

## February 2008 Department Director Reports

### Clerk of Circuit Court

- We welcome Ann Bajdan to our office. Ann comes to us from the Aging & Disability Resource Center as a site manager, and is filling the new .62 FTE floating clerical position authorized in the 2008 budget. She is just completing her initial six-week training period in the Clerk of Court office. Soon she will be training in the Family Court Commissioner's office and the Register in Probate office. The main priorities of her position will be filling in to provide coverage for these one-staff person offices for vacations, sick days, medical leaves or personal days. When she is not providing coverage in those offices, she will be working as a counter clerk in the Clerk of Court office on Mondays and Wednesdays, which are our busiest days. Ann is a very welcome addition to our staff.
- Last year, we installed a security camera in Judge Fox's courtroom so that his judicial assistant could monitor activity inside the courtroom from her desk. This saves a lot of up and down trips monitoring readiness of counsel and parties for each court proceeding. An LCD monitor at the judicial assistant's desk allows her to monitor the courtroom while continuing to work at her desk. We are in the process of installing similar security cameras in both Judge Deets' and Judge Willis' courtrooms. Since the judicial assistants for these judges are located right next to each other, an LCD monitor will be affixed to the wall, and either judicial assistant will be able to monitor one or both of the courtrooms at any given time from the shared monitor.
- Late last year, we updated our B-15 courtroom with an infrared hearing impaired system. This now brings all of our courtrooms into ADA compliance for hearing impaired persons. The system requires the use of an earpiece and a receiver which is either worn by the hearing impaired person or set in front of him/her, so it picks up the signal from the transmitter which is mounted on the wall behind the court commissioner's bench. The system works through the sound system, using the microphones to amplify the sound, which can be controlled by the hearing impaired person on the receiver.
- If anyone has the need for a good telephone for conference calls, which can be tied into a sound system, I highly recommend a Polycom VoiceStation 300 phone. The sound quality is very good and it allows for duplex conversations to take place, without cutting out part of the conversation when someone else starts talking at the same time. This is especially important when there is a telephone conference taking place that a court reporter is recording. The cost of the phone is under \$300. We have one of these phones in our B-15 courtroom and just recently added one to the Branch 3 courtroom, due to problems with the previous telephone interface system.
- I would also like to pass on a helpful hint that was recently shared with our office when we were experiencing difficulty with our paper shredder. I was advised to run paper shredder lubricant over a sheet or two of paper to maximize shredder efficiency, keep it free of built-up debris, and help to keep the shredder blades sharp. This works quite well and also helps if you have a static problem with all of the shredded paper clinging instead of falling into the bin. This will probably extend the life of your paper shredder, which is

probably why no one knows about using it. Thank you to Sheryl from Child Support for sharing this helpful hint with our office.

### **Comptroller**

- In the past, department monthly financial statements have been printed on 11" x 15" bluebar paper and sent to departments through the inter-office mail. The printer that currently prints these reports is old, expensive to maintain, and even more expensive to replace.
- We now have the ability to e-mail reports generated on our accounting system, and have been doing so with the after payroll reports for the past few months. We will now begin e-mailing the department monthly financial statements as well. You should have already received the January 2008 statement via e-mail. The reports will be sent as a pdf file, and can be viewed using Adobe Reader (a free download). You can then save and print as needed.

### **County Clerk**

- Don't forget to **VOTE** next **Tuesday, February 19th.**
- Effective February 1st, passport processing fees increased to \$100 for those 16 and older and \$85 for those 15 and under.
- Routine passports take approximately four to six weeks to process. For an additional \$60, you can expedite the process and receive your passport in approximately three weeks. If you would like to obtain a passport, visit the County Clerk's office and bring with you:
  - proof of U.S. citizenship (usually a certified copy of a birth certificate)
  - proof of identity (usually a driver's license)
  - two recent color photographs, which can be obtained at the County Clerk's office for \$10
  - payment for fees
- A passport application form and a passport renewal form is available on the County Clerk section of the county website at [http://www.manitowoc-county.com/departments/dept\\_home.asp?ID=5](http://www.manitowoc-county.com/departments/dept_home.asp?ID=5)

### **Emergency Management**

- Like most departments who rely on operating revenue from sources other than the county tax levy, this time of year means it's time to prepare endless reports. One of the most comprehensive reports for emergency management to prepare is the Annual Letter of Certification required by the Federal Emergency Management Agency (FEMA). This is required because two nuclear plants operate in or adjacent to Manitowoc County. Seven areas of performance are given annual scrutiny, including training, equipment, public education, and drills/exercises. If we meet the standard, FEMA is able to have "reasonable assurance" that the health and safety of the public can be protected by our resources should an accident occur at one of the plants. If our actions fall short of demonstrating "reasonable assurance", FEMA can recommend to the Nuclear Regulatory Commission that the plants' licenses be withheld...in other words, they can't operate! Serious business. We are thankful that the people in departments, who provide the services we rely on, should help be needed, take that responsibility seriously. Thank you!

- Emergency Management and the JDC have developed websites linked to the County's site. Just click on the Emergency Services logo on the county's home page or access via the department directory on that page.

### **Health Care Center**

- We are working our way through the transition of ownership to Health Dimension Group. Effective March 1 2008, our new DBA (doing business as) name will be Manitowoc Health and Rehabilitation Center. Our legal name will be Manitowoc Health Care Center, LLC. The new company has asked that I stay on as the Administrator, and I have accepted that offer. Most of the staff will stay on board as far as I can tell this early in the process. Formal offers were made to the staff at the end of January.
- This is a very difficult time for the staff and residents. However, after all is said and done, we will be a stronger and more efficient center of which our community can be proud. I would like to take this time to express my gratitude to all of you who have supported us over the years. I have enjoyed working with you to provide important services to our community. You are truly dedicated people, and the community should be proud of the work you all do. I will miss being a part of this quality team.

### **Health Department**

- The Health Department is pleased to announce an addition to our clerical support staff. Peggy Fricke began her adventure at the Health Department on January 3rd. She came to us from the Coroner's office and is busy learning to assist in the many varied activities at the department.
- February 1 brought BADGER CARE PLUS to Wisconsin, a combining and expansion of all the various Medical Assistance Programs that will result in more families having access to health insurance in Manitowoc County. Public Health Nurses are learning a new way to "pre-enroll" pregnant women and children in the program using a web-based computer program call Express Enrollment. We are also now an "official" Community Partner, helping pregnant women complete the ACCESS application on line as well.
- February is Dental Health Month and several local dentists participated in Give a Kid A Smile Day. Health Department staff arranged all the appointments and provided interpretation services for those families who do not speak English. Access to Dental Care for lower income families is a big problem in Manitowoc County and Wisconsin, but every little bit helps!
- Environmental Health staff have started round two of Temporary Restaurant Food Safety Training. For more information on class dates and registration, check out this web link: <http://www.manitowoc-county.com/upload/17/Class%20Flyer%202008.doc>
- For those with school aged children, there will be new school immunization requirements for the 2008-09 school year. A second dose of varicella (chicken pox) vaccine will be required for children in kindergarten, grade 6 and grade 12. Another change will require students in grades 6, 9 and 12 to have a Tdap. For those with younger children in preschool or daycare, vaccination against pneumococcal disease will now be required.

- A recall has been issued for Evenflo Discovery infant seats. For more information, check out this weblink:  
[http://safety.evenflo.com/cs/sc/cssc99\\_RD.phtml?rid=EFR20&src=WEB](http://safety.evenflo.com/cs/sc/cssc99_RD.phtml?rid=EFR20&src=WEB)
- There's still time to sign up your team and help to LIGHTEN UP MANITOWOC COUNTY! The PHitness PHanatics of Public Health fame are in 18th place (out of 82). Visit the website and SIGN UP TODAY!!!  
<http://www.lightenupwisconsin.com/index.php>

### **Highway**

- It's been a long and busy winter so far for our department. The snow started around Thanksgiving and hasn't stopped since. With the wind, snow, rain or ice occurring about every other day and only one shift of employees, we have been working many long days and nights. With the additional overtime hours, our winter maintenance budget is depleting rapidly. If winter continues at this pace, our entire winter budget will be eliminated by the end of March. To compound the problem, our salt inventory is about 90% gone. We are trying to get more salt from the Wisconsin Department of Transportation or other counties in the Northwest part of the state that didn't have the busy winter that we experienced. Let's hope for a mild and snowless (remainder of) February and March.

### **Human Services**

- Al Gajewski, Child Protective Services Supervisor, received a Certificate of Appreciation from the University of Wisconsin-Green Bay (UWGB) Social Work Program for outstanding contributions as a Senior Level Field Instructor during the 2006/2007 academic year. Human Services offers internships for students enrolled in various social work programs. Al and his staff do a great job of providing the students with opportunities for practical experience and sharing their knowledge. We work closely with the social work program at UWGB and are members of the NEW (Northeast Wisconsin) Partnership for Children and Families through the college. Our staff members are able to take advantage of free or low cost training through this partnership with UWGB.
- Maren Bouelle has replaced Barb Wagner as a contracted case manager in the Long Term Support Unit. We wish Barb the best in her new position working with the Family Care Program in Sheboygan. Our unit will be busy the next couple of months working up clients for the Diversion Waiver that started on February 1st.
- Rachel Sommersberger has replaced Anna Rohrer as the contracted service facilitator for Intensive Supervision Program/Juvenile Justice (ISP/JJ) kids and their families. Rachel has a BA in Psychology from Lakeland College and is completing a master's degree in Community Counseling, also at Lakeland. She comes to us from Family Services in Green Bay where she held the position of on call crisis counselor for Sheboygan County. Rachel also held the position of community administrator for Community Retirement Living in Sheboygan (2006 and 2007) where she was responsible for schedules, budgets and billing for the facilities. From 1995-2005, she was the Branch Manager and Caregiver for Companion Care (1999-2005) where she developed and implemented new programs for the developmentally disabled

and managed the Green Bay and Sheboygan offices. Although the bulk of Rachel's experience has been with the elderly, she is very excited about working with youth and is anxious to "serve the community with her skills". Rachel is located in Office #323 at Human Services and can be reached at x5036.

- Ann Chapman-Narten has replaced Kelly Boss as a contracted Coordinated Services Teams (CST) service facilitator. Ann has a BA in Psychology (UWGB) with minors in Human Development and Women's Studies. Ann's former experience includes group facilitator for Lac du Flambeau Public Schools, education and disability coordinator for the Lac du Flambeau Head Start program, an independent living skills trainer for Family Services in Green Bay, intern with the Brown County Shelter, and an advocate at the Manitowoc County Domestic Violence Center. Ann brings many skills and experiences with her which are good fits for CST as she has developed service plans, participated in Individualized Education Plan/Individualized Family Support Plan (IEP/IFSP) team meetings, used strength based philosophies, created action plans, provided case management, conducted assessments and evaluations, and supervised and mentored staff and clients. Ann is also located in Office #323 and can be reached at x2813.

#### **Joint Dispatch Center**

- On March 4, 5, and 6, dispatchers will attend in-service training on City Watch, equipment the county purchased several years ago with Homeland Security grant money. The equipment was designed as another method to deliver emergency warning notification in a community via commercial telephone. For example, had City Watch been operational when the cougars were released at the Manitowoc Zoo, a trained dispatcher could have drawn a circle on the City Watch map, in the vicinity of the zoo, and all the commercial telephones (8 phones at a time) would have rung. The person answering would hear a pre-recorded warning message or the message would be left on an answering machine or voice mail. We are also trying to determine if the system can be used for staff notification, emergency activation of the Emergency Operations Center, and other duties that can be automated.
- The extreme winter weather conditions have put a "strain" on JDC staff as well as other municipal and county departments. Thank you to everyone who has performed their duties with excellence!
- On February 7th, the JDC supervisors interviewed all but one of the candidates eligible to fill the part-time dispatcher position. We hope to make an offer by the end of February.
- Fourteen of thirty-seven applicants for the JDC supervisor are in testing. Interviews will be scheduled when all test scores are compiled.
- The JDC Training Committee has been working hard to review and update the department's "Task Sheets" to bring them up to date with current practices. These sheets are of particular importance when new staff are being trained.

#### **Personnel**

- **Blood Drive Scheduled for February 26, 2008 at the Sheriff's Department from 10:00 a.m. to 3:00 p.m.**

- Winter is a challenging time for blood collections as inclement weather and illness can take donors out of their normal donation schedule. The need for donated blood is urgent and real: presently our local hospitals have enough type O positive and type O negative to last for only 1 – 2 days! You can make an immediate difference in people's lives by donating blood – all blood types are needed. The employees of United One Credit Union will be joining us in this blood drive.

You can register by:

- Logging on to <http://www.mycompanyhr> and clicking "Company News" or
  - Calling the Personnel Department at 683-4060
- With supervisory permission, you can donate blood during your regular work hours. While the actual blood donation takes only a few minutes, you should allow 45 minutes to an hour for the pre-screening, donation, and then time to enjoy some refreshments. Remember to bring a valid driver's license to the donation site.
  - **An extra reward for employees participating in the blood drive:** Any employee who reports to the donation site will be entered into a drawing for a \$10 chamber bucks certificate. Five - \$10 certificates will be given away.

### Public Works

Below are upcoming events at Expo and the Ice Center:

- February 16, 2:15-4:15 p.m.  
Rock on Ice. Music, ice skating and more. \$1 admission.
- February 16, 5:00-9:00 p.m.  
Manitowoc Jaycees 13th Annual Brewfest. \$25 advance tickets only.
- February 23, 9:00 a.m.-11:00 p.m. and February 24, 9:00 a.m.-9:00 p.m.  
Fire & Ice Game Convention. Board game competitions for various types of card table games. Exhibitors, vendors, prizes, trivia, painting and costume contests, and game library.
- March 8, 8:30 a.m.-2:30 p.m.  
Rummage-A-Rama. .50¢ admission.
- March 8, 2:15-4:15 p.m.  
Rock on Ice. Music, ice skating and more. \$1 admission.
- March 14, 7:00 p.m. and March 15, noon, 3:30 and 7:00 p.m. and March 16, 1:00 and 5:00 p.m.  
Manitowoc Figure Skating Ice Show "Jolly Holiday". \$6 adults, \$3 children.

For more information, visit the Expo website at <http://www.manitowocountyexpo.com/events.htm> and the Ice Center website at <http://www.mccicenter.org/upcoming.html>

### **Register in Probate**

- Our office transition to a smaller staff has been difficult. The good thing is that Dawn Fruzen is an extremely fast learner! Cooperation from and with other departments continues to be important. Overall, I feel that the ship will stay afloat (though it is somewhat waterlogged!) Only time will tell. If any department working with the office has concerns or experiences any problems, please call me so that we catch it and fix it right away.
- Highlight from January - a new record for monthly filings of new civil commitments - 25. It will be another busy year!

### **UW-Extension**

- The Myths of Energy Summit II will be held on March 27th at Lakeshore Technical College. This summit will help the agricultural community learn how to harvest energy and improve energy efficiency. Information will be shared about the latest with anaerobic digesters and real life digester experiences. Participants will also discover if using a wind turbine is right for them or if solar thermal water heating is the answer.
- An early bird registration of \$20 is available until March 18th. After that date, the cost will be \$25. The registration fee includes summit educational materials, lunch, and beverages. For additional information on topics, speakers, and sponsors, or to register for the summit, visit <http://www.uwex.edu/ces/cty/manitowoc/ag/events.html>. Additional information will be available at [www.mythsofenergy.com](http://www.mythsofenergy.com).
- On Saturday March 8th, a free seminar titled "Lessons for Manitowoc County: Water Quality Studies from the Fox River and Discovery Farms" will be held at the Wisconsin Maritime Museum from 10:30 a.m. to 12:30 p.m.
- Presenters are Vicky Harris, UW Sea Grant Institute and Eric Cooley, UW Discovery Farms. Vicky will share what has been learned about rural and urban pollution sources to the Fox River and the impact of phosphorus from these sources in Green Bay. Because there are similar sources of phosphorus in Manitowoc County, the Fox River lessons are likely applicable here.
- Eric's work focuses on natural resources issues in Eastern Wisconsin with an emphasis on surface water runoff and tile line drainage. Eric will address past and current agricultural practices, and what needs to be done now to minimize phosphorus runoff.
- No pre-registration. Please come with an open mind and bring your ideas about how you will take the initiative to decrease your phosphorus contribution.

### **Veterans Service**

- The Veterans Commission has moved its meeting date from the first Wednesday to the first Tuesday of the month. If there is a holiday conflict, the meeting will be held on the first business day following, at 9:45 a.m.
- Dave Ferry tendered his resignation to the Veterans Commission in January. The Commission members and I spoke to several leaders and/or local organizations (United Veterans Counsel, U.S. Army Reserve and National

Guard units) and several Veterans who do a lot of volunteer work asking for recommendations. After a telephone and face-to-face interview, a candidate was selected and our recommendation was sent to Bob Ziegelbauer.

- Bob has since indicated that he will be presenting Steve Czekala's name to the County Board. Steve is the First Sergeant for a WI National Guard unit in Milwaukee. He transferred to the Retired Reserves a few years ago but chose to go back on duty when his then former unit was activated. He is an Iraq veteran. His unit is not due to come up on the rotation roster until 2010, so we hope he will be serving on the Commission for at least two years. Steve is married and has teenagers at home. He works nights at Kohler Company but lives just a few blocks from the Office Complex. He will make a strong, family oriented addition to the Commission and will bring with him an understanding of how today's modern warfare affects our local service people, their families and our veterans. Pending the County Board's approval, Steve will be present for the March 4th Commission meeting.

### **Department Highlight - Register of Deeds**

The Mission of the Manitowoc County Register of Deeds Office is to provide all services required by law concerning real estate, personal property and vital records. We will provide a convenient and professional office for the public to utilize our records. We will constantly strive to be aware of statutory changes, technology advancements and development of staff. We will provide citizens of Manitowoc County with quality and timely service.

The responsibilities of our office are set forth in the Wisconsin State Statutes. The Register of Deeds serves a statewide purpose, although elected at the county level. The Register of Deeds Office is the point of public filing for documents of significance both to the community as a whole and to its individual citizens. These records tell who, what, and when about individual citizens and properties.

Vital records document the span of our lives from birth to death. Our office has copies of birth, death, and marriage records occurring in Manitowoc County dating back to the 1850s.

Property records show ownership rights in and claims on property. Real estate documents such as deeds, mortgages, certified survey maps, and land contracts for Manitowoc County property are recorded in our office. Information pertaining to a particular parcel of land in Manitowoc County can be obtained at <http://www.manitowoc-county.com/taxquery/main.htm>. Local government property tax base is defined from records in the Register of Deeds Office.

The Manitowoc County Register of Deeds Office was the first county office to optically scan and store all of our daily recordings. We also provide Internet access to our real estate records to paid professional subscribers 24 hours per day, 7 days per week. This Internet access has raised new revenues for Manitowoc County. We also provide free Internet access to our records to other county departments, cities, villages and towns. Our office also fully funds the Manitowoc County Geographic Information Office (GIS) from our retained land records modernization fees.

We are currently in the process of establishing the electronic recording of documents over the Internet. This will save our customers and Manitowoc County time and money in processing these documents. We plan on having this system up and running in 2008. The volume of recorded and filed documents in this office has grown from approximately 12,000 documents per year in the mid-1980s to well over 30,000 documents recorded and filed annually today.

Our department's overall success is due to a very experienced and stable staff. Annette McDonald, Deputy Register of Deeds/Office Manager (31 years, all in this office), Kristi Tuesburg, Deputy Register of Deeds/Vital Records Department (17 years, all in this office), Sandra Becker, Real Estate (19 years in county, 6 years in this office) and Teri Schroeder, Real Estate (13 years in county, 8 years in this office). Preston Jones, Register of Deeds (19 years in this office).

## **News from Other Units of Government**

### **City of Two Rivers**

- On Saturday March 22nd, hop on in for a visit with the Easter Bunny at the J.E. Hamilton Community House. Bring your camera and capture the delight on your child's face! Purchase tickets in advance at the Parks & Recreation Department, \$4 child and \$5 adult. There are a limited number of tickets available. Times are 9:00 a.m., 9:30 a.m., or 10:00 a.m. For additional information, call 793-5592.
- This year's Easter Egg Hunt will be held on Saturday March 28th at Neshotah Park starting at 11:00 a.m. This event is co-sponsored by the Two Rivers Recreation Department and the Two Rivers Optimist Club. There will be plenty of brightly colored eggs for each child. Ages: up to 4th grade.

### **Plans for 2008**

- Make a final decision on reconstruction/rehabilitation of the 17th Street bridge (9.6 million in Federal and State funding secured for \$12 million project).
- Secure DOT approval for City's proposal to re-route STH 310 within the TR City limits.
- Complete \$260,000 renovation of Senior Center (fund raising completed in fourth quarter of 2007).
- Continue to actively promote downtown and waterfront redevelopment activities, with emphasis on the former Eggers Industries site and properties along Washington Street.
- Continue to actively work with local manufacturers to assist in the creation of new job opportunities and tax base.
- Amend Woodland Industrial Park TID No. 5 to add possible storm water facilities, development grants and business incubator building as activities.
- Obtain funding for pedestrian trail connection from north side to Two Rivers High School.
- Complete plans for conforming with Stage 1 and 2 compliance requirement of the DNR Storm Water mandates; develop solutions that are both cost-effective and maximize benefits to the community.

## City of Manitowoc

- Over the past few months, several sustainability roundtable study circles have begun. The purpose of the circles is to determine what we can do locally to better utilize our natural resources in our continuing efforts to become a truly sustainable community. Over an eight-week period, the circle meets once a week for 60 to 90 minutes to discuss the chapters read in the book "The Natural Step", as well as a set of questions that accompany the book. At the end of the eight-week period, the circle provides their sustainability ideas and recommendations to the City.

Two new circles will begin soon:

Lakeshore Technical College - Manitowoc Campus on Dewey Street  
Tuesday evenings from 7:00-8:30 p.m.  
February 19, 26 and March 4, 11, 18, 25 and April 1, 8, 15

Manitowoc Public Library  
Tuesday afternoons from 3:00-4:30 p.m.  
March 4, 11, 18, 25 and April 1, 8, 15, 22

If you are interested in this exciting opportunity to change our world by "thinking globally and acting locally" and would like to participate in a circle, please contact Tina Prigge at [tprigge@manitowoc.org](mailto:tprigge@manitowoc.org) or call at 686-6980.

- The Manitowoc Public Library is host of the 2008 Great Decisions eight-week discussion series. Great Decisions, a project of the Foreign Policy Association, is a grassroots world affairs education program which brings millions of Americans together throughout the nation to discover and discuss foreign policy issues. Over the course of eight weeks, scholars will introduce each issue, and participants are invited to explore their own views and those of the group.

Great Decisions presentations and discussions are free and open to the public. No registration is required. All sessions are held from 6:00-8:00 p.m. Great Decisions 2008 briefing books, which offer background information for the entire series, are available at the Manitowoc Public Library Circulation Desk for \$7.50. Purchase of the briefing book is not required to participate in the discussion series. For additional information regarding dates, topics, and speakers for this eight-week series, please visit [http://www.manitowoc.lib.wi.us/great\\_decisions\\_2008.htm](http://www.manitowoc.lib.wi.us/great_decisions_2008.htm) for a printable brochure.

- The St. Patrick's Day parade will be held on March 14th in downtown Manitowoc. The parade begins at 7:00 p.m. at the corner of Washington and S. 8th Streets and ends at Bank First National on N. 8th Street. Fireworks to follow near the Maritime Museum at dusk. The Great Green Treasure Hunt will be held on Saturday, March 15th. For more information, visit <http://pages.isol.net/downtownmanitowoc/events/stpatparade.htm>