



DOOR COUNTY

Resolution No. 2014-01

ADOPTING THE DOOR COUNTY BICYCLE, PEDESTRIAN AND RECREATIONAL FACILITIES MASTER PLAN

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BRANN	✓		
ENGLEBERT	✓		
ENIGL	✓		
FEUERSTEIN	✓		
FISHER	✓		
FONTAINE	✓		
GUNNLAUGSSON	✓		
HAINES	✓		
KOHOUT	✓		
LIENAU	✓		
MEYER	✓		
MOELLER	✓		
MULLIKEN	✓		
NEINAS	✓		
O'CONNOR	✓		
RUNQUIST	✓		
SCHULTZ	✓		
VIRLEE	✓		
WIEGAND	✓		
ZIPPERER			✓
	✓ 10	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve: Adopted

1st Meyer Defeated 1st

2nd Gunnlaugsson

Yes: 20 No: 0 Yes 100%

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT This resolution adopts the DC Bicycle Pedestrian & Recreational Facilities Master Plan and designates administrative responsibilities to the Highway Commissioner subject to oversight by the Highway Committee. sms

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January 2014 by the Door County Board of Supervisors.

[Signature]
Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, The County of Door accepted a Federal Grant
 2 (*Resolution No. 2011-49*, adopted on May 24, 2011) from the Bicycle
 3 & Facilities Program (BFPF) for the development of a master plan
 4 which would identify future programs and projects to improve Bicycle,
 5 Pedestrian and Recreational facilities throughout Door County and to
 6 provide alternatives to automobile travel, consistent with § 85.024,
 7 Wis. Stats., and

8
 9 **WHEREAS**, The Federal Grant provided funding of 80% of the
 10 cost, with the remaining 20% being shared by private donations and
 11 Door County, and

12
 13 **WHEREAS**, The goal of the Master Plan workgroup was to
 14 develop an improved network and system for bicycle and recreational
 15 users which would contribute to economic development opportunities
 16 and enhanced quality of life for residents, and

17
 18 **WHEREAS**, The Master Plan developed a comprehensive list of
 19 recommended policies, projects, and programs that could be
 20 implemented in the future by the County Board, and

21
 22 **WHEREAS**, The Highway Committee has reviewed and
 23 unanimously approved the Door County Bicycle, Pedestrian and
 24 Recreational Facilities Master Plan, and recommends that County
 25 Board do the same.

26
 27 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
 28 Board of Supervisors hereby adopts the Door County Bicycle,
 29 Pedestrian and Recreational Facilities Master Plan (December, 2013).

30
 31 **BE IT FURTHER RESOLVED**, That the Door County Bicycle,
 32 Pedestrian and Recreational Facilities Master Plan will be
 33 administered by the Highway Commissioner, subject to oversight by
 34 the Highway Committee.

**SUBMITTED BY:
HIGHWAY COMMITTEE**

[Signature] John Neinas, Chairman

[Signature] Joel Gunnlaugsson

[Signature] Leo Zipperer

[Signature] Cletus Fontaine

[Signature] Ken Fisher



DOOR COUNTY

**DOOR COUNTY REVOLVING LOAN FUND APPLICATION
WILD TOMATO SISTER BAY, LLC**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Door County has established the Door County Revolving Loan Fund Program for the
2 purpose of providing below market rate interest loans to encourage job creation and retention and
3 private investment by small businesses in Door County; and
4

5 **WHEREAS**, A Door County Revolving Loan Fund application has been received from **WILD**
6 **TOMATO SISTER BAY, LLC** ; and
7

8 **WHEREAS**, The Door County Loan Review Committee met to review the
9 Door County Revolving Loan Fund application from Wild Tomato Sister Bay, LLC and recommends to
10 the County Board of Supervisors that the application for \$155,000.00 from the County of Door
11 Revolving Loan Fund for business equipment be approved, subject to the following terms and
12 conditions:
13

- 14 a. Interest Rate: 3.25%
- 15
- 16 b. Term of Loan: 5 years, with a 10 year amortization. Borrower will make monthly interest-
17 only payments to the County of Door through June 30, 2014, followed by monthly principal
18 and interest payments.
- 19
- 20 c. Monthly payments will be made to the County of Door.
- 21
- 22 d. Funds shall be disbursed to a special account set up by the DCEDC and upon evidence of
23 acquisition funds will be disbursed.
- 24
- 25 e. The collateral for the loan will be first lien purchase money security interest in business
26 equipment purchased with loan proceeds. An itemized list of equipment will be provided by
27 the borrower.
- 28
- 29 f. Borrower will enter into a General Business Security Agreement with County of Door.
- 30
- 31 g. The loan shall be personally guaranteed by John Britton Unkefer and Sara A. Unkefer.
- 32
- 33 h. The loan shall include Unlimited Guarantees from Properties of Sister Bay, LLC and Unkefer
34 Inc.
- 35
- 36 i. The borrower shall secure other private financing in the amount of \$760,000 and contribute
37 equity in the amount of \$40,000. This loan approval is contingent upon the approval of
38 financing from Baylake Bank.
- 39
- 40 j. The borrower shall obtain and keep insurance on all equipment with County of Door listed as
41 loss payee.
- 42
- 43 k. Life insurance on John Britton Unkefer and Sara A. Unkefer in the amount of \$155,000 shall
44 be secured and assigned to the County of Door.
- 45
- 46 l. The borrower will create 15 FTE jobs during the loan period of which at least 51% shall be
47 held by or made available to persons of low to moderate income.



DOOR COUNTY REVOLVING LOAN FUND APPLICATION
WILD TOMATO SISTER BAY, LLC

DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
ENGLEBERT	X		
ENIGL	X		
FEUERSTEIN	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER			X
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Haines Defeated

2nd Wiegand

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Murphy, Administrator

FISCAL IMPACT: The fiscal implication would be the monitoring of the monthly re-payment to the Revolving Loan Fund on the County's financial records. The DC Finance Department works closely with DCEDC with all loan repayment schedules. All other fiscal implications are as stated within this resolution. sms

Certification:

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[Signature]
Jill M. Lau
County Clerk, Door County

- 1 m. Borrower shall provide DCEDC with annual business income tax
- 2 returns and financial statements (profit and loss, balance sheet)
- 3 by April 15 of each year.
- 4
- 5 n. Borrower shall pay for all out of pocket loan processing costs at
- 6 closing including attorney fees for loan documentation.
- 7
- 8 o. The borrower shall submit a complete application package, to the
- 9 satisfaction of William Chaudoir, Executive Director, DCEDC.
- 10
- 11 p. The loan recipient's business location and place of employment
- 12 must remain in the County of Door or the loan immediately
- 13 becomes due and payable.
- 14
- 15 q. This commitment is valid for a 60-day period at which time the
- 16 loan shall be closed or this commitment is null and void.
- 17

18 Outside Counsel shall prepare the loan agreement, promissory note,

19 security instrument and other necessary legal documents. These

20 documents are subject to review by and approval of the County

21 Corporation Counsel.

22 We further recommend that the County Board Chairman and County

23 Clerk be authorized to sign the necessary documents to implement this

24 action.

25

26

27 **NOW, THEREFORE, BE IT RESOLVED,** That the Door County

28 Board of Supervisors does hereby approve the recommendation of the

29 Door County Loan Review Committee for a business loan to Wild Tomato

30 Sister Bay, LLC, through the Door County Revolving Loan Fund Program

31 in the amount of \$155,000.00 subject to the recommended terms and

32 conditions.

33

SUBMITTED BY:
Door County Loan Review Committee

[Signature]
Richard Haines

Leslie Gast
Sandy Hurley
John Severson
David Tauber



DOOR COUNTY

Resolution No. 2014-03

RETENTION OF CONSTRUCTION MANAGER FOR CANA ISLAND PRESERVATION-REHABILITATION-RESTORATION PROJECT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
ENGLEBERT	X		
ENIGL	X		
FEUERSTEIN	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER			X
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Virlee Defeated

2nd Brann

Yes: 20 No: 0 Exc: 1

Reviewed by:  Corp. Counsel

Reviewed by:  Administrator

FISCAL IMPACT: Because of the size of the project & the funding sources a separate fund for this combined Maritime Museum/Door County project has been set up. Fund 213=Cana Island Restoration Fund. All project revenues & expenditures will be recorded in this fund. The detailed financial records for this project need to be maintained within the Finance Department & will be shared with the Maritime Museum & DC Parks & vice-versa as all have agreed. The fund currently has \$99,984 balance. sms

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2014 by the Door County Board of Supervisors.


Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, Door County intends, in concert with the Door County
2 Maritime Museum Lighthouse Preservation Society, Inc. to, move forward
3 with the Cana Island preservation, rehabilitation, and restoration project
4 (hereafter "Project"); and

5
6 **WHEREAS**, retention of a Construction Manager, to assist Door
7 County with management and oversight of the Project, is a recommended
8 best practice; and

9
10 **WHEREAS**, Following a competitive and qualifications-based
11 selection process, it is recommended that Immel Construction be retained
12 as Door County's Construction Manager for the Project. The proposed
13 Agreement, between Door County and Immel Construction, is
14 incorporated herein by reference.

15
16 **NOW THEREFORE, BE IT RESOLVED**, That Immel Construction
17 shall be retained as the Construction Manager for the Project.

18
19 **BE IT FURTHER RESOLVED**, That this Project shall be
20 administered by the Parks & Airport Director and is subject to the oversight
21 of the Airport & Parks Committee.

22
23 **BE IT FURTHER RESOLVED**, That the cost of the Construction
24 Manager shall be paid from the Cana Island Restoration Fund, account
25 number 213.66.1138.69906.6743 (Cana Island Restoration Outlay).

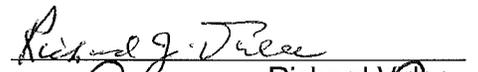
26
27 **BE IT FURTHER RESOLVED**, That any further contracts let or
28 awarded for the Project, and financing for the same, is subject to final
29 review and approval by the Door County Board of Supervisors.

**SUBMITTED BY:
Airport & Parks Committee**


Charles Brann, Chair


Ken Fisher


Ben Meyer


Richard Virlee


Dale Wiegand



DOOR COUNTY

Resolution No. 2014-04

Opposition to SB-349 – Which Restricts Local Control of Nonmetallic Mining/Reclamation, Air Quality, Water Quality and Quantity, Highway Damage, Highway Use Contracts, Explosives Use, Borrow Sites, and Material Disposal Sites

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BRANN	✓		
ENGLEBERT	✓		
ENIGL	✓		
FEUERSTEIN	X		
FISHER	X		
FONTAINE	✓		
GUNNLAUGSSON	✓		
HAINES	X		
KOHOUT	X		
LIENAU	✓		
MEYER	✓		
MOELLER	✓		
MULLIKEN	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	✓		
WIEGAND	X		
ZIPPERER			X
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Kohout Defeated

2nd Meyer

No: 20 Yes: 0 Exc: 1

Reviewed by: [Signature] Corp. Counsel

Reviewed by: [Signature] Administrator

FISCAL IMPACT: This resolution opposes SB-349 which takes any ability of local government to enact, protect and/or enforce life impacts of operations as stated within lines 11 thru lines 37 of this document. sms

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2014 by the Door County Board of Supervisors.

[Signature]
Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, The expansion of industrial sand mining and processing in western Wisconsin raises
 2 significant local public health, safety, economic, environmental, and quality of life issues, issues that
 3 require vigilance and action on the part of local governmental units, yet a bill pending in the Wisconsin
 4 Legislature seeks to limit local control in a number of significant ways; and

5
 6 **WHEREAS**, Wisconsin Senate Bill 349 ("SB 349") has been introduced in the Wisconsin
 7 Legislature, seeking to restrict local governmental authority to regulate: nonmetallic mining and
 8 reclamation; water quality and quantity; air quality; damage to highways and highway use contracts;
 9 use of explosives; borrow sites and material disposal sites; and

10
 11 **WHEREAS**, Under SB 349: a local governmental unit may not, other than through a zoning
 12 ordinance or a nonmetallic mining reclamation ordinance, enact or enforce an ordinance that applies
 13 to nonmetallic mining, including a licensing ordinance, that regulates how a use of land takes place or
 14 affects the use of land; a zoning ordinance enacted by a local governmental unit may not prohibit the
 15 continued extraction of a nonmetallic mineral from a nonconforming nonmetallic mining location; and
 16 the legislature codifies the diminishing asset rule; and

17
 18 **WHEREAS**, SB 349 prohibits a local governmental unit from enacting or enforcing a nonmetallic
 19 mining reclamation ordinance that requires an operator to obtain a permit other than a reclamation
 20 permit, includes a standard of air quality or water quality, requires monitoring water quality or quantity
 21 or air quality, or is more restrictive than DNR's nonmetallic mining reclamation standards or this
 22 state's laws that relate specifically to water quality and quantity and air quality; and

23
 24 **WHEREAS**, SB 349 generally prohibits a local governmental unit from: establishing or enforcing a
 25 standard of water quality, issuing permits related to water quality or quantity, imposing restrictions
 26 related to water quality or quantity, or requiring monitoring of water quality or quantity; establishing or
 27 enforcing a standard of air quality, issuing permits related to air quality, imposing restrictions related
 28 to air quality, or requiring monitoring of air quality; or regulating the use of explosives in connection
 29 with mining, quarrying, and related activities; and

30
 31 **WHEREAS**, SB 349 significantly limits the liability of any person who damages a highway, and
 32 prohibits, with limited exceptions, a local unit of government from imposing any user fee or other
 33 charge on a highway under its jurisdiction; and

34
 35 **WHEREAS**, SB 349 prohibits a local governmental unit from enacting or enforcing any ordinance,
 36 resolution, or other requirement, including a zoning ordinance, that applies to a borrow site or a
 37 material disposal site; and

38
 39 **WHEREAS**, The health, safety, economic, environmental, and quality of life impacts of these
 40 operations are primarily issues of local concern, and the Door County Legislative Committee
 41 recommends that the County Board oppose the passage of SB-349.

42
 43 **NOW, THEREFORE, BE IT RESOLVED** That the Door County Board of Supervisors supports
 44 local control and opposes SB-349 and any state legislation that would pre-empt the ability of counties
 45 to craft their own regulations tailored to their individual circumstances.

46
 47 **BE IT FINALLY RESOLVED** That a copy of this resolution be sent to Governor Walker,
 48 Wisconsin DNR Secretary Stepp, the Door County legislative delegation, and the Wisconsin Counties
 49 Association.

SUBMITTED BY: Legislative Committee

[Signature]
Susan Kohout, Chairman

[Signature]
Dale Wiegand

[Signature]
Kathy Schultz



IN SUPPORT OF A NONPARTISAN REDISTRICTING SYSTEM

DOOR COUNTY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			✓
BRANN			
ENGLEBERT			
ENIGL			
FEUERSTEIN			
FISHER			
FONTAINE			
GUNNLAUGSSON			
HAINES			
KOHOUT			
LIENAU			
MEYER			
MOELLER			
MULLIKEN			
NEINAS			
O'CONNOR			
RUNQUIST			
SCHULTZ			
VIRLEE			
WIEGAND			
ZIPPERER			

Referred back to committee

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Kohout Defeated

2nd Wiegand

No: ___ Yes: ___ Exc: ___

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maurice Murphy, Administrator

FISCAL IMPACT: The adoption of this resolution promotes a nonpartisan legislative & congressional redistricting system & is to be sent to the Governor, State of Wisconsin. sms

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2014 by the Door County Board of Supervisors.

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

1 **WHEREAS**, Under current laws, Wisconsin's legislative-district boundaries
2 are redrawn by the Legislature following each decennial federal census; and
3
4 **WHEREAS**, At the same intervals, Wisconsin's congressional districts are
5 re-apportioned pursuant to federal law; and
6
7 **WHEREAS**, Legislative and congressional redistricting plans enacted
8 pursuant to this procedure are used to elect members of the legislature and
9 members of Congress in the fall of the second year following the year of the
10 census; and
11
12 **WHEREAS**, Historically, legislative and congressional redistricting plans in
13 Wisconsin have been susceptible to partisan influence and controversy.
14 Litigation, related to the 2011 redistricting process, cost taxpayers nearly \$1.9
15 million; and
16
17 **WHEREAS**, Allowing any political party to control the redistricting process
18 is, arguably, contrary to democracy and fairness, and
19
20 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
21 Supervisors hereby goes on record as being in favor of a nonpartisan
22 legislative and congressional redistricting system.
23
24 **BE IT FURTHER RESOLVED**, That such a process would promote more
25 accountability, encourage transparency, garner broad bipartisan support, and
26 prohibit the consideration of voting patterns, party information, and incumbents'
27 residence information or demographic information in drawing the maps, except
28 as necessary to ensure minority participation as required by the U.S.
29 Constitution.
30
31 **BE IT FINALLY RESOLVED**, That the County Clerk is directed to send a
32 copy of this resolution to the Governor of the State of Wisconsin, the Door
33 County legislative delegation, each municipal clerk within the County of Door,
34 and the Wisconsin Counties Association.

SUBMITTED BY: Legislative Committee

Susan Kohout
Susan Kohout, Chairman

Dale Wiegand
Dale Wiegand

Kathy Schultz
Kathy Schultz



DOOR COUNTY

**Amendatory Resolution –
Door County Administrative Manual or Employee Handbook**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, The *Door County Employee Handbook* and *Door County Administrative Manual* were each
2 approved by the County Board's adoption of Resolution No. 2013-69 on October 22, 2013, and have been in full
3 force and effect from and after January 1, 2014.

4
5 **WHEREAS**, The Door County Board of Supervisors does hereby amend the *Door County Employee*
6 *Handbook* or *Door County Administrative Manual* as follows:

7
8 ❖ **ADMINISTRATIVE MANUAL**

9
10 1.3 APPLICATION AND INTERPRETATION
11 Create a 'new' Par. C:

12
13 Bridgetender position(s) are susceptible to seasonal lay-off. Door County determines the
14 length of the season and if / when any seasonal layoffs occur.

15
16 Re-letter the remainder of 1.3.

17
18 2.5 EMPLOYEE COMPENSATION (p. 16) "Holiday Premium"

19
20 "FLSA non-exempt employees (except public safety employees, library employees, and
21 bridgetenders) required to work a scheduled holiday will receive time and one-half for actual
22 hours worked on the scheduled holiday. This shall be in addition to, and not in lieu of, payment
23 for the holiday as provided in Section 2.9 herein.

24
25 2.8 INSURANCE Add the following to A. 1. Dental Insurance:

26
27 Bridgetenders will be eligible for dental insurance as other full-time general municipal
28 employees. Allocation of premium, between the employee and employer, will be the same as
29 other full-time general municipal employees. Employees' annual premium will be paid over (9)
30 months of the year versus twelve (12) months.

31
32
33 Add the following to A. 2. Health Insurance

34
35 Bridgetenders will be eligible for health insurance as other full-time general municipal
36 employees. Allocation of premium, between the employee and employer, will be the same as
37 other full-time general municipal employees. Employees' annual premium will be paid over nine
38 (9) months of the year versus twelve (12) months.

39
40 2.8 INSURANCE (**New Sub-Sections**)

41
42 A. 5. INSURANCE CONTINUATION:

43 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985
44 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's
45 group health care plan are eligible for continuation of health care coverage under the group plan
46 upon the employee's termination (except for gross misconduct) or reduction in hours.

47 The employee or the employee's dependents may have a right to temporarily continue group
48 health-insurance coverage after the employee's termination. The provisions of the Federal
49 Consolidated Omnibus Budget Reconciliation Act ("COBRA") and Wisconsin Law (e.g., Sec.
50 632.897, Wis. Stats.) control any such right. If an employee or an employee's dependent have
51 any questions regarding this matter, please contact the Human Resources Department. Unless
52 otherwise agreed, continued participation is solely at the participant's expense.
53



DOOR COUNTY

**Amendatory Resolution –
Door County Administrative Manual or Employee Handbook**

FLEXIBLE SPENDING ACCOUNT – (FSA)

Door County offers employees the opportunity to participate in a Flexible Spending Plan. This optional Plan allows employees to set aside a pre-determined and limited amount of money from their gross pay (i.e., pre-tax) in a flexible spending account to cover eligible health care and dependent care expenses not reimbursed by any other insurance or reimbursement program. Detailed information, including enrollment information and eligibility criteria, is available from the Human Resources Department.

2.9 HOLIDAYS (changes are highlighted)

Nine paid holidays are provided for employees as follows:

1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Friday After Thanksgiving (Except Library)
7. Christmas Eve
8. Christmas Day
9. One Personal Holiday

**Library employees only will have Two Personal Holiday's

2.10 Paid Time Off

Telecommunicators – Considered Full Time = 37-1/2 hours.

1947 hours

<u>Completed Years of Service</u>	<u>Bi-Weekly Accrual</u>	<u>Maximum Annual Accrual Limit</u>		<u>Maximum Annual Use</u>		
		<u>Days</u>	<u>Weeks</u>	<u>Hours</u>	<u>Days Weeks</u>	<u>Hours</u>
0 – 4.99	5.48	18	3.6	142	26.7 5.3	213
5 – 10.99	6.91	22	4.5	180	33.7 6.7	270
11- 16.99	8.35	27	5.4	217	40.7 8.1	326
17 or more	9.79	32	6.4	255	47.7 9.5	382

30 to 39 hrs per week

<u>Completed Years of Service</u>	<u>Bi-Weekly Accrual</u>
	<u>Hours</u>
0 – 4.99	4.10
5 – 10.99	5.17
11- 16.99	6.24
17 or more	7.32

24 to 29 hrs per week

<u>Completed Years of Service</u>	<u>Bi-Weekly Accrual</u>
	<u>Hours</u>
0 – 4.99	3.22
5 – 10.99	4.06
11- 16.99	4.91
17 or more	5.75



**Amendatory Resolution –
Door County Administrative Manual or Employee Handbook**

1 2.101 (New Section)

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BEREAVEMENT

The employees of Door County may use PTO or Earned Unused Sick Leave (EUSL) banks for bereavement (funeral) leave in case of death of a family member.

Family is defined as, and limited to: the parents, step-parents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, brothers (and their spouses), and sisters (and their spouses) of the employee or spouse, the spouse, aunts and uncles of the employee or spouse, son-in-law or daughter-in-law of the employee or spouse, or the relatives of the employee or spouse residing in the household of the employee, domestic partner.

Use of the accrued PTO or Earned Unused Sick Leave days for death in the family is limited to three (3) workdays, however, extensions may be granted by the department head if mitigating circumstances warrant such extension. Employees may use one (1) day of accrued PTO or Earned Unused Sick Leave to attend the funeral of nieces, nephews or cousins of the employee or spouse.

5.1 **PASSWORDS - Security Password Policy (re-write of policy – passwords went from 6 to 8 characters and expiration of passwords went from 8 to 12)**

PURPOSE

Security of Door County's information systems resources is a paramount concern.

Passwords are an important aspect of such security. They are the "front line" of protection for Door county's information systems resources.

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. If you fail to comply it may, among other things, result in the user's privilege to access of Door County's information systems resources being immediately suspended.

This policy outlines the use, responsibilities, and scope of passwords used to gain access to Information System resources belonging to the County of Door. Passwords are the entry point to Door County's information system resources. Protecting access to these resources is crucial to ensuring that County systems remain secure. Door County must be diligent in guarding access to its resources and protecting them from threats both inside and outside of County Government. The objective is to enable employees to perform their tasks with technology that is in good operating condition while appropriately addressing the business needs of Door County.

SCOPE

The scope of this policy is, necessarily, broad. All persons who have access to Door County's information systems resources are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Password Usage

Passwords for **all** systems are subject to the following rules:

- No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user involved. This includes supervisors and/or department heads.
- Employee's should not share their password or profile information with their peers in the same department.
- No password or employee profile information is to be shared in order to allow access to an employee who is not in the office. The affected employee(s) supervisor shall contact



DOOR COUNTY

Amendatory Resolution – Door County Administrative Manual or Employee Handbook

- 1 Information Systems, and request a temporary account or appropriate changes to profile
2 permissions to allow temporary access to resources that are needed in an employee's
3 absence.
4 • Passwords are not to be displayed or concealed anywhere in the employee's workspace.
5 • Users must use a minimum of ten unique passwords before the first password can be
6 repeated.
7

Password Composition

8 The same password for all accounts and logins is impossible. Between the State, County and
9 third-party applications multiple passwords are an unfortunate reality. The following sections
10 provide rules for passwords on Door County's Windows domain, Unix server, and i5/AS400
11 server. If an employee needs access to any other application they are using and not mentioned
12 in the previous sentence, they should contact the administrator of that system and follow the
13 password rules of that system.
14

15 User passwords must meet the following minimum criteria:

- 16
- 17 • Passwords should not contain the employee's name, address, date of birth, username,
18 nickname, or any term that could easily be guessed by someone who is familiar with the
19 employee.
 - 20 • Password must be at least eight characters long.
 - 21 • Password shall contain no repeated characters side by side.
 - 22 • Password should not be a dictionary word.
- 23

24 Additional recommendations:

- 25 • Use both upper and lower case letters in the password. (Example: Seriously)
- 26 Note: Most systems accept upper and lower case and those that do not will just ignore the
27 letter's case.
- 28 • Use numbers in the password. (Example: Seri0usly)
 - 29 • Use non-alphanumeric characters. Note: The AS400 system only allows the #, \$, _
30 (underscore), and @ symbols. (Example: *Seri0usly\$*)
- 31

Failed Attempts

32 On County controlled systems, after three (3) failed attempts to log in with the correct password,
33 the County systems will lock the user out. Failed attempts to log into a County profile is logged.
34 If an employee is locked out, they will have to contact personnel from the Information Systems
35 department in order to unlock the account. Please call the IS Help Desk.
36

37 State, third party applications and web applications may have other security lockout procedures.
38 If you are in doubt, contact the IS Department and realize that we may have to work with the
39 contact or administrator of the State system or outside application specialists to get the profile
40 unlocked.
41

Responsibilities

42 The Information Systems and Human Resource Department have the responsibility to enforce
43 this policy. Enforcement will be through systematic means and interaction with computer users.
44 All Door County personnel are responsible for complying with this policy. Failure to comply with
45 this policy will subject an employee to disciplinary action up to and including termination of
46 employment.
47

Support

48 All Door County computer users are to contact the IS staff for support of the password policy.
49
50
51
52



DOOR COUNTY

**Amendatory Resolution –
Door County Administrative Manual or Employee Handbook**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
ENGLEBERT	X		
ENIGL	X		
FEUERSTEIN	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	Abstained		
MULLIKEN	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER			X
1 - Abstained	19	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Fisher Defeated

2nd Lienau

Yes: _____ No: _____ Exc: _____

Reviewed by:

~~_____~~ Corp. Counsel

Reviewed by: Maura Murphy, Administrator

FISCAL IMPACT: These additions to the Administrative Manual are clarifications. Bridgetenders will pay their portion of medical benefits the same as all other DC employees only over the 9 month period that they work. The County will not be upfronting the required contribution. The Telecommunicators whose annual hours average out to 37.5 per week need to have the PTO calculation reflective of the hours that they work. Holiday premium (scheduled to work) with exceptions is clarified. sms

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January 2014 by the Door County Board of Supervisors.

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

1 **NOW, THEREFORE, BE IT RESOLVED**, That the proposed amendments to
2 the Door County Employee Handbook or Door County Administrative Manual, as
3 set forth above, are hereby approved.

4
5 **BE IT FURTHER RESOLVED**, That the Door County Employee Handbook
6 and Door County Administrative Manual shall remain unchanged and shall
7 continue in full force and effect except as amended by this Amendatory
8 Resolution.

9
10 **BE IT FINALLY RESOLVED**, This Amendatory Resolution shall be in full
11 force and effect from and after its adoption by the Door County Board of
12 Supervisors.

**SUBMITTED BY:
ADMINISTRATIVE COMMITTEE**

Dan Austad
Dan Austad, Chairman

David Lienau
David Lienau

Kenneth Fisher
Kenneth Fisher

John Neinas
John Neinas

Cletus Fontaine
Cletus Fontaine

Leo Zipperer
Leo Zipperer

Richard J. Virlee
Richard Virlee



DOOR COUNTY

Resolution No. 2014-07

**APPOINTMENTS TO COMMITTEES,
COMMISSIONS AND BOARDS – LIBRARY BOARD**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BRANN	✓		
ENGLEBERT	✓		
ENIGL	✓		
FEUERSTEIN	✓		
FISHER	✓		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
KOHOUT	X		
LIENAU	✓		
MEYER	✓		
MOELLER	X		
MULLIKEN	✓		
NEINAS	✓		
O'CONNOR	X		
RUNQUIST	✓		
SCHULTZ	X		
VIRLEE	✓		
WIEGAND	X		
ZIPPERER			X
	20	0	1

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WHEREAS, Pursuant to Section 59.18(2)(c) Wisconsin Statutes, the duties and powers of a County Administrator include appointment of "...the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board"; and

WHEREAS, "All appointments to boards and commissions by the County Administrator shall be subject to the confirmation of the County Board" per Section 59.18(2)(c), Wisconsin Statutes; and

WHEREAS, The Rules of Order confers the power to appoint the members of certain committees upon the Chairperson of the County Board, subject to the confirmation of the County Board; and

WHEREAS, The appointments set forth on Exhibits A, attached hereto and incorporated herein by reference, are submitted for County Board confirmation.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors hereby confirms the proposed appointment to the Library Board, as set forth in Exhibit A.

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Lienau Defeated

2nd Schultz

Yes: 20 No: 0 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: Maureen Murphy, Administrator

FISCAL IMPACT: There is no fiscal implication with the adoption of this resolution.

sms

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2014 by the Door County Board of Supervisors.

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

SUBMITTED BY:

Daniel R. Austad

Daniel R. Austad, Chairman
Door County Board of Supervisors

Maureen Murphy

Maureen Murphy
County Administrator

Recommended Appointments to Committees, Commissions and Boards

DOOR COUNTY LIBRARY BOARD

Robert Dickson (*filling the unexpired term of Jack Jordan*).....December 2015

~~~~~

Curriculum vitae – Robert Dickson

**ROBERT DICKSON**

5074 Bluff Pass Rd, Egg Harbor, WI 54209 | bob@shallows.com

**EDUCATION**

**Iowa State University**

B.S. Computer Engineering

**1987**

**WORK EXPERIENCE**

**United State Navy**

First Class Petty Officer - Honorable Discharge

**1975 -1981**

**ALCOA**

Senior Electrical Engineer

**1988 -1995**

**Robert Dickson Consulting**

Owner - Computer and Network Consulting

**1996 - 2003**

**Gibraltar Area Schools**

Technology Specialist

**1999 - 2003**

**Shallows Resort**

Owner/GM

**2003 - Present**

**COMMUNITY SERVICE**

**Trustee - Village of Egg Harbor**

Fire Commission, Public Works Committee, Utility Committee, Harbor Committee

**2000 - Present**

**President - Door County Silent Sport Alliance**

**2006 - 2012**

**Board - Door County Visitor Bureau**

Chairman - 2012

**2007 - 2013**



**DOOR COUNTY**

**Resolution No. 2014-08**

**DISPOSITION OF SURPLUS REAL PROPERTY  
[PART OF P.I.N. 0260014262334A]**

**TO THE DOOR COUNTY BOARD OF SUPERVISORS:**

| ROLL CALL<br>Board Members | Aye | Nay | Exc. |
|----------------------------|-----|-----|------|
| AUSTAD                     | X   |     |      |
| BRANN                      | X   |     |      |
| ENGLEBERT                  | X   |     |      |
| ENIGL                      | X   |     |      |
| FEUERSTEIN                 | X   |     |      |
| FISHER                     | X   |     |      |
| FONTAINE                   | X   |     |      |
| GUNNLAUGSSON               | X   |     |      |
| HAINES                     | X   |     |      |
| KOHOUT                     | X   |     |      |
| LIENAU                     | X   |     |      |
| MEYER                      | X   |     |      |
| MOELLER                    | X   |     |      |
| MULLIKEN                   | X   |     |      |
| NEINAS                     | X   |     |      |
| O'CONNOR                   | X   |     |      |
| RUNQUIST                   | X   |     |      |
| SCHULTZ                    | X   |     |      |
| VIRLEE                     | X   |     |      |
| WIEGAND                    | X   |     |      |
| ZIPPERER                   |     |     | X    |
|                            | 20  | 0   | 1    |

1 **WHEREAS**, The Highway Committee (at its December 16, 2013,  
2 meeting) and the Property Committee (at its January 8, 2014,  
3 meeting) each determined:

- 4 A. That certain real property owned by the County of
- 5 Door (hereafter "County"), and depicted on *Exhibit A*
- 6 (attached hereto and incorporated herein by
- 7 reference), is surplus; and
- 8
- 9 B. That It is both fair and reasonable under the
- 10 circumstances for the County to convey this surplus
- 11 real property, gratis, via quit claim deed to Bradford
- 12 Guilette, an adjacent property owner.
- 13
- 14

15 **NOW, THEREFORE, BE IT RESOLVED**, That the real property  
16 depicted on Exhibit A is declared to be surplus.  
17

18 **BE IT FURTHER RESOLVED**, That this surplus real property is  
19 to be conveyed gratis, via quit claim deed, to Bradford Guilette.  
20

**BOARD ACTION**

Vote Required: Majority of a Quorum

---

Motion to Approve      Adopted

1st Meyer      Defeated

2nd Neinas

Yes: 20      No: 0      Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maura Murphy, Administrator

**FISCAL IMPACT:** This surplus property is being conveyed to the adjacent property owner, gratis, via quit claim deed.  
Sms

**SUBMITTED BY:  
Property Committee**

[Signature] Ben Meyer, Chairperson  
[Signature] Richard Haines  
[Signature] Richard Virlee

[Signature] Dale Wiegand  
[Signature] Leo Zipperer

**Certification:**

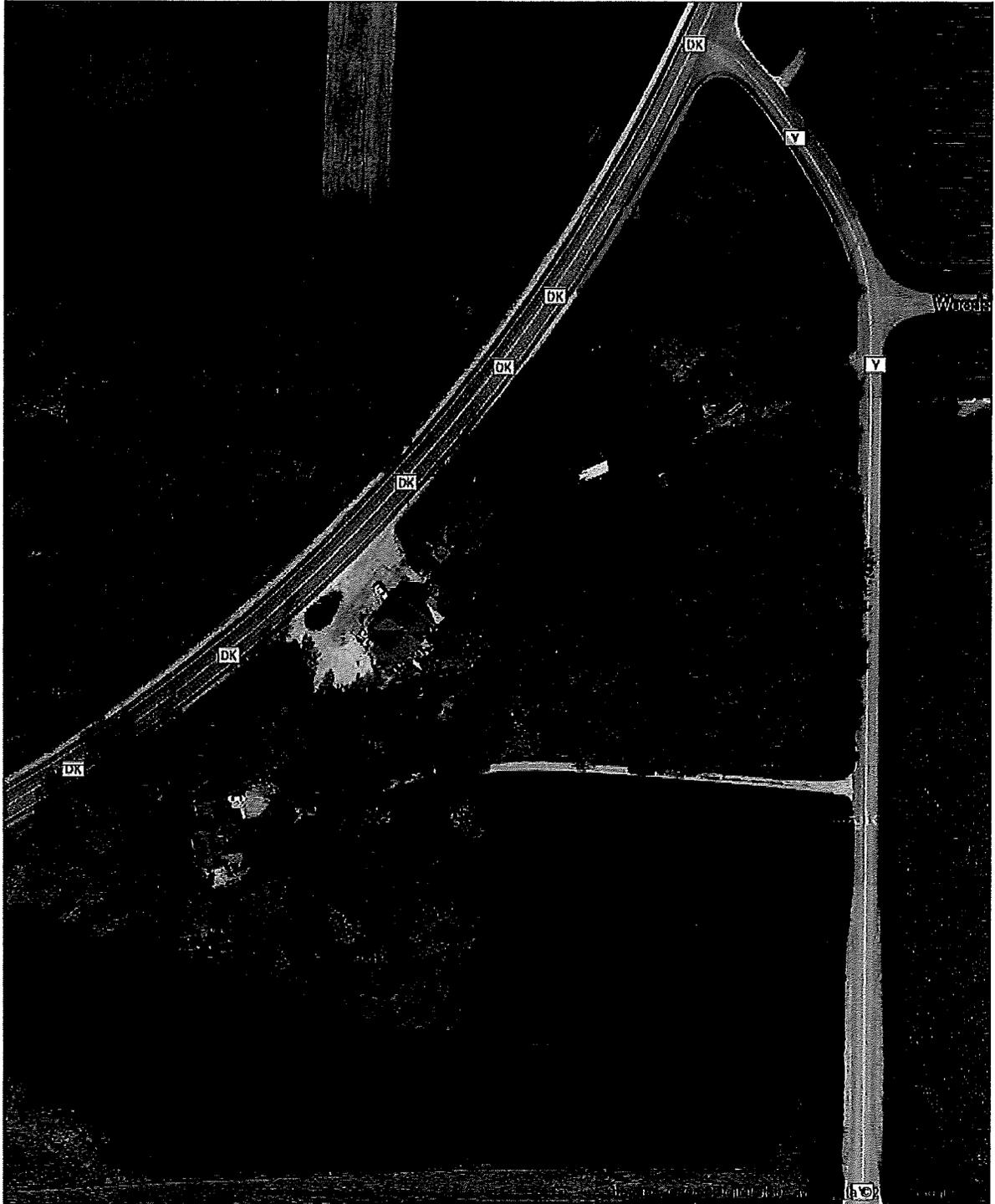
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2014 by the Door County Board of Supervisors.

[Signature]  
Jill M. Lau  
County Clerk, Door County



Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



DOCUMENT NO. 297891

297092

113 PAGE 259

112 PAGE 394

This Indenture, Made by William Fontaine and Emma Fontaine, his wife,  
 grantor S of Door County, Wisconsin, hereby conveys and warrants  
 to Door County, Wisconsin,  
 for the sum of \$1,850.00 (One Thousand Eight Hundred Fifty and No/100 - - - - -)  
 the following tract of land in Door County, State of Wisconsin:

All that part of the N 1/2-NW 1/4-SE 1/4, Section 14, T26N, R23E, that is bounded on the west by the west line of said N 1/2-NW 1/4-SE 1/4 and is bounded on the east by a line 50 feet easterly of and parallel with the new centerline of STM 57 as laid out under Project F 03-3(10), South County Line-Brussels Road and described as follows:

Commencing at the center of said Section 14; Thence S 20-09' E 328 feet to a perpendicular line hereinafter referred to as "Line A"; Thence continuing S 20-09' E 241 feet to the south line of said N 1/2-NW 1/4-SE 1/4 which is the south line of said grantor's lands, excepting therefrom the east 5 feet lying north of "Line A".

Also all that part of the SE 1/4-SW 1/4 in said Section 14 lying east of STM 57 as laid out and traveled on October 1, 1957.

Said parcels contain 1.09 acres, more or less, exclusive of all lands previously acquired or now used for highway purposes.

Refiled

REGISTRAR'S OFFICE  
 DOOR COUNTY, WIS. } ss.  
 Received for Record this 3rd day  
 of July, A. D. 1958  
 at Door, Wis., and recorded in Vol. 115  
100 Page 259  
Paul J. Bernhardt Registrar  
 By Paul J. Bernhardt Deputy

IN WITNESS WHEREOF, the said grantor S in his hand, seal and seal of this 3rd day of May, A. D. 1958

SIGNED AND SEALED IN PRESENCE OF  
Paul J. Bernhardt Notary Public  
Paul J. Bernhardt Notary Public

William Fontaine (SEAL)  
William Fontaine  
Emma Fontaine (SEAL)  
Emma Fontaine  
 (SEAL)  
 (SEAL)

STATE OF WISCONSIN,  
 Door County, } ss.  
 Personally came before me this 3rd day of May, A. D. 1958  
 above named William Fontaine and Emma Fontaine, his wife  
 known to be the person who executed the foregoing instrument and acknowledged the same  
 Received for Record this 3rd day of May, A. D. 1958  
Paul J. Bernhardt