



DOOR COUNTY

Resolution No. 2014-83

**PROCLAMATION
DESIGNATING THE MONTH OF OCTOBER 2014 AS
"DISABILITY EMPLOYMENT AWARENESS MONTH"**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
MEYER			
MOELLER			
NEINAS			
O'CONNOR			
RUNQUIST			
SCHULTZ			
SITTE			
VIRLEE			
ZIPPERER			

Vote Voted

BOARD ACTION

Vote Required: Majority vote of a quorum

Motion to Approve Adopted

1st Moeller Defeated

2nd Kohout

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: No Fiscal Impact.

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 October, 2014 by the Door County Board of Supervisors.

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

1 **WHEREAS**, Held each October since 1988, and with roots dating
2 back to 1945, National Disability Employment Awareness Month
3 (NDEAM) is a national campaign that raises awareness about
4 disability employment issues and celebrates the many and varied
5 contributions of America's workers with disabilities; and

6
7 **WHEREAS**, The theme of this year's NDEAM is "EXPECT.
8 EMPLOY. EMPOWER."; and

9
10 **WHEREAS**, People with disabilities are integral, contributing,
11 productive and valued citizens of Door County, Wisconsin; and

12
13 **WHEREAS**, Workplaces welcoming of the talents of all people,
14 including people with disabilities, are a critical part of our efforts to
15 build an inclusive community and strong economy; and

16
17 **WHEREAS**, That cooperative endeavors, such as the Door County
18 Department of Human Services' partnership with Wisconsin's
19 Division of Vocational Rehabilitation, will reinforce the value and
20 talent that people with disabilities add to our workplaces and
21 communities and affirm Door County's commitment to an inclusive
22 community.

23
24 **WHEREAS**, In this spirit, Door County, Wisconsin, is recognizing
25 National Disability Employment Awareness Month this October to
26 raise awareness about disability employment issues and celebrate
27 the many and varied contributions of people with disabilities; and

28
29 **WHEREAS**, Activities during this month will reinforce the value
30 and talent people with disabilities add to our workplace and
31 communities and affirm Door County, Wisconsin's commitment to an
32 inclusive community.

33
34 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
35 Board of Supervisors does hereby proclaim October, 2014 as National
36 Disability Employment Awareness Month.

37
38 **BE IT FURTHER RESOLVED**, That in so doing, the Door County
39 Board of Supervisors calls upon employers, schools and other
40 community organizations in Door County, Wisconsin to observe this
41 month with appropriate programs and activities, and to advance its
42 important message that people with disabilities are equal to the task
43 through the year.

SUBMITTED BY:

Daniel R. Austad
Daniel R. Austad, Chairman
Door County Board of Supervisors



DOOR COUNTY

Resolution No. 2014-84
DOOR COUNTY REVOLVING LOAN FUND
EXTENSION REQUEST
HEATHER AND NATE PRICE AND CAPTAIN COMMODES, INC.

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
BUR	X		
ENGLEBERT	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES	X		
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
SITTE			X
VIRLEE	X		
ZIPPERER	X		
	20	0	1

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Haines Defeated

2nd Brann

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: This resolution extends the balloon payment until 2015 from the 11/15/14 date (1 year extension). All of the original terms and conditions will remain in place. 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 October, 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**, Door County has established the Door County
2 Revolving Loan Fund Program for the purpose of providing below
3 market rate interest loans to encourage job creation and retention
4 and private investment by small businesses in Door County;

5
6 **WHEREAS**, A Door County Revolving Loan Fund Program Loan
7 (hereafter "Loan") to Heather & Nate Price and Captain Commodes,
8 Inc. (hereafter "Borrowers") was approved on May 25, 2010, by
9 adoption of Resolution No. 2010-48;

10
11 **WHEREAS**, The Borrowers have requested an extension of the
12 Loan; and

13
14 **WHEREAS**, The Door County Loan Review Committee met on
15 October 17, 2014, to consider, and approved, the Borrowers' request
16 to extend the Loan for one (1) year, subject to the Loan's original
17 terms and conditions.

18
19 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
20 Board of Supervisors does hereby approve the Borrowers' request
21 to extend the Loan for one (1) year as recommended by the Door
22 County Loan Review Committee.

23
24 **BE IT FURTHER RESOLVED**, That outside counsel will prepare
25 (subject to Corporation Counsel's review and approval), and the
26 County Board Chairperson and County Clerk are authorized to
27 execute, the necessary Loan extension documents.

SUBMITTED BY:
Door County Loan Review Committee

[Signature]
Richard Haines

Matt Nichols
Vicki Stangel
Sandy Hurley
Leslie Gast



**DOOR COUNTY REVOLVING LOAN FUND APPLICATION
JAMES OLSON AUTOMOTIVE GROUP, LLC**

DOOR COUNTY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

5 **WHEREAS**, A Door County Revolving Loan Fund application has been received from
6 **JAMES OLSON AUTOMOTIVE GROUP, LLC** ; and
7

8 **WHEREAS**, The Door County Loan Review Committee met to review the
9 Door County Revolving Loan Fund application from James Olson Automotive Group, LLC and
10 recommends to the County Board of Supervisors that the application for \$250,000.00 from the
11 County of Door Revolving Loan Fund for business equipment be approved, subject to the
12 following terms and conditions:
13

- 14 a. Interest Rate: 2.0%
- 15
- 16 b. Term of Loan: 5.5 years, with a 5 year amortization. Borrower will make monthly
17 interest-only payments to the County of Door for six months, followed by monthly
18 principal 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
23 evidence of 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
27 provided by 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 James Olson with spousal consent.
- 32
- 33 h. The borrower shall contribute equity in the amount of \$1,179,000.
- 34
- 35 i. The borrower shall obtain and keep insurance on all equipment with County of Door
36 listed as loss payee.
- 37
- 38 j. The borrower will create 22 FTE jobs during the loan period of which at least 51% shall
39 be held by or made available to persons of low to moderate income.
- 40
- 41 k. Borrower shall provide DCEDC with annual business income tax returns and financial
42 statements (profit and loss, balance sheet) by April 15 of each year.
43



DOOR COUNTY REVOLVING LOAN FUND APPLICATION
JAMES OLSON AUTOMOTIVE GROUP, LLC

DOOR COUNTY

ROLL CALL Board Members table with columns: Aye, Nay, Exc. and rows for board members: AUSTAD, BRANN, BUR, ENGLEBERT, ENIGL, FISHER, GUNNLAUGSSON, HAINES, HALSTEAD, KOCH, KOHOUT, LIENAU, MEYER, MOELLER, NEINAS, O'CONNOR, RUNQUIST, SCHULTZ, SITTE, VIRLEE, ZIPPERER.

BOARD ACTION
Vote Required: Majority Vote of a Quorum
Motion to Approve Adopted [X]
1st Haines Defeated []
2nd Lienau
Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel
Reviewed by: _____, Administrator
FISCAL IMPACT: The recommendation of this loan is as stated and would be a reduction to the Revolving Loan Fund which as of 9/30/14 has an estimated balance of \$796,926. 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 October 2014 by the Door County Board of Supervisors.
[Signature]
Jill M(Lau)
County Clerk, Door County

- 1 l. Borrower shall pay for all out of pocket loan processing costs at closing including attorney fees for loan documentation.
2
3
4
5 m. The borrower shall submit a complete application package, to the satisfaction of William Chaudoir, Executive Director, DCEDC.
6
7
8
9 n. The loan recipient's business location and place of employment must remain in the County of Door or the loan immediately becomes due and payable.
10
11
12
13 o. This commitment is valid for a 60-day period at which time the loan shall be closed or this commitment is null and void.
14

15 Outside Counsel shall prepare the loan agreement, promissory note, security instrument and other necessary legal documents.
16 These documents are subject to review by and approval of the
17 County Corporation Counsel.
18

19 We further recommend that the County Board Chairman and
20 County Clerk be authorized to sign the necessary documents to
21 implement this action.
22

23
24
25 NOW, THEREFORE, BE IT RESOLVED, That the Door County
26 Board of Supervisors does hereby approve the recommendation of
27 the Door County Loan Review Committee for a business loan to
28 James Olson Automotive Group, LLC, through the Door County
29 Revolving Loan Fund Program in the amount of \$250,000.00 subject
30 to the recommended terms and conditions.

SUBMITTED BY:
Door County Loan Review Committee

[Signature]
Richard Haines

Leslie Gast
Matt Nichols
Vicki Stangel
Sandy Hurley



DOOR COUNTY

Resolution No. 2014-86

**NON-COMMERCIAL HANGAR SITE LEASE AGREEMENT
KARL STEINKE – BUILDING NO. 53**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
BUR	X		
ENGLEBERT	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES	X		
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
SITTE			X
VIRLEE	X		
ZIPPERER	X		
	20	0	1

1 **WHEREAS**, Rule No. 34 of the Rules of Order provides, in
2 pertinent part, that "...(a)ny contract with a term in excess of three (3)
3 years is subject to review and approval by the County Board..."; and

4
5 **WHEREAS**, Private and Public concerns have been reluctant
6 to construct or operate private non-commercial hangars at the Door
7 County Cherryland Airport; and

8
9 **WHEREAS**, The Airport and Parks Committee deems the
10 presence of non-commercial hangars at the Door County Cherryland
11 Airport to be advantageous to the Airport; and

12
13 **WHEREAS**, The Airport & Parks Committee believes it is
14 reasonable and necessary to offer multi-year non-commercial
15 hangar site lease agreements as an incentive to stimulate the growth
16 and development of the Door County Cherryland Airport.

17
18 **NOW, THEREFORE, BE IT RESOLVED**, That the Door
19 County Board of Supervisors does hereby give approval to the
20 Airport & Parks Committee to enter into a 10 year non-commercial
21 hangar site lease agreement, with a 10 year renewal clause, for the
22 parcel of land on which Building No. 53 has been constructed.

BOARD ACTION

Vote Required: Majority Vote of Total Membership

Motion to Approve Adopted

1st Virlee Defeated

2nd Brann

Yes 20 No 0 Exc: 1

Reviewed by: [Signature] Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The fiscal impact would be the certainty of revenues for a given period of time. Lease revenues to be recorded in the year of service. 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 October, 2014 by the Door County Board of Supervisors.

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

SUBMITTED BY: AIRPORT & PARKS COMMITTEE

[Signature] Richard Virlee, Chairman

[Signature] Charles Brann

[Signature] Kenneth Fisher

[Signature] Joel Gunnlaugsson

[Signature] Richard Haines

[Signature] Ben Meyer

[Signature] Tim O'Connor



DOOR COUNTY

Resolution No. 2014-87

AMENDMENT OF COMPENSATION PLAN

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BRANN	✓		
BUR	✓		
ENGLEBERT	✓		
ENIGL	✓		
FISHER	✓		
GUNNLAUGSSON	✓		
HAINES	✓		
HALSTEAD	✓		
KOCH	✓		
KOHOUT	✓		
LIENAU	✓		
MEYER	✓		
MOELLER	Abstain		
NEINAS	✓		
O'CONNOR	✓		
RUNQUIST	✓		
SCHULTZ	✓		
SITTE			✓
VIRLEE	✓		
ZIPPERER	✓		

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve: Adopted

1st Lienau Defeated:

2nd Englebert 1-abstain

Yes: 19 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: Funds are budgeted for 2015 wage increases as stated within this resolution. The proposed increase will be dependent upon the adoption of the 2015 budget as presented on November 12, 2014.

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 October, 2014 by the Door County Board of Supervisors.

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

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WHEREAS, By adoption of Resolution 2013-74 on December 10, 2013, County Board approved and implemented the Wage Comparability Study conducted by WIPFLI; and

WHEREAS, By adoption of Resolution 2014-61 on June 24, 2014, County Board approved the Base Compensation Administrative Guide; and

WHEREAS, It is now deemed appropriate to:

- i. Establish a performance evaluation system for general municipal employees.
- ii. Apply an aging factor (based on market data) annually to the Compensation Plan (1.5% to be applied for 2015);
- iii. Create steps (from the minimum to the midpoint compensation ranges of the Compensation Plan) and provide for performance-based step increases.
- iv. Develop a performance-based pay increase or bonus system for those employees who fall within the midpoint to the maximum compensation range of the Compensation Plan; and
- v. Implement a wage increase based upon CPI-U established annually by the Wisconsin Department of Revenue for the Wisconsin Employment Relations Commission (for 2015, the CPI-U is 1.57%.) and/or step increase for certain non-represented general municipal employees effective January 1, 2015.

NOW, THEREFORE, BE IT RESOLVED THAT, the Door County Board of Supervisors approves amendment of the Compensation Plan as described above and as set forth in Addendum A (attached hereto and incorporated herein by reference as if set forth in full).

SUBMITTED BY: Administrative Committee

[Signature]
Dan Austad, Chairman

[Signature]
David Lienau

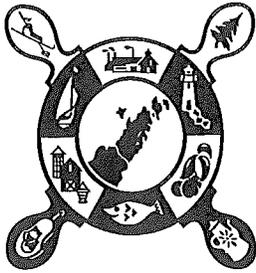
[Signature]
Roy Englebert

[Signature]
John Neinas

[Signature]
Leb Zipperer

[Signature]
Kenneth Fisher

[Signature]
Richard Virlee



County of Door HUMAN RESOURCES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Fax: 920/746-2538
PH: 920/746-2305

From: Kelly A. Hendee, Human Resources Director
Date: October 23, 2014
Re: Door County Compensation Plan 

Update of Compensation Plan – Pay Philosophy

Base Compensation Administration Guide: *Approved by Resolution 2014-61*

The purpose of the Door County Base Compensation Plan is to ensure that pay is established and administered according to fair and equitable principles. This administration guide is intended to provide Door County with guidelines for the day-to-day administration of employees' compensation.

Pay Philosophy approved by County Board: *June 17 & 19 Administrative Committee:*

Door County will meet the market (meaning that the majority of employee's salaries will fall within a bell curve around 100% or the midpoint of the Compensation Plan.

Hiring negotiated by Human Resources Director up to midpoint.

Administering pay within the range: Hybrid – steps up to midpoint and pay for performance thereafter.

Moving forward

Please find attached a DRAFT EXAMPLE of the Door County 2014 Salary Ranges @ 50th Percentile with steps built in between the minimum to the midpoint. This example provides a track for newly hired employee's to reach the midpoint (or 100% of the market) in six years. The steps are at two and one half percent (2.5%) increments based on the midpoint of each range.

All increases including the steps and beyond the midpoint will be based on performance and what the County can support through budget. A recommendation for moving forward with the performance evaluation process will be discussed at future Administrative Committee meetings and is outlined below.

Proposal moving forward in 2015 to develop a Performance Evaluation System

- Provide training for all employee's (Department Heads, supervisor's, staff and County Board) on how to conduct performance evaluations.
- Conduct a mock evaluation process during June of 2015 to determine how well performance evaluations are being completed and to provide feedback.
- Possible Performance Evaluation presentation from neighboring County to Committee.

Base Compensation Plan

Positions remain as they are within Compensation Plan

Minimum-to-Midpoint

Minimum plus 6 steps

2.5% between each step

Starting in 2015 (for 2016) ... annual 1-step progression dependent on 'satisfactory' performance evaluation

Midpoint-to-Maximum

No steps

Starting in 2015 (for 2016) ... merit Increase based upon (yet-to-be-developed) performance evaluation system – training and mock exercise

01-01-15 --- The plan methodology will be to age the compensation plan 1.5% for 2015.

01-01-15 --- General municipal employees with at least 1-year of service who fall within the minimum-to-the-midpoint of the Compensation Plan will receive a one-step increase.

01-01-15 --- 1.57% ATB for all general municipal employees ~~with at least 1-year of service and~~ who fall within the minimum to the maximum of the Compensation Plan.

All dependent on the County Board's (annual) appropriation of funds sufficient for these purposes.

LANGUAGE TO BE ADDED TO Base Compensation Administrative Guide (in red)

TYPES OF PAY ADJUSTMENTS

Steps from minimum to midpoint: Steps fall within the minimum to the midpoint compensation ranges of the compensation plan. Employees will be eligible for a step increase based on the successful completion of a performance evaluation.



Resolution No. 2014-88

Supplement to Resolution No. 92-99 – County Administrator

DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BRANN	X		
BUR	X		
ENGLEBERT	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES	X		
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
NEINAS	X		
O'CONNOR	X		
RUNQUIST	X		
SCHULTZ	X		
SITTE			X
VIRLEE	X		
ZIPPERER	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve _____ Adopted Defeated

1st Brann Defeated

2nd O'Connor

Yes: 20 No: 0 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: There is no fiscal impact 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 October, 2014 by the Door County Board of Supervisors.

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

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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WHEREAS, Door County, by adoption of Resolution No. 92-99 on December 21, 1999, created the office of County Administrator; and

WHEREAS, No provision was made in Resolution No. 92-99, or otherwise, for an acting or interim County Administrator, in the case of: i). the County Administrator being temporarily unable or unavailable to perform the functions of the office (e.g. by incapacitation caused by illness or injury of any nature, on paid administrative leave status, or other cause); or ii). a vacancy in the office of County Administrator by reason of removal, resignation or other cause. The lack of any such provision is a deficiency that should be addressed; and

WHEREAS, To remedy this deficiency, Resolution No. 2012-16 was adopted on March 27, 2012. This resolution will, if adopted, supersede Resolution No. 2012-16.

NOW, THEREFORE, BE IT RESOLVED, That in the event of: i). the County Administrator being temporarily unable or unavailable to perform the functions of the office (e.g. by incapacitation caused by illness or injury of any nature, on paid administrative leave status, or other cause) or ii). a vacancy in the office of County Administrator by reason of removal, resignation or other cause, the Corporation Counsel is empowered to serve as acting or interim County Administrator for up to thirty one (31) days or until the next regularly scheduled County Board of Supervisors meeting. Corporation Counsel's appointment, as acting or interim County Administrator, may be extended by majority vote of the County Board. It is understood that no additional compensation will be paid to the Corporation Counsel for serving as acting or interim County Administrator.

BE IT FURTHER RESOLVED, That due to the resignation of County Administrator Maureen Murphy, commencing November 4, 2014, and continuing until County Administrator Murphy's successor is appointed, the Corporation Counsel is hereby authorized to serve as interim County Administrator without additional compensation.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

Daniel R. Austad Daniel Austad, Chairman

John Neinas John Neinas

David Lienau David Lienau

Richard Virlee Richard Virlee

Roy Englebert Roy Englebert

Ken Fisher Ken Fisher

Leo Zipperer Leo Zipperer