager

The CSP program is an off-shoot of the Behavioral Health Division. The primary goal of the program is to help individuals with severe and persistent mental illness to lead normal lives and stay in the community. This population often had high incidents of inpatient care. By providing services such as case management, medication management, group counseling or activities, and maintaining community partnerships, we are better able to help these individuals stay out of mental health institutions. In 2018 we served 52 individuals in this program.

**COMPREHENSIVE COMMUNITY SERVICES (CCS) AND COORDINATED SERVICES TEAM (CST)**-Jamie Cole, Manager

In 2018, the CCS and CST programs were separated from Children’s programming as their focus is on mental health across the lifespan. These two programs provide case management services to kids (CST) or kids and adults who need more support than is provided through traditional therapy.

In March, Jamie Cole was hired to oversee these two programs. CCS has been a program with steady growth in the past three years. In 2018 we serviced 98 unduplicated individuals compared to 67 in 2017.

**ECONOMIC SUPPORT UNIT**-Carol Wautlet, Manager

Our Economic Support Unit provided eligibility determinations as part of a five-county consortium for major financial programs such as Medical Assistance, BadgerCare, FoodShare (Food Stamps), Caretaker Supplement and Wisconsin Shares (subsidized Child Care). In addition, staff networked with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who didn’t qualify for our regular financial-related programs.

There was a monthly average of 1,841 Door County FoodShare recipients in 2018. There was an average of 4,095 Medicaid/BadgerCare recipients per month. Our Wisconsin Shares program served 52 families. This program provides lower income families a subsidy so they can afford child care and can continue to stay gainfully employed. The energy assistance program provides help to individuals with heating bills and emergency heating assistance. 864 households received energy assistance in 2018, and 210 households received crisis dollars. There were also 23 total heating units repaired/replaced (17 repaired, 6 replaced with new furnaces).
TRANSPORTATION PROGRAM - Joe Krebsbach/Robin Mark

The department manages the operations for both the Senior Center Bus and the County’s Public Transit System. The Door 2 Door Shared Ride Taxi system is contracted through Abby Vans. In 2018, Door 2 Door provided 42,573 rides and the ADRC Bus provided 5,491 rides in 2018.

KNOWLEDGE SHARING IN 2018

A large part of the services provided by Human Services are related to collaboration and partnering with other community resources. Individual staff members often provide education to community members or partners agencies throughout the year. Listed below are some of the more constant areas staff have been involved with in the past year:

- Interdisciplinary Team for Adults and Elders at Risk-involving multiple agencies
- Door County Partnership for Children and Families (founding member and ongoing participation in executive committee and various sub-committees)
- Child foster home recruitment and training
- Fiscal support and participation in the Door County AODA Coalition
- Participation in Child Health Team
- Emergency Food and Shelter Network
- Agency-based trainings on Crisis Services, Trauma Informed Care and Secondary Traumatic Stress
- Outreach to hospital and law enforcement crisis services
- Caregiver Coalition
- Coordinated Community Response
- STRIDE (School Mental Health Initiative)

BUDGET STATUS

<table>
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<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fund 240-</td>
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<tr>
<td></td>
<td>Human</td>
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<tr>
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<tr>
<td>2018 Budgeted Revenue</td>
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<tr>
<td>Excess Appropriation from Budgeted</td>
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</tbody>
</table>

ISSUES, CONCERNS AND RESTRAINTS

- In December 2018, a decision was made to create the Department of Health and Human Services by merging the Public Health Department and Human Services Department. This presents both opportunities and obstacles. It will be important to look at the merger as a process rather than something that happens when you flip a switch. It requires being aware of creating a shared culture where staff know they are valued. It will also require a significant amount of time to attend to the details of merging business operations. In the end, the merged department should be more efficient, and provide better service to the county.
• We have struggled with adequate dependable psychiatric services and this has resulted in increased costs of inpatient services. This trend will be hard to break at this point.
• We have seen an increase in drug use in the county, increasing the need for AODA Services. This happened at the same time we saw a decrease in AODA Providers in the community. Although we held steady in 2018, this trend could also have a negative impact on our child welfare division.

2018 GOALS AND OUTCOMES
• Fill staffing vacancies and stabilize the workforce. - The department had 6 positions filled as compared to 11 in 2017. This accounts for about 8% of the department staff. We were fully staffed in some areas for the first time in years.
• Improve timeliness of required documentation in all areas. – Improved in some areas but not all.
• Decrease the number of inpatient stays and the number of days per stay. – Remained about the same.
• Increase the number of Foster Homes available. – Added 2 additional homes.
• Continue to move toward becoming a more Trauma Informed Care Agency. – Continued significant improvement in this area.
• Continue to increase revenues through CCS program. – Increased revenue over $150,000 in 2018.
• Documentation of Standard Operating Procedures (SOP) regarding our fiscal and support services. -- 75% completed.
• Cross training and back up for SOPs listed above. – Not achieved around 15%
• Decrease the amount of denied claims and the amount of time to follow up on these. – Not measured due to loss of Business Manager.
• Increase the number of volunteers at the ADRC. – Over 200% increase.
• 2X per month outreach related to ADRC services. – Not achieved lost one I&A staff halfway through the year.
• More effectively track spending in Children’s Services to maximize State funding. --

2019 GOALS AND OBJECTIVES

Administration/Support Staff
• Implement Office Ally – Direct billing to insurance
• Track Denied Claims – Identify patterns and ways to decrease these.
• Calendarize annual reporting responsibilities and responsible party.
• Complete SOPs

Adult Protective Services
• Train 30 -50 partners in “OVW Abuse in Later Life Program and Community Response.
• Have 8 inmates complete the Fresh Start Program and transition to case management (CM) services

Aging and Disability Resource Center
• Develop Advocacy Training Program for older adults interested in bringing issues to legislators and local officials with at least five individuals participating in the program.
• Increase use of Frozen Meal program in Northern and Southern Door by 15 %.
• Start Purple Tube Project - with 15 participants
• Develop Fall prevention classes – 15 participants
• Develop ADRC Ambassador Program – With 8 volunteers by end of year.
Behavioral Health
- Complete Driver’s Safety Plan Manual prior to next DQA audit
- Launch three separate outpatient treatment groups.
- Complete two peer chart audits
- Expand Trauma Informed Cognitive Behavioral Therapy by getting manager and two staff trained.

Children’s and Family Support Services
- Participate in 4 activities providing education on services available
- Provide training for contracted providers regarding CLTS/CCOP provider qualifications, incident reporting and client rights.

Child Protection and Juvenile Justice
- Decrease the use of juvenile detention days by 25%.
- By using Youth Connection Center for intervention, decrease repeat offences and consequently the number of juvenile referrals by 25%.
- Create Face Book Page for foster parents by the end of May.
- Add two new foster homes by Dec.

Community Support Program
- Present 2 educational programs at JAK’s. One on Mental Health for Women and one on Depression.
- Increase consumer participation by 2% in community-based activities.

Economic Support
- By 7/1/19 the ES Unit will have a Facebook page, reaching 50 customers in the first year.
- By 11/15/19 the ES Team will have completed two community outreach events regarding programs, and had a total of 25 attendees.
- By 11/30/19 the ES Team has another member that is fully trained in Long Term Care casework & CIC EBD line.
- Discrepancy clean up- by 12/1/19 ES Team will have not more than 100 outdated discrepancies. (Outdated is with creation date prior to 2018. Currently have 191 outdated)

Transportation
- Develop sustainability plan or transition out of providing transportation services.
A. Mission Statement

The Door County Land Use Services Department does not have a formal mission statement. We do, however, have various policies and procedures in place as well as an overall departmental work ethic which guide our activities: We strive to effectively and efficiently administer the programs under our jurisdiction; to be efficient, accurate, courteous, helpful, knowledgeable, and timely in our work with our clients; and to ensure our activities are coordinated with the work of the many other local and state agencies and organizations with which we interact.

B. Overview of Responsibilities

The Land Use Services Department program areas are:

- Planning
- Zoning and other land development ordinance administration
- Private On-site Wastewater Treatment Systems (POWTS) code administration
- Real Property Listing
- Geographic Information Systems (GIS) Mapping and Addressing

Department staff members during 2018 were:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mariah K. Goode</td>
<td>Department Director</td>
</tr>
<tr>
<td>John Teichtler</td>
<td>Sanitarian</td>
</tr>
<tr>
<td>Chris Olson</td>
<td>Assistant Sanitarian</td>
</tr>
<tr>
<td>Richard D. Brauer</td>
<td>Zoning Administrator</td>
</tr>
<tr>
<td>Jeffrey Kussow</td>
<td>Zoning Administrator</td>
</tr>
<tr>
<td>Susan Vanden Langenberg</td>
<td>Zoning Administrator</td>
</tr>
<tr>
<td>Rebecca Kerwin</td>
<td>Planner</td>
</tr>
<tr>
<td>Tom Haight</td>
<td>GIS/Land Information Office (LIO) Coordinator</td>
</tr>
<tr>
<td>Holly Hansen</td>
<td>Real Property Lister</td>
</tr>
<tr>
<td>Chris Moe</td>
<td>GIS Technician</td>
</tr>
<tr>
<td>Linda Riemer</td>
<td>Administrative Assistant III</td>
</tr>
<tr>
<td>Lois Goetz</td>
<td>Administrative Assistant II</td>
</tr>
</tbody>
</table>

The department’s oversight committee is the Resource Planning Committee, comprised of five county board members. Per state statute, the county board-appointed Board of Adjustment, comprised of all laypersons, also participates in administration of the zoning ordinances. Both bodies typically hold public hearings and regular business meetings once or twice monthly. Also per state statute, a Land Information Council has been established to advise the Resource Planning Committee on GIS/Land Information Office (LIO) programs.

C. Program Summary

All program administration and enforcement is carried out by staff, with oversight from the Resource Planning Committee. Note that a significant amount of the activity related to the department’s programs includes informal and formal exchanges of information with clients, municipal officials, and other internal and external entities involved or interested in the program area in question; site visits; preparation of materials for the Resource Planning Committee, Board of Adjustment, and county board meetings; pursuit of violations; etc. – all activities which cannot be easily quantified or represented in an annual report.
Planning
Planning program staff members are responsible for developing and implementing comprehensive, farmland preservation, and other land use-related plans, as well as developing and updating the department's ordinances. Planning staff also organize and participate in a variety of educational and information-sharing programs with local municipalities, government agencies, and non-profits.

Zoning and Other Land Development Ordinance Administration
Staff members process all regular zoning permit applications, as well as conditional use permit applications, the latter of which eventually go to the Resource Planning Committee for public hearing and approval or denial. Staff also process the paperwork for petitions for variance from county zoning ordinances, appeals of either Resource Planning Committee or zoning administrator decisions, and petitions for zoning ordinance text or map amendments. The public hearings at which decisions are made regarding variances and appeals are held by the Board of Adjustment. Public hearings regarding text or map amendments are conducted by the Resource Planning Committee, with the County Board making the final determinations regarding such petitions.

The Door County Comprehensive Zoning Ordinance is in effect in all areas of nine towns per their voluntary enrollment in comprehensive county zoning. Per state statute, the Door County Shoreland Zoning Ordinance and the Door County Floodplain Zoning Ordinance are in effect in all 14 towns. The Door County Land Division, Wind Energy Facility, and Communication Tower Ordinances are also in effect in all 14 towns. The Door County Height Limitation Zoning Ordinance is in effect in areas surrounding the Cherryland Airport.

Private On-site Wastewater Treatment Systems (POWTS) Code Administration
The POWTS program strives to protect ground and surface waters via the Sanitarians’ regulation, inspection, monitoring, and education regarding existing and proposed private on-site wastewater treatment systems in unsewered areas of the county. The program involves significant coordination with soil testers, septic system installers, plumbers, property owners, and state-level agencies. Door County’s POWTS regulations – derived from state administrative code – are contained in Chapter 21 of the county code, which governs all POWTS in the county, regardless of location.

Sanitarian staff also have historically administered in conjunction with the Public Health Department various public health-related programs, such as investigation of animal bites, remediation of situations hazardous to human health, and enforcement of the county’s general nuisance ordinance. In 2018 the animal bite program shifted entirely to Public Health, and the shift of the other public health-related programs to that department began.

Real Property Listing
The Real Property Listing program is tasked with providing accurate tax parcel information for all 41,100+ parcels of real estate in Door County. The information processed and verified deals with all documents of transfer recorded at the Register of Deeds, all plat of surveys, and all assessments and real estate and personal property tax-related matters. Information maintained includes computer databases and related GIS layers, websites, and physical maps regarding all aspects of properties and their ownership, past and present.

Real Property Listing staff also generate, coordinate, and distribute for all 19 municipalities the assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.

Geographic Information Systems (GIS) Mapping and Addressing
The GIS mapping functions of the department include functioning as the county’s state-mandated Land Information Office, maintenance and upgrades to the county-wide “web map,” and maintenance of land information data to create a wide variety of land information-related maps for
county staff, local municipalities and agencies, residents, and property owners. The addressing program, in effect in the unincorporated areas (towns) and three of the four villages, ensures consistent address number assignment, avoidance of duplicative road names, and transfer of information to E-911 dispatch entities. Program responsibilities include all aspects of assignment of addresses, ordering and placement of signs, creation of all maps related to addresses, tracking of all expenses, and communication of address information to Intrado, the county’s E-911 system manager.

D. Goals / Objectives Achieved in 2018

In the 2017 annual report, the goal set for the department for 2018 read as follows: “The main overall goal for the department for 2018 is to continue working to implement the department merger. In that regard, 2018 will include likely further physical relocation of the department (bringing all staff into the same office space), continued cross-training of staff, and overhaul of the still-separate department websites.”

The merging of the websites has begun behind the scenes, but a new website is not yet public. This effort is going to occur in conjunction with a county-wide overhaul of all of the county websites, switching to new software/platforms.

The construction work necessary to bring all office staff into the same space is on-going as this report is being written.

Significant work has been done analyzing and streamlining internal processes, although there is much more to be done, especially with the switch to a new permit/application software system. Cross-training of administrative staff is well underway, and some cross-training (beyond the cross-training inherently happening by sharing the same office space and within department-wide staff meetings) has been undertaken for the zoning administrators and sanitary staff. Zoning staff attended soils identification classes in 2018 and accompanied sanitary staff on some field visits. Both sanitary and zoning staff attended external educational offerings offering cross-training opportunities and held informal internal meetings/trainings with each other.

E. Knowledge Sharing

All members of the department are constantly sharing knowledge, providing an array of informational and educational services, namely with:

- Each other
- Other county departments
- Local public and private agencies and organizations
- Regional, state, and federal public and private agencies and organizations
- Residents and property owners
- Elected and appointed officials
- Real estate agents, title companies, developers, surveyors, architects, attorneys, builders, appraisers, municipal assessors, soil testers, septic system installers, plumbers, and their associations

In addition, the department’s website provides all ordinances, application forms, and significant amounts of resource information. The county “web map,” containing a multitude of GIS layers and information related to land ownership and characteristics, is also maintained by the department. Both the department website and the web map are frequently updated.
Staff attend various environmental, development community, and governmental agencies’ meetings as requested for presentations and discussions, and meet frequently with staff members of other county departments in order to ensure coordination of program administration and for educational purposes. They also meet or talk frequently – for the same reasons – with staff of other governmental agencies, local and state, and elected and appointed officials.

F. Department Budget

2018 was the first year that the four previously separate budgets were merged into one.

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<thead>
<tr>
<th></th>
<th>Expenditures</th>
<th>Revenues</th>
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<td>2018 Amended</td>
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<td>2018 Actual</td>
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In 2018, $105,072 was received (some earned as interest) in support of LIO programs. The LIO funds are a combination of state grant dollars and returns to the county by the state from county real estate transfer tax collections.

G. Other Accomplishments

Staff members are continuously seeking ways or undertaking projects to improve individual and departmental performance and improve services, ordinances, programs, and related matters. Staff members also work in an on-going basis to address issues arising due to external forces.

In 2018, numerous department staff members spent significant time exploring and ultimately selecting software to replace the county’s AS400 system.

H. Issues, Concerns, and Restraints

As noted in the 2017 report, merging program and personnel responsibilities has been determined to be a multi-year process.

State-level legislative changes continue to leave staff scrambling to keep up with understanding and administering changing requirements and making appropriate ordinance and program changes to reflect those new mandates.

State levy limit impositions are a long-range concern in terms of how the county’s (and therefore the department’s) budget overall will be affected.

I. Goals and Objectives for 2019

The main goal for the department for 2019 is to make the transition to the software which will replace the AS400 permit/application tracking system as seamless as possible.
Summary of Responsibilities

The Door County Library...
• Provides free access to library services at 8 branches; Baileys Harbor, Egg Harbor, Ephraim, Fish Creek, Forestville, Sister Bay/Liberty Grove, Sturgeon Bay & Washington Island.
• Purchases, processes, organizes & shares book, media, magazine & online resources with the public
• Answers information inquiries in person, via telephone & email using print media, the Internet & online databases
• Provides informational & entertaining programs for audiences of all ages.
2019-2021 STRATEGIC PLAN

ISSUES TO ADDRESS

1. Continue to improve & evolve our technologies & capabilities to meet the needs & expectations of the Door County community.
2. Improve public awareness of library services through community programming, collaboration & marketing.
3. Focus on transforming the DCL to become an active learning environment for patrons & staff.
4. Manage & optimize the expansion/remodeling of DCL headquarters/Sturgeon Bay Branch & the emerging role the library will play.
5. Ensure collections, facilities & programs meet the needs of evolving demographics of Door County.

2019 GOALS & OBJECTIVES

- Secure funding & programming for Door County Reads 2020
- Complete capital improvement chiller project at Sturgeon Bay
- Library management of Door County Archives
- Increase grant writing opportunities

ISSUES, CONCERNS & RESTRAINTS

NFLS, OWLs & Winnefox exploring ILS merger

LIBRARY CARD ACCESS

Library cards are available to residents & visitors with a photo ID. Cardholders have access to physical & virtual materials.

ATTENDEES

28.5%

KNOWLEDGE SHARING 2018

<table>
<thead>
<tr>
<th># of Programs</th>
<th># of Attendees</th>
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<tbody>
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<td>Adult Programs</td>
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<td>Drop-in Programs</td>
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<tr>
<td>TOTALS</td>
<td>882</td>
</tr>
</tbody>
</table>

00.4% CIRCULATION
24.7% OVERDRIVE
45.0% HOOPLA

MEETING ROOMS

Meeting rooms & community gathering spaces at all Door County locations.

PUBLIC TECH

65 computers are available countywide. All eight library locations have wireless access. And two branches have 3-D printers.

00.4% CIRCULATION
24.7% OVERDRIVE
45.0% HOOPLA

2019-2021 STRATEGIC PLAN

ISSUES TO ADDRESS

1. Continue to improve & evolve our technologies & capabilities to meet the needs & expectations of the Door County community.
2. Improve public awareness of library services through community programming, collaboration & marketing.
3. Focus on transforming the DCL to become an active learning environment for patrons & staff.
4. Manage & optimize the expansion/remodeling of DCL headquarters/Sturgeon Bay Branch & the emerging role the library will play.
5. Ensure collections, facilities & programs meet the needs of evolving demographics of Door County.

2019 GOALS & OBJECTIVES

- Secure funding & programming for Door County Reads 2020
- Complete capital improvement chiller project at Sturgeon Bay
- Library management of Door County Archives
- Increase grant writing opportunities

ISSUES, CONCERNS & RESTRAINTS

NFLS, OWLs & Winnefox exploring ILS merger

LIBRARY CARD ACCESS

Library cards are available to residents & visitors with a photo ID. Cardholders have access to physical & virtual materials.

ATTENDEES

28.5%

KNOWLEDGE SHARING 2018

<table>
<thead>
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<th># of Programs</th>
<th># of Attendees</th>
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<td>Children's Programs</td>
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<tr>
<td>TOTALS</td>
<td>882</td>
</tr>
</tbody>
</table>

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**DEPARTMENT BUDGET STATUS**

<table>
<thead>
<tr>
<th></th>
<th>Approved 2018 Budget</th>
<th>Actual 2018 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Levy Appropriation</td>
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<tr>
<td>2018 Actual Revenue</td>
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</table>

**GRANTS**

- Nicolet Federated Library System: $6,180
- Friends of Door Co. Libraries: $27,727
- Door Co. Library Foundation: $24,620
- Door Co. Community Foundation: $4,668
  - Total: $63,195

**COMMUNITY CONNECTIONS**

- Door County Reads 2019
- Sturgeon Bay Farmers Market
- Fyr Bal
- LibraryLIVE @ the Miller
- Fall Fest in Sister Bay
- Autumnfest in Baileys Harbor
- Chalk the Bay
- Thrills on Third
  - + more!

**INFOSoup**

The Library is a member of the OWLs consortia, which provides InfoSoup, a searchable online catalog. InfoSoup serves 29 libraries at 49 locations in Northeastern Wisconsin.

**2018 STATS**

- Library Visits = 298,911
- Circulation = 318,286
- Public Computer Use = 38,156
- Hoopla Downloads 12/mo = 7,096
- OverDrive = 37,233 uses
- Website Visits = 86,187
- Public Wireless Internet = 66,536

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"THE LIBRARY IS THE PULSE OF THE COMMUNITY."

~ J. W., FISH CREEK

NATIONAL LIBRARY CARD SIGN-UP MONTH
Mission Statement: Our mission is to preserve and promote Door County history. We do this through the use of educational displays, audio/visual productions, community outreach programs and general assistance with historical questions and issues.

GOALS AND OBJECTIVES ACHIEVED IN 2018

1. Create and maintain exhibits
   - Artifacts acquired in 2017 and 2018 were added to existing exhibits
   - A Paleo Indian exhibit was unveiled with a program presented by the donor, Darrel Cardy. A custom case was built by Erik Jacquet and a painting of Paleo Indians of Door County was created by Mike Orthober.
   - To commemorate Door County’s involvement in World War I, Assistant Curator, Bill Rice, researched and created a “trench” using artifacts from the trunk of Sturgeon Bay resident, Capt. Ed Reynolds, of Company F. Volunteer, Steven Rice assisted him.
   - Ginny Haen, Assistant Curator, researched Sturgeon Bay’s few remaining marked sidewalk blocks from the early 1900s along with research of original homes near them. A display was made in the museum and a walking/driving tour map made available for visitors to locate them. Mark Polczynski, a very computer literate volunteer worked with the museum and the library Adult Services Librarian, Laura Kayacan, to make a phone app for the tour on www.theclio.com, an app designed to highlight historical/cultural sites across the U.S. The library will administer the clio account and other Door County tours will be added by the museum and other local historical groups as available.
   - Assistant Curator, Nyla Small, helped County Board member Helen Bacon arrange and label artifacts from Sturgeon Bay’s Chinese Sister City, Jingdezhen, at the ADRC (Aging and Disability Resource Center/Community Center).

2. Provide programming for youth and adults
   At the museum
   - Mike Orthober, Master Taxidermist, added birds to his “Seasons of Life” diorama on three occasions. While working, he answered questions about taxidermy as well as Door County wildlife.
   - Ten “Road Scholar” groups toured the Museum following a presentation on the diorama by Mike Orthober.
   - The “Friends of the Museum” participated in the “City-Wide Garage Sale,” selling items from their homes as well as duplicate/excess items from the Museum, bringing in tourists and locals.
   - Tom Mullinix, of the Salvation Army, presented power point programs on the “Salvation Army Doughnut Girls of World War I” in conjunction with our new World War I display.
• Curator, Maggie Weir, led two “Learning in Retirement” groups on a “behind the scenes” docent tour.
• “Leadership Door County” toured as part of their “History Day.”
• Our month long “Schools” program/display encouraged former Door County students to “Add to the Archives.”
• Several school groups took advantage of our “Treasure Hunt” during their field trips to the Museum.
• Santa sat in our sleigh to greet children as part of the SBVC’s “Holiday by the Bay.” The Museum was decorated for the season.

In the Community
• Ginny Haen, Assistant Curator, and Mary Grota, volunteer, gave a “Drugstores of Early Sturgeon Bay” PowerPoint program for residents of a local CBRF.
• Ginny Haen, Assistant Curator, gave a Museum History PowerPoint program for the Memory Café, a support group for people with Memory Loss and their Caregivers. The program’s aim was to encourage caregivers to bring their partners to the museum for a walk down memory lane.

3. Fulfill requests and answer questions from the general public
Research assistance and/or historic photos were provided to:
• Several Door County Class Reunions
• “Write On, Door County” (Treasure Hunt Day)
• Peninsula Pulse, Door County Advocate
• Third Avenue Playhouse, Northern Sky Theater
• Door County Historical Society (Barn Project), Egg Harbor Historical Society, Belgian Heritage Center
• Union Supper Pub, new owner of former Gold and Silver Creations
• Numerous individuals researching family history and areas; done in person, by e-mail and snail mail.

4. Organize and Catalog the Collection
• Completed accessioning 2018 donations, including photographing, numbering, scanning and entering into the “PastPerfect” Museum software program, with identification, information and search terms.
• Continued backwards digitizing handwritten early accession books.
• Nearly completed organizing artifacts in basement storage.
• Archive volunteer group began sorting and classifying a massive collection of photos/files donated by the Door County Advocate when they moved out of their building.

5. Promote and market the Museum
• Tour groups not mentioned previously: Tourism Writers; Bus Tours; Ambassador; Baptist Thai Visitors; Church groups; YMCA-Fox Cities; Sturgeon Bay
Health Center/Dorchester; Paragon Activity Group (Special Needs Group); Boys & Girls Club

• Promotional articles and photos about Museum exhibits and programs were sent to local newspapers and radio stations.

GOALS AND OBJECTIVES FOR 2019

• Continue to explore the future of the Archives.
• Encourage donations of Door County related artifacts.
• Continue to improve on the goals and objectives we achieved in the past.

DEPARTMENT BUDGET STATUS

<table>
<thead>
<tr>
<th>Approved 2018 Budget</th>
<th>Actual 2018 Budget</th>
<th>2017 Levy appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$98,989</td>
<td>$54,177</td>
<td>$47,934</td>
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</table>

2018 Levy appropriation $98,989

2017 Levy appropriation $47,934

2018 budgeted revenue 00

2018 Actual Revenue $15,020*

2017 Actual Revenue $640*

*In addition to what is shown above, the Door County Historical Museum received $14,043.64 in its donation box from museum visitors in 2018; we received $10,946.50 in such donations in 2017.

Donations include groups: (schools, Road Scholars, other tour groups), and money for photo reproductions from Museum Collection in addition to what was left in the donation box.

SAMPLE COMMENTS FROM MUSEUM’S GUEST REGISTER

• Best museum we have seen (and we have seen a lot)
• Excellent WW I exhibit
• One of the most impressive county museums we have seen
• A great little museum—brilliant nature creation in foyer
• Beautiful displays and meticulously kept
• Best place I’ve ever been to in Sturgeon Bay
• Awesome—a jewel!
Mission Statement: Prevent, promote, and protect the health of our community.

Summary of Responsibilities: The Public Health Department is statutorily responsible for the core functions of assessment of the community’s health, policy development, and assurance that services are provided to ensure the health of the community. The Public Health Department works collaboratively with the State Division of Public Health, Department of Health Services.

Program Summaries:

2018 was a year of significant change for the Public Health Department. Four staff with long tenure retired from the department. Marsha Kurth, Valerie Mosgaller, Mary Ellen Smith and Rhonda Kolberg retired. The four combined for over 111 years of service to the department and the county. Rhonda had worked as the Director of the Department for over 27 years.

With Rhonda’s retirement there was a decision made to merge the Public Health Department with the Human Services Department. The county board passed a resolution in December to make it official. At that time, Susan Powers, RN, BSN moved into the newly created position of Door County Health Officer/Public Health Manager. This role will report to the Director of Health and Human Services. Transitions related to the merger and combined operations will happen over the course of 2019.

Despite all the changes, department staff including new team members carried on and provided the full array of services in the program areas listed below:

Maternal and Child Health:

- The WIC Nutrition Program was provided to a monthly average of 338 women and children. There were 482 annual certifications and 1076 mid certifications and follow-up appointments.
- Vision screenings were done for 2670 students and 261 were referred for further evaluation.
- Hearing screenings were done on 1895 students with 12 referrals.
- The nursing staff provided 364 visits to individuals including general nursing, prenatal and postpartum follow ups.
- The Second Annual Safe Kid’s Day was held on August 18, 2018, at the County Fairgrounds. The planning team consisted of the Health Department, the Cradle to Career Program, UW-Extension, Sturgeon Bay Police Department, Door County Partnership for Children and Families, and the Door County Sheriff’s Department. Community agencies staffed interactive booths with a myriad of topics including fire prevention, animal safety, bike safety, water safety, poison prevention, yoga, emotional health, and others. New this year was the inclusion of safety vehicles that the kids were able to see and learn more about. Attendance at this event doubled from last year.
- Public Health and WIC staff continue to participate in the Healthy Smiles for Mom and Baby oral health improvement project that is facilitated by the Children’s Health Alliance of Wisconsin. This is a joint effort that also includes the Door County Medical Center Dental Clinic. The project goal is to increase the number of pregnant women who receive dental care.
Adult Health/Chronic Disease:

- The Health Department’s Mental Health Focus Group (MHFG), which was formed as part of the action plan following the 2012 Community Needs Assessment, is comprised of many community partners. The group continues to provide community education. In 2018 this included four presentations; “Written Off” and “Suicide, the Ripple Effect” for general community groups, and 2 sessions of “Youth Mental Health First Aid” which was of particular interest to school staff.
- Two public health nurses trained 55 individuals with 2 sessions of “Question, Persuade, Refer” (QPR) an evidence-based suicide prevention program.
- Staff provided three cholesterol-screening clinics.
- Staff provided 14 seasonal influenza clinics to serve over 900 individuals throughout the county.

Environmental Health:

- At the end of 2017, Chelsea Smies was hired in a new position as Sanitarian/Health Educator. In 2018, Public Health continued to incorporate the Sanitarian role into the department. They responded to:
  - 90 Animal Bite cases
  - 55 Nuisance Cases
  - 17 Human Health Hazards
- The department continued the Beach Monitoring Program. They collaborated with the DNR and UW Oshkosh to monitor the water for 34 public beaches and alerting the community where there were concerns.
- Staff continued to educate families on lead concerns and tested 132 children. Five children were referred for venous sample testing, as well as providing follow up services by a Public Health Nurse.

Emergency Preparedness Planning:

The department continues to stay current with requirements for the Public Health Emergency Plan (PHEP). They met the four objectives outlined by the state. One of the proposed benefits of a merged department will be improved collaboration with the Human Services Staff around emergency preparedness. By state statute, Public Health has a leading role in emergency preparedness and staff have ongoing training in this area. This is an area that the PH department has been more proactive, and they can help get other Human Service program areas to a higher level of preparedness.

Public Health staff participated in the August 2018 community wide exercise facilitated by Door County Emergency Management.

Mass influenza vaccination clinics were held at six Door County schools as part of an emergency preparedness training. Two hundred fifty-two doses of flu vaccine were provided to students through state emergency preparedness funds.
Communicable Disease Follow-up, Investigation, and Control:

- Staff continued to monitor and investigate communicable disease, with 260 investigations, and 167 confirmed disease reports. Both were increases over 2017. The top three types were chlamydia, hospitalized influenza, and Lyme disease. Of those confirmed cases, 30% were chlamydia, a sexually transmitted disease.
- Care was provided to rule out active tuberculosis clients, and three latent tuberculosis clients.
- One hundred sixty-six individuals received tuberculosis skin testing through the department.
- Nursing staff responded to nine outbreaks of communicable disease in congregate living facilities. This is an increase from last year due in part to the prevalence of influenza this year, as well as acute gastrointestinal illness. Nursing staff work with facility staff in both testing and prevention efforts.
- Monitor and investigation of two outbreaks of acute gastrointestinal illness associated with restaurants.

Knowledge Sharing:

The Ten Essential Public Health services as defined by the CDC and other leading public health agencies in a 1994 document include a change of focus from direct care of individuals to a community-based approach. As the department has worked with the community, staff have become involved in initiatives that help in the prevention and promotion of good health.

Staff have been involved in initiatives related to oral health, mental health, healthy growth and development, alcohol and drug issues, and suicide prevention. Often Public Health staff take the lead role in the initiatives with other community partners to enhance services available to our citizens. The impact on our community in terms of health outcomes and dollars saved with these prevention activities is difficult to measure. In all endeavors, we seek to promote collective impact in our community.

One shining example of this type of collaborative work is through the Door County Partnership for Children and Families. This is a collaborative effort in our community that is truly impacting lives. Healthy growth and development was identified in the 2016 Community Needs Assessment as a top concern. Public Health staff were then involved in the development of the Partnership and remain actively involved. A portion of funding came through a grant from UW School of Medicine and Public Health written by Rhonda Kolberg, who was the Public Health Director.

The UW grant funding ended in June of 2018 however, the Partnership continues to provide programming such as “Raising a Thinking Child”, and “I Can Problem Solve”, Parent Cafes, and other community activities. These continued activities are funded by a variety of sources. The Door County Partnership for Children and Families is seen across the state as a model for collaborative impact in the community.

The department will continue in these community initiatives. Some of the specific trainings that PH staff have been involved in is included throughout this report. The impact of the collaboration projects affects other community partners as well as direct citizens we work with.
### Department Budget Status-Unaudited

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*Excess Appropriation from budgeted $98,106*

### Issues, Concerns, and Restraints:

As mentioned, there has been a significant amount of change in the department in recent years. The addition of the Sanitarian duties and the merger with Human Services have left some very steep learning curves. Five of the nine staff in this department have less than one year of experience in their positions. The year 2019 will continue to be one of orientation and learning for most.

With the merger, there will be a total review and overhaul of the business practices. All of this will need to be accomplished while meeting the community and citizen needs and following state statutes.

### Goals and Objectives for 2019:

- Move toward a shared Missions and Vision statement with the newly created Department of Health & Human Services.
- Establish a single budget for Health and Human Services for 2020.
- Incorporate best business practices across the combined department.
- Standardize business process including contracting accounts payable and receivable for efficiency.
- Complete orientation of all new staff. This will include identification of primary responsibilities and back up roles for all staff members.
- Complete an updated brochure capturing the services of the Public Health Division.
- Evaluation of Public Health essential functions and areas for improvement.
- Continue to be a leader in advocating for the health of our community, including the use of social media as an avenue for information.
2018 Annual Report

I am pleased to present you with the 2018 Register of Deeds Annual Report.

2018 proved to be a busy year for the Register of Deeds office. The office recorded just over 8500 documents, and deposited over $1.4 million dollars (9% over budget). Of these records, 37.5% of documents recorded were electronically, which is a 71% increase from 2017.

With the installation of our new software in 2017, it has made our goal of back indexing as many documents possible that much more important. Additional records indexed brings such value to the public. Which also provides a higher revenue for the County. These records help with property searches, mortgages and loans. This also assists real estate firms, banks and attorneys. To have access 24/7 is vital in the online world we live in. Which is proven in the final budget showing online revenues to be 100%+ over budget.

As of January 3, 2017, statewide issuance of vital records became a reality. This has proven to provide such convenience to our customers. A citizen can now obtain their birth certificate anywhere in the state. Other vital records if recently entered in the system are available as well. Statewide issuance has provided easy access and convenience for our customers.

Mission Statement:

❖ To provide the official county repository for:

   1. Real estate records (deeds, land contracts, mortgages, etc.)
   2. Personal property records (UCC real estate fixture filings)
   3. Vital records (birth, death, marriage, domestic partnerships and military discharges)

❖ To provide safe archival storage and convenient access to these public records.
❖ To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely service for our citizen-customers.

“Few Things Must Last as Long as County Records”
2018 ANNUAL REPORT

DOOR COUNTY SHERIFF’S OFFICE

A. Mission Statement:

The Door County Sheriff’s Office is dedicated to the safety and welfare of all citizens and visitors. We are committed to partnering with the community to solve problems and improve public safety in a manner that is fair, transparent, and consistent.

Guiding Principles:

Integrity – We are committed to the enforcement of laws and the preservation of order. We are honest, truthful, and consistent in our words and actions, and therefore worthy of the public’s trust. We exercise discretion in a manner that is beyond reproach. We do not accept gifts or special considerations as a consequence of our office.

Professionalism – We treat the public and our colleagues with courtesy and respect. We understand that our appearance, words, and demeanor contribute to the public’s confidence in us. We are responsive to the community, and deliver services promptly and efficiently.

Fairness – We act with fairness, restraint, and impartiality in carrying out our duties. We work with the community to continually understand and overcome cultural influences and unconscious biases. We understand that our action, combined with the way we treat members of the community, contributes to our “legitimacy” in the eyes of the public.

Teamwork – We work together as one organization in carrying out the mission of the sheriff’s office; our respective units do not act as distinct “silos” from one another. As individual members of the department, we are respectful to each other and work collectively to solve problems and serve the community.

B. Summary of Responsibilities: Sheriff’s Offices in Wisconsin have unique responsibilities that differ from those services provided by Municipal Law Enforcement agencies. These differences are outlined in state statute and require the Sheriff’s Office to provide for the following services;

1) The Sheriff is the custodian of the jail and is therefore responsible for all persons ordered into custody,

2) The Sheriff must attend to the security of the Circuit Courts,

3) The Sheriff must serve and execute all process, writs, precepts and orders issued or made by lawful authority and delivered to the Sheriff,

4) The Sheriff must provide for water rescue and recovery operations for the waters within the jurisdiction of the county and,

5) The Sheriff must enforce all general orders of the Department of Commerce relating to the sale, transportation, and storage of explosives within the county.

In addition the Sheriff and his or her Deputies shall keep and preserve the peace in the county and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections.
C. Program Summary:

**Administrative Services:**
- Provide walk-in customer service at Sheriff’s Office lobby (1654 served in 2018)
- Civil Process
- Citations, Warrants, Accidents
- Sheriff Sales
- Accident Reporting
- Incident Based Reporting (IBR)

**Court Services:**
- Provide Justice Center Security Screening (15,536 in 2018)
- Courtroom Security
- Justice Center Security
- Monitor Video Security Systems
- Prisoner Transports (179 transports in 2017)

**Jail Division:**
- Healthy Relationship Class - parenting, coping and family values education
- Building Strong Families – Working to build various traits of resiliency
- GED/HSED – Sentence Reduction Program (twice a week)
- Inmate Worker Program – Sentence Reduction Program (1hr for each hour worked)
- AODA Group
- Individual Mental Health Counseling
- Religious Programs - Multiple denominations based on needs
- Employment Counseling - We Are Hope Inc.- Job Center
- Operation Fresh Start – Inmate Re-Entry Program
- Centering Breath (Relaxation & Meditation) Partner with HELP
- Journaling Poets – Explore the value of self-discovery through writing
- Pretrial Release Program

**Investigative Division:**
- School Liaison Officer for Washington Island, Gibraltar, Sevastopol, and Southern Door schools.
- Prescription Drug Drop Off Program.
- Door/Kewaunee Drug Task Force
- Members of various Committee’s:
  - Alcohol and Drug Coalition
  - I-Team (Interdisciplinary for Elder and Vulnerable Adults)
  - Northeast Wisconsin Investigators Group
  - Door/Kewaunee Multi-Jurisdictional Drug Enforcement Group participation.
  - Maintain informational files on local registered sex offenders.

**Patrol Division:**
- The specialized Marine Unit completed its 7th year patrolling the waters of Green Bay and Lake Michigan.
- Accident Investigation Unit using state of the art technology in the measurement of accident scenes.
- School Safety Officer Program in Southern Door and Sevastopol Schools. Retired Deputy James Grondin doing an excellent job.
Door County Sheriff’s Reserve Unit provided security at numerous parades, festivals and school events.
Sheriff Sternard and Chief Deputy McCarty maintain the “Facebook” page for the Sheriff’s Office, which has been a very positive form of communication. Press releases are placed on the Facebook page for public viewing.

Specialized Programs:
- Marine Patrol Unit
- Dive Team
- SWAT Team
- Technical Accident Investigation
- Snowmobile Patrol
- K-9 Unit

Communication Division:
- Answer all calls for service promptly, professionally and accurately.
- Maintain a good rapport with all agencies (Law, Fire, EMS, State Patrol, Coast Guard and Constables).

D. Goals / Objectives Achieved in 2018:

Patrol Division:
- Continue to train the Technical Accident Unit add two new members
- School Safety Program continued at Southern Door and Sevastopol
- Finished update to policy manual (Lexipol)
- The Marine Patrol Unit issued: (5) Citations and (10) Written Warnings.
- The Snowmobile Patrol issued: (7) Citations and (7) Written Warnings
- Marine Patrol Deputies completed 8 hours of Tactical Boat Operations Refresher put on by the DNR Wardens.
- Total number of vehicle accidents involving: Property Damage 226, Deer 334, Personal Injury 101, Fatalities 7.
- Total number of Traffic Warnings issued 2,613; Vehicle Defects 217; Citations 1,487, OWI 85.
- Total number of incidents responded to: 6,342
- Continued collaborative training with Sturgeon Bay Police Department, Gibraltar PD, Washington Island PD, Wisconsin State Patrol and DNR
- Started the Active Shooter Hostile Event committee to work in partnership with EMS and Fire Departments
- Worked with County EMS and Fire and SPFD to train command and control of active threat incidents
- Conducted 16 hours of in house training for all members of patrol division.
- All squads are now equipped with Mobil-Audio-Video
- Completed updates on squad computers
- GPS tracking in each squad that interfaces with TRACS 10
- Lt. Lauder completed Command and Staff College
- Added computer forensics unit in cooperation with SBPD
- K9 statistics for 2018:
  - 6 search warrants
  - 9 presentations
  - 9 deployments for suicidal/lost or missing persons
  - 29 deployments drug related searches to include vehicles, schools, jail and consent searches in private residences
Jail Division:

- Added Exercise Equipment to Inmate Recreation Room
- Hired Full-Time Contract Employee to Facilitate Operation Fresh Start
- Upgrade Technology in Inmate Program Room
- Upgraded/Replaced Inmate Mattresses
- Replace Televisions in APOD Housing
- Continue to work on PREA Compliance
- Added ELSA-Mobile Translation/Google Tablets
- Installed Content Broadcasting Monitors in housing units
- Reviewed Inmate Handbook
- Implemented Pretrial Release Monitoring Program
- Installed two (2) Automated Breathalyzer Kiosks
- Completed in-house training for mandated areas
- Reviewed contract with Food Service Vendor (Summit)
- Implemented Electronic Medical Administration Record Software (Sapphire)
- Two (2) Operation Fresh Start participants completed all 7-program modules

Investigative Division:

- Provided the community with informational presentations on drug recognition and enforcement, elder abuse, identity theft, school bullying, ICAC investigations, etc.
- Participate in a multi-jurisdiction task force to locate and arrest offenders who are involved with using computers to facilitate child sex acts.
- Drug Task Force participated in 16 residential search warrants and investigated 88 drug cases including controlled buys and other related cases.
- Provided the community with an unused prescription drop-off program at the Door County Sheriff’s Office, staff YMCA health fairs to collect medication and quarterly staff the Senior Center to collect medication.

E. Knowledge Sharing 2018

- Electronic release of incidents on a daily basis to local media.
- Elder Abuse Identification Theft presentations at local CBRF’s and YMCA’s.
- Collaborative agency crime information networking with state and local law enforcement agencies.
  - Door/Kewaunee Drug Task Force
  - I.C.A.C – Internet Crimes Against Children Task Force
- Provide annual jail tour with the Public Safety Committee
- Host annual Leadership of Door County Program by providing information on local government and the legal system to participants.
- Chief Deputy and Jail Lt. maintain Facebook page.

F. Department Budget Status

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Grants received for 2018: Department of Natural Resources Snowmobile Patrol Grant; Department of Natural Resources Water Patrol Grant, Bullet Proof Vest Grant, SCAAP Grant, Office of Justice Assistance WIJIS Grant, DOJ grant for Heroin and opiate investigations. DOJ grant for Methamphetamine, CEASE grant for Marijuana cases, Pre-book ing Diversion Grant.

G. Other Accomplishments:
  - Sheriff and Chief Deputy continue as member of the NWTC Criminal Justice Advisory Board
  - Continue working with the Crime Prevention Foundation, a 501c3 non-profit, through the Door County Community Foundation. The Crime Prevention Foundation collects public donations to fund a K-9 unit for the Sheriff’s Office and to help fund Law Enforcement related items not budgeted for.

H. Issues, concerns and Restraints:
  - The budget for County Government will always be one of the main concerns for the Office. The Office continues to search for revenue generating opportunities as well as ways to reduce tax levy dollar expenditures.
  - Highway Safety – Accident Reduction.

I. Goals and Objectives for 2019:
  - Jail Division:
    - Intercom and Wonder Ware upgrade
    - Explore Options Convert cell R5 into a Dry Cell for Safety
    - Continue to build on Operation Fresh Start
    - Review Inmate Programming
    - Review/Update Policy/Procedures and CTO Manual
    - Review/Update Inmate Handbook
    - Explore additional opportunities for Recreation Room
    - Review Medical and Food Service Contracts – Possible RFP’s
    - Develop campaigns for Content Broadcasting Monitors
    - Explore the possibility of tablets in housing units
  - Patrol Division:
    - Implement the Lexipol daily training bulletins for policy review. (Updating Lexipol manual will implement DTB’s in 2019)
    - Conduct 16 hours of in-house training for all members of the patrol division.
    - Continue to update and train the Technical Accident Unit.
    - Send additional first line supervisors to Leadership in Police Organizations
    - High visibility for the Marine Patrol and Snowmobile Patrol
    - Maintaining the Community Police Patrol concept
    - Continue the use of Mobile-Audio-Video in marked patrol units (MAV in all patrol units in 2018).
    - Maintain patrol staffing levels
    - Organize and execute level 2 active shooter training for all LE and EMS in the County.
    - Continue collaborative training with Sturgeon Bay Police Department
    - K-9 unit to have high visibility and used for drug investigations and missing person cases
    - Begin to establish a peer support group for officer involved critical incidents. (Sent two deputies and a dispatcher to resiliency training in 2018).
- Upgrade firearms carried by patrol deputies (upgraded SWAT sniper rifles in 2018).
- Develop and implement School Resource Officers in three county schools.
- Participate in the Learning in Retirement by cooperatively teaching class with SBPD. Taught one LIR class with SBPD in 2018, teaching two more classes in 2019.
- Send eight more Deputies to CIT Training.

- Investigative Division:
  - Continue operating the drug drop off program for the public to destroy outdated and unused drugs they have in their homes.
  - Continue to provide informational presentations to the community about drugs and drug investigations.
  - Continue to provide community presentations about internet safety and ICAC.
  - Check the addresses of local registered sex offenders.
  - Continue to work on Drug Enforcement with the Door / Kewaunee Drug Task Force.
  - Explore the possibility of an Electronic Forensic position.
Mission Statement and Summary of Responsibilities
The Door County Soil and Water Conservation Department is created under the authority of Chapter 92 of Wisconsin Statutes. Chapter 92 gives the SWCD the responsibility for the administration of the County soil and water conservation program and the authority to exercise the powers granted to the Land Conservation Committee. The legislative declared policy of the State in Chapter 92 is to halt and reverse the depletion of the State's soil resources and pollution of its waters. The SWCD has a responsibility, and directive under Chapter 92, to promote land uses and programs which advance conservation and the protection of Door County's natural resources. The mission of conservation and environmental advocacy is the standard by which SWCD programs are developed and implemented.

Land Conservation Committee (April 2018)
Ken Fisher, Chair
Dan Austad
Vinni Chomeau
Randy Halstead
John Neinas
Richard Virlee
Mike Vandenhouten, FSA

Soil & Water Conservation Department Staff
Erin Hanson, County Conservationist
Beth Hanson, Administrative Assistant III
Greg Coulthurst, Conservationist
Brian Forest, Conservationist
Dale Konkol, Conservationist
Krista Lutzke, Conservationist
James Salscheider, Conservationist LTE
Kevin Seng, Conservationist

Program Summary

Agricultural Performance Standards and Animal Waste Storage Ordinance
Chapter 23 of Door County Code establishes minimum nonpoint pollution standards for agricultural operations to protect ground and surface water quality. Through this program livestock operations and cropland are reviewed for compliance. SWCD issues a notification letter to landowners/operators informing them of the findings, offering technical assistance to develop a plan, identifying required and available cost share, and establishing a schedule for achieving compliance. SWCD staff assist operations with conservation planning to not only meet the minimum standards, but also for proper resource management. Chapter 23 also regulates the location, design and construction of animal waste storage facilities to reduce the impact to ground and surface water quality. Permits are issued for animal waste storage facilities that meet required design and construction standards.

In 2018 Chapter 23 was revised to add requirements for handling process wastewater and new targeted performance standards for manure applications in Silurian Bedrock areas (soil depth of 20 feet or less). SWCD issued eighty notification letters in 2018. Of these, thirteen identified that the site was in compliance with all performance standards, sixty-one were offered cost share assistance to install corrective measures to fully or partially resolve noncompliance, and six were notified that cost share was not required. SWCD followed up with noncompliant landowners/operators through formal discussions, issued four citations, and worked with Door County Corporation Counsel on three enforcement cases. One waste storage permit was issued for construction. SWCD staff conducted approximately sixty-five site reviews of previously installed cost share projects with contractual operation and maintenance periods.
Beaches
SWCD and Public Health are jointly responsible for surface water quality at Door County beaches. SWCD handles pollution source identification, beach contamination reduction efforts, and monitoring previously installed practices at beaches. In 2018 SWCD provided guidance to the Town of Egg Harbor and Town of Gibraltar for the planning of additional beach areas on recently purchased properties. SWCD continues to participate on the Wisconsin Coastal Beaches Work Group Committee and assisted with a presentation to the Board of Health.

Buffers
SWCD promotes installation of vegetated buffer strips in critical and riparian areas to protect surface and groundwater resources. The Conservation Reserve Enhancement Program (CREP) is a voluntary program that provides incentive payments to landowners who install filter strips along streams and wetlands in southern Door County. In 2018 SWCD worked cooperatively with the USDA Farm Service Agency to promote CREP in the Sugar, Renard, and Silver Creek watersheds. In 2018 five expiring contracts were renewed for 24 acres of continued protection. Nine new contracts were developed for an additional 53 acres of protection. In 2018 SWCD renewed four expiring “CREP-equivalent” agreements for 9 acres of continued protection using funding from the Department of Agriculture, Trade and Consumer Protection.

Dunes Lake
SWCD has worked with a wide range of partners to identify the cause, extent, and actions needed to address accelerated eutrophication in the ecologically significant Dunes Lake and adjoining wetlands. Future restoration activities will include removal of legacy phosphorus accumulated in organic sediments, control of invasive cattails and non-native phragmites, and reestablishment of fish connectivity from Lake Michigan through Dunes Lake to Geisel Creek. In 2018 SWCD partnered with others on grant applications to secure additional funding with a goal of completing approximately 18 more acres of hydraulic dredging and continued treatments of invasive plants. Related educational/outreach efforts include an article in the 2018 Wisconsin Great Lakes Chronical of the Wisconsin Coastal Management Program and a guided trip for the combined WLWCA Great Lakes and Lake Michigan Area Association 2018 summer tour.

Forestville Millpond
Door County owns and operates the Forestville Dam which creates a man-made impoundment of the Ahnapee River, the Forestville Millpond. In 2016 renewed public concern about Millpond conditions prompted SWCD to collect updated data about water chemistry, sediment cores, aquatic plants, bathymetric survey, and public opinions about conditions and management actions. Results were incorporated into a final report in June 2018. In 2018 SWCD further evaluated management options with a stakeholder group and advanced a recommendation to draw down the millpond for a period of two years after November 1, 2019. SWCD reviewed the information and process with the Facilities and Parks Committee, responsible for management of the Forestville Dam, and the Land Conservation Committee at three joint meetings between June and December 2018. One of these included an interactive public question and answer session at the Forestville Town Hall. Following a fourth joint meeting of the two committees, in January 2019 the Door County Board passed a resolution to draw down the millpond.

Invasive Species
SWCD maintains a lead role in the Door County Invasive Species Team (DCIST), a collaboration of natural resource professionals, community leaders and interested citizens who seek to halt the invasion of exotic non-native plants. SWCD serves as the fiscal manager for DCIST by actively seeking and administering grants, contracting with a coordinator for DCIST, and hiring seasonal LTEs for invasive species work each
year. As funding for invasive species control has tightened, SWCD has promoted adoption of municipal noxious weed ordinances to maintain current levels of invasive species control. SWCD provides technical assistance for ordinance development and implementation. With the adoption of an ordinance containing, at a minimum, *Phragmites australis*, DCIST and SWCD offer cost share to ease the financial burden on the municipality for treatments of priority invasive species.

In 2018 SWCD and DCIST finalized an “Invasive Species Strategic Plan” that outlines initiatives, strategies, and actions to achieve the mission of DCIST over the next five years. DCIST has an updated website, now located at [www.doorinvasives.org](http://www.doorinvasives.org), and maintained a Facebook presence in 2018. A wide range of DCIST educational opportunities and control activities were funded by grants from the Wisconsin Department of Natural Resources, the Wisconsin Coastal Management Program, and the United States Forest Service that SWCD managed on behalf of DCIST. SWCD hired two seasonal LTEs to complete Clean Boats Clean Water educational efforts, inventory and control Phragmites and wild parsnip on county road right-of-ways, and conduct one-one site visits with landowners. SWCD’s municipal cost share program received applications from six municipalities for a limited amount of funding in 2018.

**Land & Water Resource Management Plan**

SWCD programs and priorities are outlined in the “Door County Land & Water Resource Management Plan, 2011-2020” as required by the state. Each year the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) allocates funds to SWCD to address conservation issues identified in the approved plan. In 2018, as in years past, DATCP provided SWCD with a grant that only funded a portion of the statutory goal for staff support. In 2018, DATCP cost share funds were encumbered for a roofed manure storage project ($29,480) and CREP-equivalent buffers ($26,271).

**Nonmetallic Mine Reclamation**

SWCD administers Door County Code Chapter 36 to ensure local nonmetallic mining sites will be properly reclaimed in accordance with State Administrative Code and Statutes. Each site is inspected annually for compliance and the required financial assurance monitored annually to ensure adequacy. Fifty permitted mine sites representing 1,684 potential mine acres and approximately 840 actively mined or un-reclaimed acres were inspected in 2018. The nonmetallic mine reclamation program is a self-sustaining fee driven effort. Operator annual fees in 2018 were reduced by 45 percent to reflect actual anticipated SWCD workload. Annual fees collected for program year 2018 totaled $29,580.65.

**Nutrient Management**

Nutrient management’s purpose is to minimize nonpoint pollution of ground and surface waters by avoiding the over-application of nutrients to crop fields through the proper placement, timing and crediting of nutrients such as animal manure, legumes, and commercial fertilizers. SWCD provides one-one technical assistance to landowners/operators to assist them with nutrient management and the SnapPlus software. SWCD also audits plans and manure applications to ensure all applicable requirements are being followed and works with the landowner, farm owner and crop consultant to resolve identified problems.

In 2018, 215 nutrient management plans were submitted to SWCD, covering approximately 77,505 acres or 90% of all cropland acres in the county. DATCP provided $28,000 to cost share new nutrient management plans in 2018. SWCD signed nineteen cost share agreements with landowners/operators to enroll 700 new acres in nutrient management plans and prepared agreements for an additional 202 acres where cost share was offered, but not accepted by the landowner/operator.
Targeted Runoff Management Program

This competitive program through the Wisconsin Department of Natural Resources provides grants to SWCD by which cost share can be offered to landowners to install practices to address water quality issues. In 2018 SWCD initiated discussions with landowners to begin planning for practices to be installed in 2019 at two locations in the Fabry Creek and Silver Creek Headwaters. In 2018 SWCD successfully applied for a large scale project in the Sugar Creek Watershed, which will provide $409,000 of cost share for landowners/operators and $40,860 in SWCD staff support in 2019-2021.

Technical Assistance

SWCD provides technical reviews and onsite inspections of proposed plans for stormwater, erosion control, rockhole alternative protection, nonmetallic mining operations, and land disturbance projects for the Land Use Services Department. This review process is included in an inter-departmental agreement for permitted land uses under County Ordinances. In 2018 SWCD reviewed 13 land disturbance projects, 8 new or existing projects for storm water and 4 impervious surface ratio applications. SWCD also conducted compliance inspections for storm water runoff construction projects and construction site erosion practices. In 2018 SWCD staff assisted the Land Use Services Department with updates to floodplain maps for Kangaroo, Clark and Europe Lake by improving on existing floodplain studies and maps. SWCD staff collected survey data of dam structures, road crossings, stream cross-sections and existing benchmarks at key locations identified by FEMA and the Wisconsin DNR. Staff processed the data and supporting documentation in collaboration with FEMA and the Wisconsin DNR to tie the updated data to historic documentation.

SWCD also provides technical assistance to the public by maintaining staff with diverse expertise in natural resources and a network of other resource professionals for referrals. Providing technical assistance to the public will continue as resources are available and when it provides an environmental or conservation benefit. In 2018 SWCD assisted with numerous Phase 1 or potential historic property impairments for environmental companies, identified sites with lead and arsenic pesticide residue in soils, and provided groundwater information and technical assistance to landowners, potential buyers, real estate agencies, and land developers. SWCD also participated with spring monitoring sites for a groundwater study by the Nature Conservancy.

Watershed Projects

In 2018 SWCD drafted a “9 Element Watershed Plan” for the Door County portion of the Ahnapee Watershed. It was submitted to the Wisconsin Department of Natural Resources in October 2018 and will be revised in 2019 to address any required edits for approval by the US Environmental Protection Agency. In 2018 SWCD continued to emphasize conservation efforts in the Sugar, Renard, and Silver Creek Watersheds using funds from the National Fish and Wildlife Foundation Conservation Partners Program. This grant provides funding for staff to provide technical assistance to landowners/operators and water quality and benthic macroinvertebrate sampling from six sites within the three watersheds. SWCD submitted a successful application to the same program for the Kayes and Larson Creek Watersheds, providing $87,100 for work to be completed in 2019-2021.

Well Abandonment

This program financially assists landowners with the cost of properly abandoning unused private wells to prevent ground water pollution. In 2018 two letters were mailed to landowners with possible improperly abandoned wells informing them of the cost share program, and of those one approved abandonment was completed. A total of four wells were abandoned, the remaining landowners were informed about the program by a well driller.
Wildlife Damage Abatement & Claims

SWCD provides technical assistance to landowners who experience damage to any commercial or agricultural crops from deer, geese, turkey and/or bear. Enrolled landowners choose one of two public hunting options and follow their abatement plan to be eligible for assistance, claim payments, and/or abatement reimbursements. A shooting permit option with mandatory harvest objectives is available to a landowner who does not want their land open to the public, in return enrollees forfeit eligibility for any claim payments or abatement reimbursements.

Twelve landowners completed enrollment for deer and/or turkey crop damage abatement. No damage appraisals were conducted in 2018. Sandhill crane complaints were minimal, however Sandhill cranes are currently regulated by the federal government and are ineligible for any WDACP assistance. Seven shooting permits were issued to control excessive deer damage and one permit was issued for excessive turkey damage. A preliminary count indicates that 35 deer were shot by the permitted landowners. The Deer Donation Program for Door County received 59 deer donated to local food pantries, which is consistent with average numbers over the past nine years but substantially less than the 253 deer donated in 2008 which was the last earn-a-buck season.

Wisconsin Working Lands Initiative/Farmland Preservation Program

Through this program eligible landowners receive income tax credits for maintaining land in farming activities and meeting required conservation standards. SWCD ensures participants meet state conservation standards to remain eligible for tax credits and inspect operations once every four years. Self-certification forms were sent to all participants under contract or under Exclusive Agriculture zoning and in 2018 SWCD inspected 7 operations, issued 22 Certificates of Compliance, and 1 Notice of Noncompliance.

Budget Status

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Grant Totals Utilized In 2018:

- DNR Aquatic Invasive Species Grant $55,759.73
- DATCP Soil & Water Resource Management Grant $143,164.00
- DATCP Land & Water Resource Management Grant $13,338.55
- DNR Wildlife Damage Claims Program $19,964.90
- WI Coastal Management (Invasive Species) $1,584.48
- US Forest Service (Invasive Species) $22,857.53
- NFWF Phosphorus Reduction $15,307.69
- DNR Lake Planning Grant (Forestville Millpond) $16,382.02
- DNR 9 Key Element $20,000.00

Revenue from Self-funding Accounts:

- Shoreland Zoning $2,000.00
- Soil & Water Fund $11,124.00
- Nonmetallic Mine Program $27,959.60
Donations Utilized in 2018:
Invasive Species Donations $622.58

Other Revenue
RRSB Interest $6,979.35
Copies & Postage $162.05

Issues, Concerns and Restraints
Maintaining existing SWCD staff is critical to program success as continual engagement with landowners/operators is necessary to educate them about changing regulations, make progress at installing practices or changing habits, and ultimately address water quality problems. SWCD has successfully pursued grants that provide cost share to landowners and fund staff. However, the short-term nature of these programs (2-3 years) requires a continual time investment to apply for and manage multiple grant programs, each with a unique set of requirements and reporting expectations. Sustained funding that is commensurate with the duties of a county conservation department is necessary.

2018 Goals and Objectives Achieved
- SWCD advocated for groundwater quality protection by supporting the development of targeted performance standards for Silurian bedrock areas in ch. NR 151, Wisconsin Administrative Code, and adopted these standards into Chapter 23, Door County Code.
- Additional grant funds were applied for and secured to provide cost share to install agricultural best management practices, support staff efforts within targeted watersheds, and maintain DCIST/SWCD invasive species efforts.
- SWCD assisted partners with grant applications for funding to restore Dunes Lake and conducted educational tours to illustrate the effects of nutrient loading to a unique and sensitive coastal wetland complex.
- SWCD worked with resource professionals, stakeholders, and the Joint Facilities and Parks and LCC committees to make a recommendation for management of the Forestville Dam that was approved by the Door County Board of Supervisors.
- SWCD maintained emphasis on reducing nonpoint pollution to protect water quality by promoting sound nutrient management on agricultural fields, taking action to achieve compliance with minimum statewide agricultural standards, providing technical assistance to landowners to install best management practices and technical assistance for a wide range of other water quality issues.

2019 Goals and Objectives
- Maintain and build upon existing natural resource protection programs during a time of diminishing fiscal resources. Continue to identify new revenue streams for multiple SWCD programs.
- Continue implementation of agricultural nonpoint water quality performance standards. Focus staff effort and cost share on sites susceptible to groundwater contamination and in targeted watersheds for surface water quality improvement. Provide technical assistance and cost share to landowners/operators to increase the number of agricultural best management practices installed in 2019. Continue training to advance skill sets of all staff.
- Work with the Facilities & Parks on implementation timeline and provide support for draw down of Forestville Millpond.
Mission Statement:
The mission of the Technology Services (TS) Department is to develop, oversee, and coordinate all data processing and information management functions for Door County government buildings and agencies. We ensure that adequate services are available to County agencies in order to provide efficient and necessary use of data to render needed services to County staff and taxpayers.

Responsibilities:
The Department implements and supports a wide variety of County technology that includes, but is not limited to, Local/Wide Area Networks (LAN/WAN), physical and virtual servers, end-point devices, phones, courtroom technology, building/department related systems (alarm/security/time clock/fuel/scale/PSRS Radio), audio visual technology, and telecommunications.

Provision and maintenance of secure and highly available 24 x 7 access to information systems and support is handled by the TS Department. We ensure that technology hardware and software continues to meet the needs of the organization. This includes, when necessary, modifying, rewriting, and enhancing or upgrading software/hardware that no longer accomplishes these needs. Our staff continues to supply requesting departments with computerization solutions, and responds to any hardware or software problem that arises.

TS provides daily operational support including the operation of a 24 x 7 County helpdesk. The helpdesk provides support, guidance, and formal or informal training to end users. We manage and respond to any requests, suggestions, or problems that may come up with technology systems. We add new users to County systems including phone and voicemail. We also maintain and operate accounting systems related to the capture of County technology costs such as print and telephone. We produce monthly reporting to all departments on their specific costs.

We communicate and collaborate with all County staff/departments on short and long term technical plans involving the purchase, use, or support of computerized data. This involves thorough investigation of the actual job that needs to be accomplished and analyzing the hardware and/or software required to meet the goals and objectives of the end user. All requests from county departments for computerization and/or data processing filter through the Technology Services Department.

It is necessary for the department to keep abreast of current trends, threats, and solutions available in order to meet the needs of our users by using books, manuals, magazines, the internet, seminars, vendor-specific user groups, and classroom training. This is a very rapidly evolving field of work, with new technologies being developed and released monthly. It is also a time where dissemination of information via the internet is becoming the norm or expectation of our constituents.

All software subscriptions, licenses, and maintenance renewals are processed in the TS department. It is vital that these are kept current and up-to-date to prevent a lapse in coverage or a possible outage of service.

The development and management of an annual budget (computer hardware/software, telephone) for all County agencies is the responsibility of the TS Department. By doing so we provide insight to the County on technology costs as a whole or in granular departmental views. We project future communication budget needs of all departments based on current call data. We complete the budget cycle in a fair and efficient manner across all departments based on both short-term and long-term goals and proper planning.
We assist with, negotiate, and/or complete various contracts/agreements. This includes but is not limited to the various long-term telecommunication contracts for local, long distance and cellular service, internet, towers, fiber, hardware/software service, pricing, and the entities to which we provide service outside of core County.

Policies as related to the support, maintenance, security, and use of technology are developed and written by the TS Department.

We actively serve on the CATS committee. The CATS committee is primarily focused on the Public Safety Communication infrastructure and systems. This infrastructure continues to migrate to a digital versus analog technology. All projects and upgrades or changes to the Public Safety System are approved by the Technology Services Committee. The Door County CATS Committee and TS Committee continue to stay in front of the underlying needs of these systems.

The Director is entrusted the responsibility of County Security Officer (CSO) as it relates to information that is housed in various electronic systems. The director ensures that digital data remains secure, via his staff and input from the departments. This job ensures that there is ample protection of any digital data the department has control over, protects county data from any unauthorized access or manipulation, and serves as the major contact/liaison between most of the State of Wisconsin provided systems and the County of Door.

Accomplishments:
The Department is fully staffed to support operational hours from 8am to 4:30pm Monday through Friday. However, County technology needs to operate on a seven day, 24 hour basis. Day to day, month to month and annual operations of the Door County data network are all part of technology services. Our after-hours help desk rotation continues to run smoothly allowing each technician to only be dedicated to providing this service one week per month. Keeping the County’s technology up and running smoothly goes unnoticed for most, but the dedication of this staff is of significant value to all County operations. Ongoing helpdesk ticket resolution is a never-ending task. We continue to find ways to improve the quality of service we provide while reducing downtime for the end users.

We uphold a current and reliable infrastructure, which is a daily endeavor requiring daily maintenance, routine backups, and log monitoring of the data network. Along with doing this, we continue to update our documentation and procedures for handling various tasks within our department to aid in efficiency, knowledge transfer, and compliance. This includes creation and implementation of HIPAA policies for the organization. We also focused this year on training and have invested in weekly sessions, where permitted, to provide in-house training to bring everyone up to speed on our various systems where expertise is limited to specific staff members.

The TS staff are responsible for all enterprise systems, endpoint devices, and account creation/setup. As part of this responsibility, we applied various upgrades and patches that are essential to security and keeping things running smoothly throughout the year. We implemented a WSUS update server and maintenance window to help facilitate this need. We also have added, deleted, and edited many users within the County technology systems and continued to upkeep security with permission changes and audits. Our duties also include the relocation of various employees’ technology and we handled numerous staff moves throughout the year while keeping their down time to a minimum - many times on their schedule, not ours. We also have been able to establish a system to keep the hardware and user inventory up to date. Although creating the list was a large undertaking, keeping the list up to date for real time availability is just as, if not more, important and allows us to project future needs to proactively address and budget for in future years.
The TS Department continued to provide services to the City of Sturgeon Bay and Sturgeon Bay Utilities as an intertwined part of our enterprise. As an extension of our network we provide the same services and enterprise systems to them as we do our County buildings. These services include support for such things as their network, software, hardware, and phone system. We also share resources with other entities which include but are not limited to the Sturgeon School District, Southern Door School District, Sevastopol School District, State Patrol, Wisconsin Public Service, and the Department of Transportation. Sharing of these resources and services benefits all of us by decreasing costs, gaining valuable real-estate and services, and allowing us to all serve our constituents more effectively.

We continue to work toward increasing other department’s training/involvement in their specialized software. Examples include Spillman-Sheriff, CHEMS/Phoenix Fuel/InterAct Scale-Highway, and NWS-Finance. Our department’s duty is installation, maintenance, and the infrastructure for these programs to operate as efficiently as possible. It is unrealistic for our department to be experts in all of these software packages because of our lack of knowledge of those department’s functions. A specific goal this year was to increase involvement of these departments in their own software allowing for better decision making when it comes to future upgrades/add-ons, improved workflows, planning for outages, and better efficiencies. It also allowed our department to give back some of the administrative functions we had been providing allowing us to serve everyone better.

The TS department completed multiple communications related items this year. One was a total phone system upgrade from which we migrated from an outdated Avaya system to a highly upgraded Cisco system. Due to the extreme dedication of the team and immense work done on the backend, we were able to implement the new phones during an after-hours swap with little to no downtime while being fiscally responsible with overtime. Along with the phone system in parallel we were able to complete installation and implementation of the new E911 and radio systems which began as an RFP process in 2017. These items allow for better integration with our systems, retired our outdated solution, and allowed us to expand the services we provide making us compliant for future mandates.

Installation of a new server compute platform began in 2017. This involved research of compute and projection of future County infrastructure needs, comparison analysis of hardware specifications, and cost comparisons. The compute platform is comprised of the server, storage, and core network. It is the lifeblood of the County when it comes to daily operations. The new compute allows for high availability, redundancy, and efficiency. In 2018 we were successfully able to migrate the rest of our systems over to the new platform. This platform has a high expected life cycle and 5 year warranty and so far we are extremely pleased with its performance. Along with the compute platform we also upgraded our video storage system, migrating all of our servers to the new platform and keeping their workloads off our primary systems, and improving overall performance.

We continued the Sturgeon Bay Fiber Project in collaboration with the City of Sturgeon Bay, School District of Sturgeon Bay, and NWTC. This project took a considerable amount of work in order to negotiate terms, setup E-rate, determine costs, and facilitate the needs of all parties. This year we were able to complete the physical running of the fiber allowing its use, establish our accounts with USIC/Diggers Hotline for fiber maintenance, and receive final billings from our engineer. We do have some outstanding items including a squirrel damage claim, change order analysis, and final project approval, but I expect this to be fully completed within the first quarter of 2019.

TS continued the process of connecting the Public Safety Tower sites to the Door County Network via dark fiber links. This provides for connectivity that has basically unlimited bandwidth for future growth versus constraints imposed by microwave technologies. This allowed us to connect our Sister Bay EMS facility as an extension of our network the same way the Highway, ADRC, and Justice Center operate. We also
transformed the public safety radio system network from a layer 2 network which left us susceptible to entire system failure from a single incident to an isolated layer 3 network making the system more resilient.

The Jail Audio upgrade process was started in 2018. We worked with the Sheriff’s department to select a vendor and make sure the new system would meet their need as well as making sure it will work within our infrastructure.

The ADRC/EMS building went live this year and our department was a large part of that process including fiber connectivity to the County network, phones, faxes, printing, wireless, workstations, audio/video, kiosks, FOBs/Door Control, radio, and even alarms.

In 2018 the TS Department completed several network related projects. This included updating a multitude of items from the majority of our edge/closet switches to 10Gbps uplinks to make use of our new compute platform, all the way down to endpoint devices. We have two County closets that remain (JC MDF and Master Control) and one City closet (2nd Floor IDF) which we anticipate to be completed within the first or 2nd quarter of 2019. We also implemented our new SG650 firewall allowing us added capacity while better securing our network. Along with the closet upgrades, the new switches facilitated the upgrade of the government center camera system. We migrated from an old analog camera system with a DVR that made it difficult to retrieve footage to IP based cameras, integrating them into the same package all of our current cameras are utilizing, including the ADRC and Justice Center. Theses cameras are higher quality, more easily maintained, and can be viewed anywhere on the County network with proper authorization. Lastly with the closet improvements, we began the rollout of the centralized FOB system which began in 2018 but will be finalized in 2019.

Several negotiations were led by Jason Rouer, Director of Technology Services, with AT&T, City of Sturgeon Bay, NSight/Cellcom, Microsoft, etc. and with the help of Corporation Counsel led to various contracts/agreements. This enabled the County to reap significant cost savings, enhancing fiscal responsibility, as well as secure ongoing collaboration with regard to our infrastructure and fiber expansion projects.

I have received numerous feedback from other departments regarding how their confidence level in our department and the communication between our department and theirs has increased. This type of feedback is immeasurable for a service department like ours and I’d like to attribute that to our change in culture and dedicated staff.

I can say with great pride we have remained fiscally responsible and have been under budget on all of our projects to date. We continue to find various ways to save costs and increase value by purchasing equipment through alternative channels, researching equivalent but less expensive solutions and purchasing refurbished or aftermarket hardware.

**Department Budget Status:**

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<td>2018 Levy Appropriation</td>
<td>$1,365,933</td>
<td>$1,200,703</td>
<td>$1,449,581</td>
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<tr>
<td>2018 Budgeted Revenue</td>
<td>$101,870</td>
<td>2018 Actual Revenue</td>
<td>$89,424</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2017 Actual Revenue</td>
<td>$238,315</td>
</tr>
</tbody>
</table>

**Grants received for 2018:** None
Issues, concerns and Restraints:
The information technology industry grows rapidly, leaving much to the unknown. This, in turn, affects budget projections, staffing, and ultimately the services we continue to provide. It is difficult to predict and plan for the unforeseeable circumstances and unknown technological evolutions. The lifespan of the industry’s hardware and software is decreasing at a significant rate, necessitating a continual budget investment.

With a staff of five technicians, staying on top of daily helpdesk tickets while working through large-scale projects has become increasingly difficult. The online ticketing software reports an average of 17 daily tickets submitted. In addition, although we do our best to track all incidents some fall through the cracks and do not get reported due to circumstance and urgency. We err on the side of customer service versus numbers.

Although we try to plan to the best of our ability through capital outlay and CIP items, there seem to be a number of large ticket items that come in throughout the year in urgent fashion. The department is designed to absorb helpdesk calls/tickets on a regular basis, however, these are items that go above and beyond basic tickets and take staff away from scheduled tasks and yearly responsibilities, forcing us to adjust our timetables. As the County continues to look at governmental efficiency and departments continue to broaden services including new buildings/workspaces, they require Technology Services solutions. All of these put a greater burden on our and other internal service departments and ultimately their staff which are a limited resource. I am left with believing we spend more time wondering if we can do something than if we should do something considering the soft costs and how they impact other departments, namely internal service departments and sustainability has been overlooked.

Proper staffing with the appropriate technical skillsets is a continued concern as new systems and responsibilities are added, older familiar systems continue to age, and new technologies emerge. The County of Door pay scale, although based off of a study, does not take into account the special skillsets needed in the Door County area and ultimately competing with and pulling from the Brown County area which pays more. This has impacted our ability to hire and retain adequate staff. Finding ways to incentivize individuals to go beyond the current technology already in place or not becoming a stepping stone for other organizations after we have trained internally remains a concern.

As a County technology agency we continue to be vested in our community. However, with limited staffing resources, providing services to entities beyond our own agencies needs to be allocated to appropriate public resources, and not made the responsibility of the County of Door Technology Services Department.

2019 Goals and Objectives:
Continue to research information technology that will enable the County and City departments we support to meet their ever-shrinking budgets and yet continue to provide efficiency and excellence to their constituents.

Continue to spend the major part of the year maintaining a 500 node PC network and 750 node telephone network so that it remains highly available to all departments who depend on it to function in a normal business setting. This includes software and hardware upgrades as needed and budgeted, technical support, education, and researching new technology that may be applicable to our business processes.

Expand training for department staff, which is vital for staying abreast of the ever changing world of technology. Online training, classroom training, and conferences will allow the department to stay on top
of trends and technology needs. Along with continued outside training, we will spend time focusing on continued education within our environment to ensure the most efficient solutions for our end users.

Continue to share resources and reduce costs by adding NWTC Sister Bay and Lawrence University to our fiber ring.

Assist the Facilities and Parks Department with staff relocations throughout the year including the 2019 Government Center remodel.

Continue working toward our end of life plan/retirement of our AS400 system, which includes a software upgrade for the Land Records Department. The software choice was made in 2018 and we will continue the implementation process through 2019.

Complete large capital outlay items like Dual Factor Authentication, the County Website/Intranet revamp, interactive kiosks for visitors as they enter our locations, replacement of the Sister Bay racking/cabinet system, new provisioning server hardware, and our leased copier rollout/deployment.

Continue to enhance security and in turn provide HIPAA compliance, with the assistance of the Security Official, through assessment, policies, and implementation.

Upgrade our cybersecurity/anti-virus software from Sophos to Bitdefender to augment our security and combat compatibility issues between Sophos and our virtual environment.

Continue enhancement of the back-end server infrastructure, network, SAN, and related technology systems that support the enterprise. This will include an Exchange Server upgrade and rollout/assessment of our Spectrum Protect backup solution and implementing the latest Windows OS in both servers and workstations in both virtual and physical devices.

Work through the annual CIP and budget process within the constraints of the 2019 parameters placed upon us by Door County, the Federal Government, or the State of Wisconsin.

Complete various 2018 projects including upgrading the remaining switches in closets to 10Gbps uplinks, Jail Audio, Ceridian software, and FOB/Door Control Systems.

Continue PC-based and server virtualization using the Citrix XenApp, XenServer and XenDesktop environments in an effort to more efficiently use county resources and space. Various upgrades to these core systems will take place in 2019.

Complete the installation of all Capital Outlay approved hardware and software applications including our thin client (Wyse) replacement, which will begin in 2019.

Respectfully Submitted by: Jason Rouer
Door County Technology Services Director
Mission Statement
The Door County Treasurer's Office strives to provide efficient and accurate accounting of county funds and excellent service to the taxpayer.

Summary of Responsibilities
❖ Collection, deposit & distribution of all county funds
❖ Collection of current and delinquent property taxes
❖ Storage of tax records
❖ Foreclosure and sale of tax delinquent property
❖ Distribution of all accounts payable checks

Program Summary
❖ Summary of Money Received January 1st to December 31st 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Settlement</td>
<td>$18,061,171.33</td>
</tr>
<tr>
<td>State Credit on Real Estate &amp; Personal Property</td>
<td>$7,233,717.71</td>
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<tr>
<td>Sales Tax Credit</td>
<td>$4,115,299.60</td>
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<tr>
<td>County Tax Collections</td>
<td>$13,011,660.82</td>
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<tr>
<td>Redemption Tax Collections</td>
<td>$1,343,477.09</td>
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<tr>
<td>Special Assessments</td>
<td>$1,663.04</td>
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<tr>
<td>Gain on Tax Deed Sales</td>
<td>$132,915.54</td>
</tr>
<tr>
<td>Interest on Taxes</td>
<td>$245,292.11</td>
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<tr>
<td>Interest on Special Assessments</td>
<td>$329.59</td>
</tr>
<tr>
<td>Penalty Charges</td>
<td>$122,872.73</td>
</tr>
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</table>

❖ Delinquent Totals December 31, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delinquent Tax Sale Certificates</td>
<td>$1,027,138.55</td>
</tr>
<tr>
<td>Delinquent Special Assessments</td>
<td>$313,648.46</td>
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</table>

❖ Door County Sales Tax Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales Tax Collections for 2017</td>
<td>$3,962,457.27</td>
</tr>
<tr>
<td>Total Sales Tax Collections for 2018</td>
<td>$4,115,299.60</td>
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</tbody>
</table>

Goals & Objectives Achieved in 2018
❖ All property taxes collected for 15 of 19 municipalities
❖ Property tax collection at three locations of Associated Bank
❖ Credit card, debit card, and e-check payments available at counter

Knowledge Sharing 2018
Annual Municipal Clerk-Treasurer's Meeting - October 30, 2018
Department Budget Status:

<table>
<thead>
<tr>
<th></th>
<th>Approved 2018 Budget</th>
<th>Actual 2018 Budget</th>
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<tbody>
<tr>
<td>2018 Levy Appropriation</td>
<td>($408,391.00)</td>
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<tr>
<td>2018 Budgeted Revenue</td>
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<tr>
<td>2017 Actual Revenue</td>
<td></td>
<td>$494,689.47</td>
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</tbody>
</table>

Goals for 2019

❖ Strive for an environment of excellent customer service.
❖ Continuing to find ways to make office more efficient at the tasks at hand.
❖ Keeping up-to-date on the latest technology with the implementation of the new Tax Collection system.

2018 Treasurer's Report

Another year has passed and here are highlights from the Door County Treasurer's Office.

❖ Delinquent taxes at the end of the year were just over one million dollars. This amounts to under 1% of the taxes assessed.

❖ For the first time the ½% County Sales Tax exceeded 4 million dollars.

❖ Each year Door County forecloses on only a handful of properties for non-payment of taxes. This is out of 40,000 parcels on the tax roll. Most are sold by sealed bid and returned to the tax roll, properties sold in 2018 netted the excess of $130,000.

❖ Door County continues to collect first half property taxes for 15 of the 19 municipalities, and all second half taxes are collected at the County level.

❖ During the last year there has been substantial advancement in the decisions in regards to which land records management system the county would be implementing over the next year. There were a lot of hours of research and conversation done by all departments involved in order to determine which program would best fit the departments within the county. After demonstrations by the vendors themselves and visits to other counties that are using the specific operating systems the decision has been made on which system to go with. We are all excited to learn the new ways of our system, so that we can better provide for the community that we serve.

It is always a pleasure to serve the taxpayers of Door County!

Jay Zahn
Door County Treasurer
Door County University of Wisconsin-Extension  
2018 Annual Report

Mission Statement

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work.

Summary of Responsibilities

The Door County University of Wisconsin-Extension office designs and delivers educational programs based on the needs of the county. At the end of 2018 Extension educational programs are being offered in three broad areas: 1) Human Development and Relationships; 2) 4-H Youth Development; and 3) Agricultural – Crops and Soils. Also housed within Door County University of Wisconsin Extension is FoodWise. Within these broad areas, professional educators align themselves with specialists from the University of Wisconsin system to deliver unbiased research-based educational programs based on the needs of the county.

The Door County University of Wisconsin Extension office also has unique partnerships with the Peninsular Agricultural Research Station (PARS) and the Kewaunee County Extension office. The PARS staff help provide fruit outreach educational services to Door and Kewaunee County’s commercial fruit growers. This collaboration between PARS and Door and Kewaunee County Cooperative Extension is implemented in a Memorandum of Understanding. Door and Kewaunee County’s Extension also have specialized their agricultural educator positions, the Door County position provides crop and soil expertise, whereas the Kewaunee County position provides dairy and livestock expertise to residents of both counties.

The Agriculture and Extension Education Committee (AEEC) is responsible for supervision of Extension programming, as specified in Wisconsin Statute 59.56. In a collaborative effort, the AEEC and professional educators work together to fulfill the mission of UW-Extension. The committee is comprised of Randy Halstead-Chair, Nancy Robillard-Vice Chair, Linda Wait, Bob Bultman and Vinni Chomeau.

OBJECTIVES AND OUTCOMES ACHIEVED IN 2018

Department Head / Area 12 Extension Director – Door/Kewaunee/Manitowoc - Rob Burke

Objective: In collaboration with the county, develop a 2019 budget and execute a contract for co-funded educator positions.

Outcome: The objective was achieved and completed in December 2018.

Human Development and Relationships – Tenley Koehler

Objectives

- Continue to work to bring community awareness of the social barriers to better health and successful relationships for families.
• Continue programming that supports healthy development across the lifespan.
• Work to strengthen parent/child relationships, enhance social connections, and promote protective factors for families.

Outcomes

Human Development and Relationships Programs
• Distributed 1,441 Parenting the First and Second Year newsletters to families throughout Door County.
• Raising a Thinking Child (RTC) continues to be a thriving program for parents in the community. In 2018, 23 parents registered for the 8 week RTC series. A winter and summer session were offered. RTC Parents reported that because of the program family stress was lower, children had less anxiety and behavioral problems, and parents felt more confident in their ability to help their children problem-solve and cooperate.
• Led one I Can Problem Solve (ICPS) training to 22 YMCA Summer Camp Staff. ICPS is the provider/school component of RTC.
• Held 4 Block Parties; reaching over 150 children and parents. Block Parties promote positive play interactions between children and caregivers.
• Hosted/moderated 3 Raising of America documentary film screenings and town halls for the community in Sturgeon Bay, Bailey’s Harbor, and Sister Bay; reaching over 60 community members. Evaluations showed that participants were eager to take action by voting, advocating, volunteering and educating the community on the importance of early childhood.

Healthy Living Programs
• In 2018, one session of the StrongWomen program was held at the Door County Senior Resource Center. Twenty-four women participated in the program during the past year. Pre/post fitness tests showed that the 10 week program increased participant’s strength, flexibility, agility, and endurance. Evaluation results showed that 100% felt they increased their overall activity level, have more energy, and sleep better. Participants self-reported feeling physically stronger, having better balance, and reducing joint pain. Of those participants that had screenings (blood pressure/glucose levels/cholesterol/ bone density) performed, 42% reported improvements following the StrongWomen program.

Trauma Informed Care Programming
• After being trained as a trainer in the winter of 2018, hosted one Seven Essential Ingredients of Trauma Informed Care workshop. Participants (25) were from a variety of professional backgrounds including, medicine, public health, education, and human services. Evaluations showed that 100% of participants would recommend this program to a co-worker or friend. Also, 100% reported that their knowledge on the topic had increased and that the information learned would be helpful in their careers. One participant wrote that the training allowed them to “better address the root causes of the issues that our clients face, therefore empowering them to better address their recovery.”

Grants Received
• Sturgeon Bay Kiwanis - Donation-Parenting Newsletters - $250
• Northern Door Kiwanis - Donation-Parenting Newsletters - $300
• Ministry Door County Medical Center - Donation-Parenting - $600

4-H Youth Development – Dawn VandeVoort

Objectives
• Increase 4-H Youth Development opportunities and presence in the community.
• Expand 4-H Youth Development programming within the county utilizing new delivery models and approaches.
• Support Community Youth Development in the county through outreach, active participation in coalitions and developing new partnerships.
Outcomes

Supporting the 4-H Youth Development Program:
- The Door County 4-H Community Club program remains a strong organization in the community. In 2018, there were 165 members and 54 leaders enrolled in 4-H Community Clubs. There are eight 4-H community clubs in Door County (3 in Southern Door, 1 in Sturgeon Bay, 3 in Northern Door, 1 on Washington Island). Additional members are reached through Outreach Programs (Summer Camp, Library Programs, Boys & Girls Club programs); in 2018 that meant an additional 238 youth contacts.

Expanding Access to New Audiences:
- A key component to expanding access is through partnerships. This was the 8th year for the Summer Science Club, taught by 4-H Youth Development Agent, Dawn VandeVoort. Youth developed life skills through exploring various STEM topics. The youth conducted science experiments and learned problem solving, critical thinking and teamwork skills. A total of 28 youth participated in the Summer Science Club.
- Summer Library Program: Libraries Rock! was the theme for the 2018 Summer Reading Program. I was invited to present a science-focused lesson that complimented the sound theme. The “Science of Sound” was an interactive exploration of how sound is made and how our ears hear sound. The 104 participants were able to make a flute out of straws and maracas from plastic eggs. I created the lesson plan for this outreach effort, and it will also be included in the new Wisconsin 4-H Cloverbud Lesson Plan package that will be published in 2019.

Supporting Volunteers & Volunteer Development:
- I served on a statewide team that has been studying methods to provide on-going volunteer training. In 2018, we rolled out an online-based training about the Essential Elements of Positive Youth Development. The training is made up of 4 short modules that are 7-10 minutes each and can be taken at any time that is convenient for volunteers. We continue to promote the training and study its effectiveness and outcomes with volunteers.

Awards
- Wisconsin Association of Extension 4-H Youth Development Professionals – Communicator Award - Promotional Piece for the new 4-H promotional brochure.
- Wisconsin Association of Extension 4-H Youth Development Professionals – Colleague of the Year – Distinguished Colleague in Colleague Development

Grants Received
- NE Camp Account Grant – Support for 4-H Youth Programs - $743.44

Agriculture – Crops and Soils - Annie Deutsch

Objectives
- Educate farmers and Door County community members about emerging insect, weed, and disease pests.
- Provide horticulture and agronomic crop producers’ research-based information and consultation to help them maintain economic stability. This includes providing educational programs and performing demonstration research trials that provide local data regarding different agricultural practices.
- Collaborate with UW College of Agriculture and Life Sciences State Specialists and other Extension county educators to bring their expertise and research to programs offered in Door County.
Outcomes

Insect Scouting

Trapping for insects is a critical aspect of integrated pest management because it allows growers to know when a particular pest is active and gives an estimate about the size of the population. During the summer of 2018, I monitored a number of insect traps. For the past three years, I have set and maintained four traps for the invasive species, the brown marmorated stink bug (BMSB) in collaboration with Dr. Christelle Guédot’s laboratory at the UW. This insect can cause major damage to numerous crops and is a nuisance pest inside homes. Therefore, each trap is placed in a different environment (woods, apple orchard, field crops, and urban backyard) to survey the full range of where it potentially could be found.

The last two years I have monitored traps for black cutworm and western bean cutworm as part of the Department of Agriculture, Trade, and Consumer Protection’s (DATCP) trapping network. These are both pests primarily of corn. I reported trap counts to DATCP each week and they publish the numbers in their weekly, statewide, Pest Bulletin. I assist a farmer and staff at the Rio Creek Feed Mill in Kewaunee County who have traps for these pests as well.

In addition to trapping for insects for the Pest Bulletin, in 2018 DATCP receive a large grant for a Pathway’s Survey to trap for new invasive species. Due to the number of cherry orchards in Door County, I was the sole person in charge of trapping for a new invasive species, the European Cherry Fruit Fly. This pest has not been found here, and the United States Department of Agriculture wants to know if it is present. I had four traps set at eight different orchards that I check every other week for 8 weeks (June – September). At each location I also set two BMSB traps.

By the conclusion of the trapping season, I did not catch any European cherry fruit flies, which indicates that they likely are not here. I did catch a total of four BMSB adults, all in traps in orchards. This was the first record of BMSB being found in an agricultural crop in Door County. I spoke with many growers who will be impacted by BMSB and will continue to keep them updated if BMSB numbers are higher in 2019.

All the insect trapping I did provides counts that are valuable for farmers and it also give me a unique opportunity to interact with some farmers who I may not otherwise work with.

Cover Crop Research Trial

I collaborated with Jamie Patton, Senior Outreach Specialist with the UW Nutrient and Pest Management Program, to plant a cover crop research trial at the Peninsular Agricultural Research Station. Due to problems with nutrient leaching and erosion, cover crops are an increasingly important way to protect the soil during times that harvested crops are not being grown. There are many cover crop research studies taking place around the country, but because each area is so unique, it is important to perform local studies so we know how different plant species grow in our soils in our climate. Additionally, there has been a lingering question of how late in the fall can these crops be planted and their forage quality. For this research trial, we used five different grass species (spring barley, oats, rye, triticale, and spring wheat), planted at four times to determine how much each species grow in the fall, what is the potential forage quality, and how much ground cover does each species provide. Rye and triticale can survive the winter, so we will repeat the sampling in the spring of 2019. While this will only provide one year of data, it is getting us started to teasing apart all the factors that go into cover crop management so we can give the best recommendations to local farmers as possible. Jamie and I will start including information gleaned from this study at various meetings and events in 2019.

Grants Received

- DATCP Grant – Pathways Survey for Exotic Pests -- $2,583.51
- Door County Cooperative Donation – Pest Management Series -- $125.00
Door County FoodWise is a federally funded program serving low income audiences.

**Senior Nutrition Programming in 2018**
- Through the Healthy Cents series, Imelda Delchambre, taught seniors, and surveyed participants’ nutritional concerns at senior nutrition sites. One small example of how education is done in a direct, ‘grass roots’ and ‘on the ground’ context is as follows: Through our surveys, many seniors said fresh fruit is difficult to access in rural areas, and expensive. As a practical piece of educational advice, Delchambre explained to seniors that if the only available fruit is canned fruit from, say, the Dollar Store, one could rinse it to reduce the sugar and still gain vitamins and fiber.
- Delchambre’s lessons also provided numerous opportunities for conversation which stimulates a great deal of effective peer-to-peer learning, leading to behavior changes such as increased fruit consumption and better resource management.

**FoodWise Clients Served - Door County Demographics**
- 1352 Duplicate Contacts (same individual, multiple contacts with FoodWise)
- 6760 Indirect Contacts (primarily dependents, etc.)
- 105 Classes Taught
- 501 individual Learners

**Ethnicity of Clients:**
- 21.1% Hispanic; 78.9% NonHispanic.
- Sex: 62.2% Female; 37.8% Male.
- Age: 2%=under 5; 14.8%=5-17; 40.8%=18-59; 54.4%=60+

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**UW-Madison Division of Extension Door County Goals in 2019:**

**Area 12 Extension Director – 2019 Goals**
- Support county educators allowing them to be effective in their educational programming.
- Work with the County to develop a 2020 Budget and staffing levels for 2020 to execute a contract.
- Implement new branding (signage, logos, mission, etc.) to reflect the merger of UW-Extension into UW-Madison that will be effective on July 1, 2019.

**Human Development & Relationships – 2019 Goals**
- Develop, distribute, and evaluate county-wide Family Enrichment Survey with local coalition members to assess family interests, program accessibility, and barriers to support.
- Continue to facilitate the Raising a Thinking Child program and provide colleague support as requested.
- Work with partner organizations to implement community/parent-driven Parent Cafés, which utilize the Strengthening Families Protective Factors framework, in order to encourage rural and underserved families to connect and take on leadership roles.
- Continue county-wide distribution of the Parenting the First and Second Years Newsletters, in order for families to receive convenient age-based information on child development and parenting. Work to increase grant support for these newsletters.
- Help implement Block Parties/Intergenerational Block Parties in collaboration with local partners and agencies.
- Provide one day-long provider training on the Seven Essential Ingredients of Trauma Informed...
Care and meet trainer requirements set by SaintA.

- Participate in the Bringing the Protective Factors Framework to Life in your Work training of trainers provided by the WI Child Abuse and Neglect Prevention Board and offer the program to providers in the community.

**4-H Youth Development – 2019 Goals**

- Work with our Wisconsin 4-H Youth Development state staff to pilot alternative delivery models for sharing the 4-H Youth Development program with more youth, especially diverse and underserved populations.
- Increase my personal competencies related to Expanding Access.
- Develop and pilot an online version of our UW-Extension Volunteers in Preparation Training.

**Agriculture – 2019 Goals**

- Collaborate with University of Wisconsin program directors to consider how to best structure statewide fruit and horticultural programming and the Master Gardener Volunteer Program. I plan to continue to serve as the co-leader for the UW Fruit Team and facilitate meetings to discuss the team’s future and how to best use our resources to help fruit growers in Wisconsin. I will also reevaluate the structure of the Door County Master Gardener Program and determine necessary changes to the current structure through surveys and discussions with volunteers and many other community members. From the information I gather, I will outline what the Door County Master Gardener Program will look like in the future and begin to implement changes that are needed to meet that goal. As part of this process, I will determine the best way to provide garden classes and horticultural programs throughout the county. I plan to offer numerous presentations and programs rotating to different locations around the county including a site in Southern Door, Sturgeon Bay, Egg Harbor, Sister Bay, Washington Island, and Baileys Harbor. I will offer in-person classes and determine if it is possible to simultaneously webcast them to the other locations.
- Host at least one summer field day for farmers focusing on grains and forages. Data and conclusions from the cover crop trial that Jamie Patton and I planted at the Peninsular Agriculture Research Station in 2018 will be presented at this field day and other regional meetings.
- Continue to build my insect scouting network. I will scout for and report trap counts to DATCP for black cutworm, western bean cutworm, European cherry fruit fly, and brown marmorated stink bug, and provide updates to growers (via email, radio, local newspaper, digital UW Fruit News) if problems emerge. I will also train someone in Kewaunee County to monitor a BMSB trap there, since BMSB has not yet been confirmed in Kewaunee County.

**FoodWise - Door County – 2019 Goals**

The SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles. FoodWise will identify partners with whom we can work together to better meet the needs of underserved audiences.

- Meet with current and potential partners to discuss opportunities for new or expanded FoodWise programming.
- Support programs that make healthy foods more accessible and affordable.
- Build relationships to identify potential partnerships, unmet needs, issues, and audiences.
A. Mission Statement: Provide all veterans of Door County and their families with a single, comprehensive, and seamless access point to the services and benefits which they have earned from both the United States Department of Veterans Affairs (VA) and the Wisconsin Department of Veterans Affairs (WDVA). Additionally, we strive to foster partnerships with and among veterans organizations and other concerned parties, to leverage all available resources to enhance the quality of life and public recognition for our veterans.

B/C. Summary of Responsibilities/Program Summary: Although a Door County department, the office provides services and access to benefits primarily provided and administered by the U.S. Department of Veterans Affairs and the State of Wisconsin Department of Veterans Affairs. The Veterans Service Office (VSO) initiates applications for veterans and their dependents for a wide array of benefits, including:

- Home mortgage loans.
- Home improvement loans (WDVA – program is currently suspended).
- Personal loans (WDVA - program is currently suspended).
- Compensation and pension.
• Death benefits, graves registration, and headstone/grave markers.
• Medical and education grants.
• VA healthcare.
• Transportation for veterans to and from VA medical appointments at Milwaukee, Cleveland, Tomah, Appleton, and Green Bay hospitals/clinics.
• GI Bill entitlements.
• Correction of military records.
• Insurance benefits and claims assistance.
• Administering Veterans Service Commission aid.
• Administering Veterans Service Council aid.
• Veteran residency and nursing home applications.
• Recording of DD–214 discharge documents.
• TRICARE/CHAMPVA/DEA information.
• Coordinate care packages to service members serving abroad.

The target community we serve is estimated to be approximately 2500 Door County veterans (based on the latest VA data available). We are seeing a marked increase in requests for information and assistance from:

• Veterans suffering from presumptive illnesses related to exposure to Agent Orange during their Vietnam conflict “in theater” deployments. Over time, the VA continues to add illnesses that qualify as being deemed presumptive due to Agent Orange exposure (still waiting for a decision from the VA Secretary). Unfortunately, various cancers are one of the most prevalent disabilities that are claimed for VA compensation.
• Veterans suffering from Posttraumatic Stress Disorder (PTSD) from their experiences in wartime environments.
• Eligible spouses and dependent children of veterans.
• Needy veterans who have lost their job, been temporarily laid off, or have seen their salary reduced/hours cut back. We are also seeing an increase in older residents on fixed incomes that are struggling to pay basic expenses.
• Older veterans, widows, and families who are moving to Door County to retire following completion of their civilian careers.
• Benefits related to veteran deaths in general throughout Door County.

Additionally, the County Veterans Service Officer (CVSO) provides administrative support to the Veterans Service Commission and Veterans Service Council.

2018 was a very productive year for the veterans office. For the sixth year in a row, the CVSO was present for duty (not mobilized) for the entire year.
In Dec 2014, we brought US Navy veteran Beth Wartella on board. Beth’s background as a recently discharged veteran is proving invaluable to assisting our Door County veterans. With the training and experience Beth has gained over the past four years, she has become an invaluable partner in the CVSO office.

D. Goals/Objectives Achieved in 2018:

- Assisted Door County veterans with applications and documentation of eligibility to receive $10,744,403 in Federal VA compensation, pension, and other benefit amounts. This represents an increase of 110% over the 2007-2013 timeframe (dollars per veteran in 2007 - $1965, 2013 - $4135). This benchmark puts our county among the top tier in growth rate of federal VA dollars (latest VA data available).
- Processed death benefits and/or claims for 111 veterans.
- Processed 23 VA mortgage loan certificates.
- Total benefits paid to Door County veterans from WDVA programs processed by the VSO staff in 2018 totaled over $155,000.
- VSO experiences approximately 8-10 personal office visits and 25-30 telephone and e-mail contacts per day. E-mail and voice mail is monitored by the CVSO during the evenings and weekends. Both the Sheriff and Sturgeon Bay Police Chief are able to contact the CVSO 24/7 should an issue arise with a veteran and his or her dependents.
- Assisted the maintenance department in the oversight of the Door County Fallen Veterans Memorial.
- Provided administrative support to the Veterans Service Commission and Veterans Service Council.
- In Mar 2015, Assistant CVSO Beth Wartella obtained her VA accreditation status - expanding the office knowledge base and ultimately providing direct computer access to federal VA records and benefits for our Door County veterans community.

E. Knowledge Sharing 2018:

- Updated Veterans Service Organizations (VSOs) on benefit changes and program modifications.
- Interfaced with like agencies to share and disseminate veterans benefit information.
- Began laying groundwork for 2019 outreach activities throughout the county.
F. Department Budget Status:

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<thead>
<tr>
<th></th>
<th>Approved 2018 Budget</th>
<th>Actual 2018 Budget</th>
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<tbody>
<tr>
<td>2018 Levy appropriation</td>
<td>$163,552</td>
<td>2017 Levy appropriation</td>
</tr>
<tr>
<td>2018 budgeted revenue</td>
<td>$11,000</td>
<td>2018 Actual Revenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2017 Actual Revenue</td>
</tr>
</tbody>
</table>

- Grants received for 2018: WDVA CVSO Grant, $10,000. WDVA Transportation Grant, $1,405.36.

G. Issues, Concerns, and Restraints:
- The CVSO office outreach effort must continue to be improved during 2019 to ensure all Door County veterans receive the benefits they have earned.

H. Goals and Objectives for 2019:
- Continue meeting the full intent of our Department of Veterans Services mission statement.
- Ensure all veterans who stop by the office, and those calling on the phone (or e-mailing), are served in a timely manner. Track all contacts to ensure responses are made within 24 hours, at most. Due to the increasing workload from outreach efforts, this may require VA vocational rehabilitation, VA work study, or Limited Term Employee (LTE) assets to assist with manning the office.
- Outreach is imperative to the success of our mission. The unusual geography of Door County requires continuous effort to reach out to all of our veterans; especially those who reside significant distances away from our office in Sturgeon Bay. Work diligently with the Veterans Service Organizations, five Door County radio stations, and three newspapers to reach out to veterans. Increase dedicated outreach time by at least 25% during 2019.
- Continuing changes in benefit programs requires ongoing training. Conduct as budget, staffing, and time permit.
- Under the purview of the County Administrator’s guidance and direction, work with federal, state, and local legislators to promote and advocate for our Door County veterans and their families.