



**DOOR COUNTY**

**Resolution No. 2015-48**

**Approve Fiber Lateral Agreement with Southern Door County School District**

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

| ROLL CALL<br>Board Members | Aye | Nay | Exc. |
|----------------------------|-----|-----|------|
| AUSTAD                     |     |     |      |
| BRANN                      |     |     |      |
| BUR                        |     |     |      |
| ENGBERT                    |     |     |      |
| ENIGL                      |     | /   |      |
| FISHER                     |     |     |      |
| GUNNLAUGSSON               | /   |     |      |
| HAINES                     |     |     |      |
| HALSTEAD                   |     |     |      |
| KOCH                       | /   |     |      |
| KOHOUT                     |     |     |      |
| KOK                        |     |     |      |
| LIENAU                     | /   |     |      |
| MEYER                      |     |     |      |
| MOELLER                    |     |     |      |
| NEINAS                     |     |     |      |
| RUNQUIST                   |     |     |      |
| SCHULTZ                    |     |     |      |
| SITTE                      |     |     |      |
| VIRLEE                     |     |     |      |
| ZIPPERER                   |     |     |      |

**BOARD ACTION**  
Vote Required: Majority Vote of Total Membership

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Motion to Approve \_\_\_\_\_ Adopted

1st Enigl Defeated

2nd Gunnlaugsson

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel  
Reviewed by: 07-23-15  
\_\_\_\_\_, Administrator

**FISCAL IMPACT: The Southern Door School District will reimburse Door County \$120,000 for costs incurred for the lateral to Southern Door High School. MEJ**

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2015 by the Door County Board of Supervisors.

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

1           **WHEREAS**, Any contract with a term in excess of three (3) years  
2 requires approval by the Door County Board of Supervisors ("County  
3 Board");

4  
5           **WHEREAS**, The County Board, by adoption of Resolution No. 2014-  
6 91 (November 12, 2014) and Resolution No. 2015-07 (on 01-27-2015)  
7 authorized the Fiber Optic Project ("Project") to move forward and  
8 appropriated funds for such;

9  
10           **WHEREAS**, Part and parcel of the *Fiber Route Agreement* and  
11 *Maintenance Agreement* negotiated with Brown County C-LEC, LLC are  
12 laterals off the fiber backbone, including a lateral to Southern Door High  
13 School;

14  
15           **WHEREAS**, It appears that the interests of the County of Door and  
16 the Southern Door County School District will be served by their working  
17 together cooperatively, as authorized by Section 66.0301 Wisconsin  
18 Statutes, for the purpose of fiber-optic network deployment to support a  
19 diverse range of operations; and

20  
21           **WHEREAS**, It is deemed advantageous and suitable for the County of  
22 Door to enter into the *Agreement* (which is incorporated herein by reference  
23 as if fully set forth) with the Southern Door County School District.

24  
25           **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board  
26 of Supervisors does hereby approve the *Agreement* with Southern Door  
27 County School District.

28  
29           **BE IT FURTHER RESOLVED**, That the Information Systems  
30 Department, subject to the oversight of the Information Systems  
31 Committee, shall administer the *Agreement*.  
32

**SUBMITTED BY: INFORMATION SYSTEMS COMMITTEE**

David Enigl David Enigl, Chairman            Joel Gunnlaugsson Joel Gunnlaugsson

Richard Haines Richard Haines            Mark Moeller Mark Moeller

Jon Koch Jon Koch            Don Sitte Don Sitte

David Lienau David Lienau



**DOOR COUNTY**

**Resolution No. 2015-49**  
**Approve Fiber Lateral Agreement with**  
**Sevastopol School District**

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

| ROLL CALL<br>Board Members | Aye | Nay | Exc. |
|----------------------------|-----|-----|------|
| AUSTAD                     |     |     |      |
| BRANN                      |     |     |      |
| BUR                        |     |     |      |
| ENGLEBERT                  |     |     |      |
| ENIGL                      |     |     |      |
| FISHER                     |     |     |      |
| GUNNLAUGSSON               |     |     |      |
| HAINES                     |     |     |      |
| HALSTEAD                   |     |     |      |
| KOCH                       |     |     |      |
| KOHOUT                     |     |     |      |
| KOK                        |     |     |      |
| LIENAU                     |     |     |      |
| MEYER                      |     |     |      |
| MOELLER                    |     |     |      |
| NEINAS                     |     |     |      |
| RUNQUIST                   |     |     |      |
| SCHULTZ                    |     |     |      |
| SITTE                      |     |     |      |
| VIRLEE                     |     |     |      |
| ZIPPERER                   |     |     |      |

Vote Taken

**BOARD ACTION**

Vote Required: Majority Vote of Total Membership

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Motion to Approve      Adopted

1st Enigl      Defeated

2nd Gunnlaugsson

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

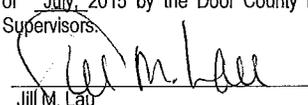
Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: 07-23-2015, Administrator

**FISCAL IMPACT:** The Sevastopol School District will reimburse Door County \$75,000 for costs incurred for the lateral to Sevastopol High School.  
**MEJ**

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2015 by the Door County Board of Supervisors.

  
Jill M. Lau  
County Clerk, Door County

1           **WHEREAS**, Any contract with a term in excess of three (3) years  
2 requires approval by the Door County Board of Supervisors ("County  
3 Board");

4  
5           **WHEREAS**, The County Board, by adoption of Resolution No. 2014-  
6 91 (November 12, 2014) and Resolution No. 2015-07 (on 01-27-2015)  
7 authorized the Fiber Optic Project ("Project") to move forward and  
8 appropriated funds for such;

9  
10          **WHEREAS**, Part and parcel of the *Fiber Route Agreement* and  
11 *Maintenance Agreement* negotiated with Brown County C-LEC, LLC are  
12 laterals off the fiber backbone, including a lateral to Sevastopol High  
13 School; and

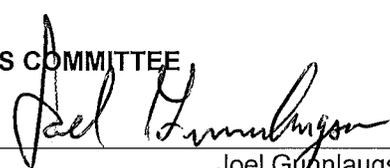
14  
15          **WHEREAS**, It appears that the interests of the County of Door and  
16 the Sevastopol School District will be served by their working together  
17 cooperatively, as authorized by Section 66.0301 Wisconsin Statutes, for  
18 the purpose of fiber-optic network deployment to support a diverse range  
19 of operations;

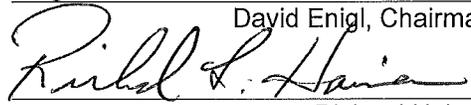
20  
21          **WHEREAS**, It is deemed advantageous and suitable for the County of  
22 Door to enter into the *Agreement* (which is incorporated herein by reference  
23 as if fully set forth) with the Sevastopol School District.

24  
25          **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board  
26 of Supervisors does hereby approve the *Agreement* with Sevastopol  
27 School District.

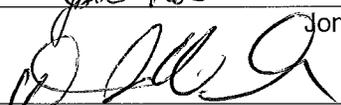
28  
29          **BE IT FURTHER RESOLVED**, That the Information Systems  
30 Department, subject to the oversight of the Information Systems  
31 Committee, shall administer the *Agreement*.

**SUBMITTED BY: INFORMATION SYSTEMS COMMITTEE**

        
\_\_\_\_\_  
David Enigl, Chairman      Joel Gunnlaugsson

        
\_\_\_\_\_  
Richard Haines      Mark Moeller

        
\_\_\_\_\_  
Jon Koch      Don Sitte

      \_\_\_\_\_  
\_\_\_\_\_  
David Lienau



**DOOR COUNTY**

**Resolution No. 2015-50**

**APPOINTMENT OF COUNTY ADMINISTRATOR**

**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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

1       **WHEREAS**, Resolution No. 92-99, adopted December 21, 1999,  
2       created the position of County Administrator for Door County; and  
3  
4       **WHEREAS**, On April 17, 2012, the County Board, after review, re-  
5       affirmed its commitment to the County Administrator form of government;  
6       and  
7  
8       **WHEREAS**, Pursuant to Section 59.18 Wisconsin Statutes, the authority  
9       to appoint a county administrator is vested in the county board of  
10      supervisors; and  
11  
12      **WHEREAS**, Kenneth P. Pabich is, consistent with Section 59.18(6)  
13      Wisconsin Statutes, deemed qualified and fit to perform the duties of county  
14      administrator.  
15  
16      **NOW, THEREFORE, BE IT RESOLVED**, By the Door County Board of  
17      Supervisors that Kenneth P. Pabich is, effective August 3, 2015, hereby  
18      appointed County Administrator for the County of Door, pursuant to Section  
19      59.18 Wisconsin Statutes.  
20  
21      **BE IT FURTHER RESOLVED**, That the County Administrator Contract,  
22      which is incorporated by reference herein as if fully set forth, is approved.

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

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Motion to Approve      Adopted

1st Lienau      Defeated

2nd Sitte

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: [Signature], Corp. Counsel

Reviewed by: 06-18-2015, Administrator

**FISCAL IMPACT:**  
See Attachment  
MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

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

**SUBMITTED BY:**  
**Administrative Committee**

[Signature] Daniel Austad, Chairman

[Signature] John Neinas

[Signature] David Lienau

[Signature] Richard Virlee

[Signature] Roy Englebert

[Signature] Leo Zipperer

[Signature] Ken Fisher

# REQUEST FOR FISCAL IMPACT INFORMATION

Attachment to  
Resolution 2015-50

|   |  |
|---|--|
| <p>NEW POSITION _____</p> <p>FTE/Hours _____</p> <p>Job Class _____</p> <p>Step _____</p> <p>Rate _____</p> | <p>CHANGE FTE/Hours</p> <p>From _____ TO _____</p> <p>CHANGE JOB CLASS/STEP</p> <p>From _____ TO _____</p> |
|---|--|

Position Title County Administrator

Effective Date \_\_\_\_\_ 6 Mo \_\_\_\_\_

Department Administrator Sub Dept \_\_\_\_\_

Exempt X Non-Bargaining \_\_\_\_\_ Bargaining \_\_\_\_\_

|                                  |           |       |  |
|----------------------------------|-----------|-------|--|
| County Share Family Health @ .85 | \$ 21,698 | @ .90 |  |
| County Share Single Health @ .85 | \$ 8,679  | @ .90 |  |
| County Share Family Dental       | \$ 1,278  |       |  |
| County Share Single Dental       | \$ 511    |       |  |
| Annual Hours                     | 2,080.00  |       |  |

All Rates (Salary and Benefits) are 2015 Rates

| FTE/Hrs   | @ Rate  | 2015 TOTAL SALARY | Longevity | Total All Wages | FICA/MED *.0765 | General Pension @.0680 | 8810 WC Munic @.0027 | Family Health | Family Dental | Life Ins | TOTAL SALARY and Benefits |
|---|---------|-------------------|-----------|-----------------|-----------------|------------------------|----------------------|---------------|---------------|----------|---------------------------|
| <b>County Administrator - Pay Range 2</b>           |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| 1.00  | \$51.92 | 107,994           |           | 107,994         | 8,262           | 7,344                  | 292                  | 21,698        | 1,278         | 47       | 146,915                   |
| <b>Current County Administrator Budget for 2015</b> |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| 1.00  | \$43.26 | 89,981            |           | 89,981          | 6,884           | 6,119                  | 243                  | 21,698        | 1,278         | 47       | 126,250                   |
| <b>Total Salary and Benefit Increase</b>            |         |                   |           |                 |                 |                        |                      |               |               |          | 20,665                    |
| <b>Total Salary and Benefit Decrease</b>            |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| -   |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| <b>Total Salary and Benefit Decrease</b>            |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| -   |         |                   |           |                 |                 |                        |                      |               |               |          |                           |
| FTE/Hrs   | @ Rate  | 2015 TOTAL SALARY | Longevity | Total All Wages | FICA/MED *.0765 | General Pension @.0665 | 9413 WC Munic @.0391 | Single Health | Single Dental | Life Ins | TOTAL SALARY and Benefits |
| -   |         |                   |           |                 |                 |                        |                      |               |               |          |                           |

Dept Head Signature Mark E. Janiak Finance Director

Date 6-18-2015

**Disclaimer:** The amounts shown above compare the annual cost for the new Cty Administrator with what was budgeted for the position for 2015. The estimated costs for the new Cty Administrator for the period August 3, 2015 thru Decemeber 31, 2015 are \$61,608.00.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



**Resolution Awarding the Sale of  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A**

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

1       **WHEREAS**, on May 26, 2015, the County Board of Supervisors of Door County, Wisconsin (the "County")  
2 adopted a resolution (the "Set Sale Resolution") authorizing the issuance of approximately \$9,875,000 for the public  
3 purpose of refunding obligations of the County, to wit: the 2017 through 2021 maturities of the General Obligation  
4 Refunding Bonds, Series 2005A, dated May 1, 2005 (the "Refunded Obligations") (hereinafter the refinancing of the  
5 Refunded Obligations shall be referred to as the "Refunding");

6  
7       **WHEREAS**, counties are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money  
8 and issue general obligation refunding bonds to refinance their outstanding obligations;

9  
10       **WHEREAS**, pursuant to the Set Sale Resolution, the County has directed Ehlers & Associates, Inc. ("Ehlers")  
11 to take the steps necessary to sell bonds designated "General Obligation Refunding Bonds, Series 2015A" (the  
12 "Bonds");

13  
14       **WHEREAS**, none of the proceeds of the Bonds shall be used to fund the operating expenses of the general  
15 fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by  
16 the property taxes;

17  
18       **WHEREAS**, Ehlers, in consultation with the officials of the County, prepared a Notice of Sale (a copy of which  
19 is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid  
20 requirements for the Bonds and indicating that the Bonds would be offered for public sale on June 22, 2015;

21  
22       **WHEREAS**, the County Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published  
23 and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public  
24 sale on June 22, 2015;

25  
26       **WHEREAS**, the County has duly received bids for the Bonds as described on the Bid Tabulation attached  
27 hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

28  
29       **WHEREAS**, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution  
30 listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed  
31 to be the most advantageous to the County. Ehlers has recommended that the County accept the Proposal. A copy  
32 of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated  
33 herein by this reference.

34  
35       **NOW, THEREFORE, BE IT RESOLVED** by the County Board of Supervisors of the County that:

36  
37       Section 1A. Ratification of the Notice of Sale and Offering Materials. The County Board of Supervisors of the  
38 County hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the  
39 details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are  
40 hereby ratified and approved in all respects. All actions taken by officers of the County and Ehlers in connection  
41 with the preparation and distribution of the Notice of Sale and any other offering materials are hereby ratified and  
42 approved in all respects.

43  
44       Section 1B. Authorization and Award of the Bonds. For the purpose of paying the cost of the Refunding,  
45 there shall be borrowed, pursuant to Section 67.04, Wisconsin Statutes, through the issuance of the Bonds, the  
46 sum of NINE MILLION SIX HUNDRED TEN THOUSAND DOLLARS (\$9,610,000). The Proposal of the Purchaser  
47 offering to purchase the Bonds for the sum set forth on the Proposal (as modified on the Bid Tabulation and  
48 reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of  
49 delivery, resulting in a true interest cost as set forth on the Proposal (as modified on the Bid Tabulation) is hereby  
50 accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and  
51 directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the  
52 Purchaser shall be retained by the County Treasurer until the closing of the bond issue, and any good faith  
53 deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates  
54 set forth on the Proposal.  
55



**Resolution Awarding the Sale of  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A**

**DOOR COUNTY**

1        Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds,  
2 Series 2015A"; shall be issued in the aggregate principal amount of \$9,610,000; shall be dated July 14, 2015; shall  
3 be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall  
4 bear interest at the rates per annum and mature on September 1 of each year, in the years and principal amounts  
5 as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference.  
6 Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2016.  
7 Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant  
8 to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on  
9 the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this  
10 reference (the "Schedule").  
11

12        Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption. If the Proposal  
13 specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption are  
14 set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional  
15 redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so  
16 redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such  
17 Bonds in such manner as the County shall direct.  
18

19        Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and  
20 delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.  
21

22        Section 5. Tax Provisions.

23  
24        (A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the  
25 Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably  
26 pledged, and there is hereby levied upon all of the taxable property of the County a direct annual  
27 irrepealable tax in the years 2015 through 2020 for the payments due in the years 2016 through 2021 in  
28 the amounts set forth on the Schedule.  
29

30        (B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the  
31 County shall be and continue without power to repeal such levy or obstruct the collection of said tax until  
32 all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be,  
33 from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in  
34 the same manner and at the same time as other taxes of the County for said years are collected, except  
35 that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus  
36 money in the Debt Service Fund Account created below.  
37

38        (C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy  
39 to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid  
40 from other funds of the County then available, which sums shall be replaced upon the collection of the  
41 taxes herein levied.  
42

43        Section 6. Segregated Debt Service Fund Account.

44  
45        (A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one  
46 has not already been created, a debt service fund, separate and distinct from every other fund, which  
47 shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking  
48 funds established for obligations previously issued by the County may be considered as separate and  
49 distinct accounts within the debt service fund.



**Resolution Awarding the Sale of  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A**

**DOOR COUNTY**

1 Within the debt service fund, there hereby is established a separate and distinct account designated as  
2 the "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2015A, dated July 14,  
3 2015" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness  
4 evidenced by the Bonds is fully paid or otherwise extinguished. The County Treasurer shall deposit in the  
5 Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and  
6 payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the County  
7 above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein  
8 levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the  
9 Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest  
10 on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi)  
11 such further deposits as may be required by Section 67.11, Wisconsin Statutes.

12  
13 (B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and  
14 appropriated for any purpose other than the payment of principal of and interest on the Bonds until all  
15 such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide  
16 for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the  
17 next succeeding tax collection may be invested in direct obligations of the United States of America  
18 maturing in time to make such payments when they are due or in other investments permitted by law; and  
19 (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be  
20 used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by  
21 purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in  
22 permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted  
23 Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any  
24 investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal  
25 Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the  
26 "Regulations").

27  
28 (C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted  
29 Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred  
30 and deposited in the general fund of the County, unless the County Board of Supervisors directs  
31 otherwise.

32  
33 Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the  
34 "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at  
35 the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a  
36 special fund separate and distinct from all other funds of the County and disbursed solely for the purpose for which  
37 borrowed or for the payment of the principal of and the interest on the Bonds. In no event shall monies in the  
38 Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special  
39 revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be  
40 temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments,  
41 remaining in the Borrowed Money Fund after the purpose for which the Bonds have been issued has been  
42 accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed  
43 for such purpose shall be deposited in the Debt Service Fund Account.

44  
45 Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments,  
46 but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within  
47 the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the  
48 responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations  
49 in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds  
50 are not "arbitrage bonds," within the meaning of the Code or Regulations.  
51



**Resolution Awarding the Sale of  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A**

**DOOR COUNTY**

1            Section 9. Compliance with Federal Tax Laws.

2  
3            (a) The County represents and covenants that the projects financed by the Bonds and by the Refunded  
4            Obligations and the ownership, management and use of the projects will not cause the Bonds or the  
5            Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The  
6            County further covenants that it shall comply with the provisions of the Code to the extent necessary to  
7            maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate  
8            requirements of Section 148(f) of the Code. The County further covenants that it will not take any action,  
9            omit to take any action or permit the taking or omission of any action within its control (including, without  
10           limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to  
11           take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within  
12           the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross  
13           income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the  
14           County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the  
15           County certifying that the County can and covenanting that it will comply with the provisions of the Code  
16           and Regulations.

17  
18           (b) The County also covenants to use its best efforts to meet the requirements and restrictions of any  
19           different or additional federal legislation which may be made applicable to the Bonds provided that in  
20           meeting such requirements the County will do so only to the extent consistent with the proceedings  
21           authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable  
22           period of time in which to comply.

23  
24           Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as  
25           "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial  
26           institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying  
27           and acquiring tax-exempt obligations.

28  
29           Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed  
30           form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk,  
31           authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a  
32           facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus  
33           accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing  
34           the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has  
35           contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond  
36           shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall  
37           cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all  
38           purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby  
39           authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and  
40           acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes  
41           the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the  
42           Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and  
43           continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction  
44           with the issuance of the Bonds is hereby ratified and approved in all respects.

45  
46           Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by  
47           Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the County's registrar and  
48           fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Fiscal  
49           Agency Agreement between the County and the Fiscal Agent shall be substantially in the form attached hereto as  
50           Exhibit F and incorporated herein by this reference.

51  
52           Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the  
53           registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond  
54           shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of



**Resolution Awarding the Sale of  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A**

**DOOR COUNTY**

1 either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments  
2 shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums  
3 so paid.  
4

5 Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the  
6 Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered  
7 owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall  
8 execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal  
9 amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book.  
10 No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.  
11

12 The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to  
13 execute any new Bond or Bonds necessary to effect any such transfer.  
14

15 Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment  
16 date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest  
17 payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the  
18 County at the close of business on the Record Date.  
19

20 Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the  
21 Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the  
22 County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously  
23 executed on behalf of the County and on file in the County Clerk's office.  
24

25 Section 16. Payment of Issuance Expenses. The County authorizes the Purchaser to forward the amount of  
26 the proceeds of the Bonds allocable to the payment of issuance expenses to KleinBank, Chaska, Minnesota at  
27 Closing for further distribution as directed by Ehlers.  
28

29 Section 17. Official Statement. The County Board of Supervisors hereby approves the Official Statement  
30 with respect to the Bonds and deems the Official Statement as "final" as of its date for purposes of SEC Rule 15c2-  
31 12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934  
32 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Official  
33 Statement and any addenda to it are hereby ratified and approved. In connection with the Closing, the appropriate  
34 County official shall certify the Official Statement and any addenda. The County Clerk shall cause copies of the  
35 Official Statement and any addenda to be distributed to the Purchaser.  
36

37 Section 18. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the  
38 benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to  
39 provide continuing disclosure of certain financial information and operating data and timely notices of the  
40 occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of  
41 the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser  
42 to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder  
43 and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with  
44 respect to the Bonds).  
45

46 To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County  
47 charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion  
48 in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.  
49

50 Section 19. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior  
51 payment and redemption on September 1, 2015 at a price of par plus accrued interest to the date of redemption.  
52



Resolution Awarding the Sale of \$9,610,000 General Obligation Refunding Bonds, Series 2015A

DOOR COUNTY

ROLL CALL Board Members table with columns: Name, Aye, Nay, Exc. Rows include AUSTAD, BRANN, BUR, ENGLEBERT, ENIGL, FISHER, GUNNLAUGSSON, HAINES, HALSTEAD, KOCH, KOHOUT, KOK, LIENAU, MEYER, MOELLER, NEINAS, RUNQUIST, SCHULTZ, SITTE, VIRLEE, ZIPPERER.

BOARD ACTION Majority Vote of the Total Vote Required: Membership Motion to Approve Adopted [X] Defeated [ ] 1st Lienau 2nd Brann Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel Reviewed by: [Signature], Administrator FISCAL IMPACT: Based on estimates provided by Ehlers & Associates, Inc. at the County Board Meeting on May 26, 2015, refunding the General Obligation Refunding Bonds, Series 2005A, with the General Obligation Refunding Bonds, Series 2015A, will save Door County approximately \$1,336,000 in interest expense, after issuance costs (which are included in the borrowing). MEJ

Certification: I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June 2015 by the Door County Board of Supervisors. [Signature] Jill M. Lau County Clerk, Door County

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The County hereby directs the County Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit G and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice.

Section 20. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 23, 2015.

[Signature] Daniel Austad Chairperson

ATTEST:

[Signature] Jill Lau County Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

## NOTICE OF SALE

### \$9,875,000\* GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015A DOOR COUNTY, WISCONSIN

Bids for the purchase of \$9,875,000\*, General Obligation Refunding Bonds, Series 2015A (the "Bonds") of Door County, Wisconsin (the "County") will be received at the offices of Ehlers & Associates, Inc. ("Ehlers"), 3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105, Municipal Advisors to the County, until 1:00 P.M., Central Time, and **ELECTRONIC PROPOSALS** will be received via **PARITY**, in the manner described below, until 1:00 P.M. Central Time, on June 22, 2015, at which time they will be opened, read and tabulated. The bids will be presented to the Board of Supervisors for consideration for award by resolution at a meeting to be held at 9:00 AM, Central Time, on June 23, 2015. The bid offering to purchase the Bonds upon the terms specified herein and most favorable to the County will be accepted unless all bids are rejected.

#### PURPOSE

The Bonds are being issued pursuant to Wisconsin Statutes, Section 67.04 for the public purpose of refunding obligations of the County. The Bonds are valid and binding general obligations of the County, and all the taxable property in the County is subject to the levy of a tax to pay the principal of and interest on the Bonds as they become due which tax may, under current law, be levied without limitation as to rate or amount.

#### DATES AND MATURITIES

The Bonds will be dated July 14, 2015; will be issued as fully registered Bonds in the denomination of \$5,000 each, or any integral multiple thereof, and will mature on September 1 as follows:.

| <u>Year</u> | <u>Amount*</u> | <u>Year</u> | <u>Amount*</u> | <u>Year</u> | <u>Amount*</u> |
|-------------|----------------|-------------|----------------|-------------|----------------|
| 2016        | \$130,000      | 2018        | \$1,910,000    | 2020        | \$1,980,000    |
| 2017        | 1,895,000      | 2019        | 1,955,000      | 2021        | 2,005,000      |

#### ADJUSTMENT OPTION

\* The County reserves the right to increase or decrease the amount of any individual maturity of the Bonds in increments of \$5,000 on the day of sale. If individual maturities are increased or decreased, the purchase price proposed will be adjusted to maintain the same gross spread per \$1,000.

#### TERM BOND OPTION

Bids for the Bonds may contain a maturity schedule providing for any combination of serial bonds and term bonds, subject to mandatory redemption, so long as the amount of principal maturing or subject to mandatory redemption in each year conforms to the maturity schedule set forth above. All dates are inclusive.

#### INTEREST PAYMENT DATES AND RATES

Interest will be payable on March 1 and September 1 of each year, commencing March 1, 2016, to the registered owners of the Bonds appearing of record in the bond register as of the close of business on the 15th day (whether or not a business day) of the immediately preceding month. Interest will be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to rules of the MSRB. **The rate for any maturity may not be more than 1.00% less than the rate for any preceding maturity. (For example, if a rate of 4.50% is proposed for the 2017**

maturity, then the lowest rate that may be proposed for any later maturity is 3.50%.) All Bonds of the same maturity must bear interest from date of issue until paid at a single, uniform rate. Each rate must be expressed in an integral multiple of 5/100 or 1/8 of 1%.

### **BOOK-ENTRY-ONLY FORMAT**

Unless otherwise specified by the purchaser, the Bonds will be designated in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository for the Bonds, and will be responsible for maintaining a book-entry system for recording the interests of its participants and the transfers of interests between its participants. The participants will be responsible for maintaining records regarding the beneficial interests of the individual purchasers of the Bonds. So long as Cede & Co. is the registered owner of the Bonds, all payments of principal and interest will be made to the depository which, in turn, will be obligated to remit such payments to its participants for subsequent disbursement to the beneficial owners of the Bonds.

### **PAYING AGENT**

The County has selected Bond Trust Services Corporation ("BTSC"), Roseville, MN, to act as paying agent (the "Paying Agent"). BTSC and Ehlers are affiliate companies. The County will pay the charges for Paying Agent services. The County reserves the right to remove the Paying Agent and to appoint a successor.

### **OPTIONAL REDEMPTION**

The Bonds are being offered without option of prior redemption.

### **DELIVERY**

On or about July 14, 2015, the Bonds will be delivered without cost to the winning bidder at DTC. On the day of closing, the County will furnish to the winning bidder the opinion of bond counsel hereinafter described, an arbitrage certification, and certificates verifying that no litigation in any manner questioning the validity of the Bonds is then pending or, to the best knowledge of officers of the County, threatened. Payment for the Bonds must be received by the County at its designated depository on the date of closing in immediately available funds.

### **LEGAL OPINION**

An opinion as to the validity of the Bonds and the exemption from federal taxation of the interest thereon will be furnished by Quarles & Brady LLP, bond counsel to the Count. The legal opinion will be issued on the basis of existing law and will state that the Bonds are valid and binding general obligations of the County; provided that the rights of the owners of the Bonds and the enforceability of the Bonds may be limited by bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditors' rights and by equitable principles (which may be applied in either a legal or equitable proceeding).

## SUBMISSION OF BIDS

Bids must not be for less than \$9,776,250, nor more than \$10,072,500, plus accrued interest on the principal sum of \$9,875,000 from date of original issue of the Bonds to date of delivery. A signed bid form must be submitted to Ehlers prior to the time established above for the opening of bids as follows:

- 1) In a sealed envelope as described herein; or
- 2) A facsimile submission to Ehlers, Facsimile Number (651) 697-8555; or
- 3) Electronically via **PARITY** in accordance with this Notice of Sale until 1:00 P.M. Central Time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in **PARITY** conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about **PARITY**, potential bidders may contact Ehlers or i-Deal LLC at 1359 Broadway, 2<sup>nd</sup> Floor, New York, NY 10018, Telephone (212) 849-5021.

Bids must be submitted to Ehlers via one of the methods described above and must be received prior to the time established above for the opening of bids. Each bid must be unconditional except as to legality. Neither the County nor Ehlers shall be responsible for any failure to receive a facsimile submission.

A cashier's check in the amount of \$197,500 may be submitted contemporaneously with the bid or, alternatively, a good faith deposit in the amount of \$197,500 shall be made by the winning bidder by wire transfer of funds to **KleinBank, 1550 Audubon Road, Chaska, MN, ABA No. 091915654 for credit: Ehlers & Associates Good Faith Account No. 3208138**. Such good faith deposit ("Deposit") shall be received by Ehlers & Associates no later than two hours after the bid opening time. The County reserves the right to award the Bonds to a winning bidder whose wire transfer is initiated but not received by such time provided that such winning bidder's federal wire reference number has been received by such time. In the event the Deposit is not received as provided above, the County may award the Bonds to the bidder submitting the next best bid provided such bidder agrees to such award. The Deposit will be retained by the County as liquidated damages if the bid is accepted and the Purchaser fails to comply therewith. The Deposit will be returned to the Purchaser at the closing for the Bonds.

The County and the winning bidder who chooses to so wire the Deposit hereby agree irrevocably that Ehlers shall be the escrow holder of the Deposit wired to such account subject only to these conditions and duties: 1) All income earned thereon shall be retained by the escrow holder as payment for its expenses; 2) If the bid is not accepted, Ehlers shall, at its expense, promptly return the Deposit amount to the winning bidder; 3) If the bid is accepted, the Deposit shall be returned to the winning bidder at the closing; 4) Ehlers shall bear all costs of maintaining the escrow account and returning the funds to the winning bidder; 5) Ehlers shall not be an insurer of the Deposit amount and shall have no liability hereunder except if it willfully fails to perform or recklessly disregards, its duties specified herein; and 6) FDIC insurance on deposits within the escrow account shall be limited to \$250,000 per bidder.

No bid can be withdrawn after the time set for receiving bids unless the meeting of the County scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made.

## AWARD

The Bonds will be awarded to the bidder offering the lowest interest rate to be determined on a True Interest Cost (TIC) basis. The County's computation of the interest rate of each bid, in accordance with customary practice, will be controlling. In the event of a tie, the sale of the Bonds will be awarded by lot. The County reserves the right to reject any and all bids and to waive any informality in any bid.

## **BOND INSURANCE**

If the Bonds are qualified for any bond insurance policy, the purchase of such policy shall be at the sole option and expense of the winning bidder. Any cost for such insurance policy is to be paid by the winning bidder, except that, if the County requested and received a rating on the Bonds from a rating agency, the County will pay that rating fee. Any rating agency fees not requested by the County are the responsibility of the winning bidder.

Failure of the municipal bond insurer to issue the policy after the Bonds are awarded to the winning bidder shall not constitute cause for failure or refusal by the winning bidder to accept delivery of the Bonds.

## **CUSIP NUMBERS**

The County will assume no obligation for the assignment or printing of CUSIP numbers on the Bonds or for the correctness of any numbers printed thereon, but will permit such numbers to be printed at the expense of the winning bidder, if the winning bidder waives any delay in delivery occasioned thereby.

## **QUALIFIED TAX-EXEMPT OBLIGATIONS**

The County will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

## **CONTINUING DISCLOSURE**

In order to assist the Underwriters in complying with the provisions of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 the County will enter into an undertaking for the benefit of the holders of the Bonds. A description of the details and terms of the undertaking is set forth in Appendix D of the Preliminary Official Statement.

## **INFORMATION FROM WINNING BIDDER**

The winning bidder will be required to provide, in a timely manner, certain information relating to the initial offering prices of the Bonds necessary to compute the yield on the Bonds pursuant to the provisions of the Internal Revenue Code of 1986, as amended.

## **PRELIMINARY OFFICIAL STATEMENT**

Bidders may obtain a copy of the Preliminary Official Statement relating to the Bonds prior to the bid opening by request from Ehlers at [www.ehlers-inc.com](http://www.ehlers-inc.com) by connecting to the link to the Bond Sales. The Syndicate Manager will be provided with an electronic copy and up to 10 printed copies upon request of the Final Official Statement within seven business days of the bid acceptance. Additional copies of the Final Official Statement will be available at a cost of \$10.00 per copy.

Information for bidders and bid forms may be obtained from Ehlers at 3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105, Telephone (651) 697-8500.

By Order of the Board of Supervisors

Jill Lau, County Clerk  
Door County, Wisconsin

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

**EHLERS**

LEADERS IN PUBLIC FINANCE

**BID TABULATION****\$9,875,000\* General Obligation Refunding Bonds, Series 2015A****Door County, Wisconsin****SALE: June 22, 2015****AWARD: BAIRD**

Rating: Moody's Investor's Service "Aa2"

**BBI: 3.79%**

| NAME OF BIDDER                        | MATURITY<br>(September 1) | RATE   | REOFFERING<br>YIELD | PRICE           | NET<br>INTEREST<br>COST | TRUE<br>INTEREST<br>RATE |
|---------------------------------------|---------------------------|--------|---------------------|-----------------|-------------------------|--------------------------|
| BAIRD                                 |                           |        |                     | \$10,042,583.10 | \$604,357.87            | 1.4675%                  |
| Milwaukee, Wisconsin                  | 2016                      | 1.000% | 0.550%              |                 |                         |                          |
| C.L. King & Associates WMBE           | 2017                      | 1.000% | 0.800%              |                 |                         |                          |
| Cronin & Co., Inc.                    | 2018                      | 2.000% | 1.100%              |                 |                         |                          |
| WNJ Capital                           | 2019                      | 2.000% | 1.300%              |                 |                         |                          |
| Vining-SparksIBG, Limited Partnership | 2020                      | 2.000% | 1.450%              |                 |                         |                          |
| Northland Securities, Inc.            | 2021                      | 2.000% | 1.600%              |                 |                         |                          |
| Coastal Securities, Inc.              |                           |        |                     |                 |                         |                          |
| Crews & Associates, Inc.              |                           |        |                     |                 |                         |                          |
| Davenport & Co. L.L.C.                |                           |        |                     |                 |                         |                          |
| CastleOak Securities, L.P.            |                           |        |                     |                 |                         |                          |
| R. Seelaus & Company., Inc.           |                           |        |                     |                 |                         |                          |
| Duncan-Williams, Inc.                 |                           |        |                     |                 |                         |                          |
| Ross, Sinlaire & Associates, LLC      |                           |        |                     |                 |                         |                          |
| Dougherty & Company, LLC              |                           |        |                     |                 |                         |                          |
| Oppenheimer & Co.                     |                           |        |                     |                 |                         |                          |
| SumRidge Partners                     |                           |        |                     |                 |                         |                          |
| Sierra Pacific Securities             |                           |        |                     |                 |                         |                          |
| Alamo Capital                         |                           |        |                     |                 |                         |                          |
| Country Club Bank                     |                           |        |                     |                 |                         |                          |
| Bernardi Securities, Inc.             |                           |        |                     |                 |                         |                          |
| Isaak Bond Investments, Inc           |                           |        |                     |                 |                         |                          |
| IFS Securities                        |                           |        |                     |                 |                         |                          |
| Wayne Hummer & Co.                    |                           |        |                     |                 |                         |                          |
| UMB Bank,N.A.                         |                           |        |                     |                 |                         |                          |
| Wedbush Securities Inc.               |                           |        |                     |                 |                         |                          |
| Central States Capital Markets        |                           |        |                     |                 |                         |                          |
| PIPER JAFFRAY & CO.                   |                           |        |                     | \$10,052,398.45 | \$606,489.47            | 1.4728%                  |
| Minneapolis, Minnesota                | 2016                      | 2.000% |                     |                 |                         |                          |
|                                       | 2017                      | 2.000% |                     |                 |                         |                          |
|                                       | 2018                      | 1.500% |                     |                 |                         |                          |
|                                       | 2019                      | 2.000% |                     |                 |                         |                          |
|                                       | 2020                      | 2.000% |                     |                 |                         |                          |
|                                       | 2021                      | 2.000% |                     |                 |                         |                          |

\* Subsequent to bid opening the issue size was decreased to \$9,610,000.

Adjusted Price - \$9,774,301.50

Adjusted Net Interest Cost - \$593,097.67

Adjusted TIC - 1.4697%



| NAME OF BIDDER                      | MATURITY<br>(September 1) | REOFFERING<br>YIELD | PRICE           | NET<br>INTEREST<br>COST | TRUE<br>INTEREST<br>RATE |
|-------------------------------------|---------------------------|---------------------|-----------------|-------------------------|--------------------------|
| FTN FINANCIAL CAPITAL<br>MARKETS    |                           |                     | \$10,000,852.03 | \$611,490.03            | 1.4918%                  |
| Memphis, Tennessee                  | 2016                      | 2.000%              |                 |                         |                          |
|                                     | 2017                      | 2.000%              |                 |                         |                          |
|                                     | 2018                      | 2.000%              |                 |                         |                          |
|                                     | 2019                      | 2.000%              |                 |                         |                          |
|                                     | 2020                      | 1.550%              |                 |                         |                          |
|                                     | 2021                      | 1.750%              |                 |                         |                          |
| HUTCHINSON, SHOCKEY, ERLEY<br>& CO. |                           |                     | \$10,070,566.05 | \$618,218.67            | 1.5004%                  |
| Chicago, Illinois                   | 2016                      | 2.000%              |                 |                         |                          |
|                                     | 2017                      | 2.000%              |                 |                         |                          |
|                                     | 2018                      | 2.000%              |                 |                         |                          |
|                                     | 2019                      | 2.000%              |                 |                         |                          |
|                                     | 2020                      | 2.000%              |                 |                         |                          |
|                                     | 2021                      | 2.000%              |                 |                         |                          |
| BOSC, INC.                          |                           |                     | \$10,059,612.60 | \$629,172.12            | 1.5280%                  |
| Dallas, Texas                       | 2016                      | 2.000%              |                 |                         |                          |
|                                     | 2017                      | 2.000%              |                 |                         |                          |
|                                     | 2018                      | 2.000%              |                 |                         |                          |
|                                     | 2019                      | 2.000%              |                 |                         |                          |
|                                     | 2020                      | 2.000%              |                 |                         |                          |
|                                     | 2021                      | 2.000%              |                 |                         |                          |
| BMO CAPITAL MARKETS GKST<br>INC.    |                           |                     | \$10,054,922.80 | \$633,861.92            | 1.5398%                  |
| Chicago, Illinois                   | 2016                      | 2.000%              |                 |                         |                          |
|                                     | 2017                      | 2.000%              |                 |                         |                          |
|                                     | 2018                      | 2.000%              |                 |                         |                          |
|                                     | 2019                      | 2.000%              |                 |                         |                          |
|                                     | 2020                      | 2.000%              |                 |                         |                          |
|                                     | 2021                      | 2.000%              |                 |                         |                          |
| RAYMOND JAMES &<br>ASSOCIATES, INC. |                           |                     | \$10,052,179.80 | \$636,604.92            | 1.5468%                  |
| St. Petersburg, Florida             | 2016                      | 2.000%              |                 |                         |                          |
|                                     | 2017                      | 2.000%              |                 |                         |                          |
|                                     | 2018                      | 2.000%              |                 |                         |                          |
|                                     | 2019                      | 2.000%              |                 |                         |                          |
|                                     | 2020                      | 2.000%              |                 |                         |                          |
|                                     | 2021                      | 2.000%              |                 |                         |                          |



| NAME OF BIDDER   | MATURITY<br>(September 1) | RATE   | REOFFERING<br>YIELD | PRICE           | NET<br>INTEREST<br>COST | TRUE<br>INTEREST<br>RATE |
|--|---------------------------|--------|---------------------|-----------------|-------------------------|--------------------------|
| MESIROW FINANCIAL<br>Chicago, Illinois                                 | 2016                      | 2.000% |                     | \$10,041,970.40 | \$646,814.32            | 1.5726%                  |
|  | 2017                      | 2.000% |                     |                 |                         |                          |
|  | 2018                      | 2.000% |                     |                 |                         |                          |
|  | 2019                      | 2.000% |                     |                 |                         |                          |
|  | 2020                      | 2.000% |                     |                 |                         |                          |
|  | 2021                      | 2.000% |                     |                 |                         |                          |
| WELLS FARGO BANK, NATIONAL<br>ASSOCIATION<br>Charlotte, North Carolina | 2016                      | 3.000% |                     | \$10,056,874.45 | \$673,754.02            | 1.6386%                  |
|  | 2017                      | 3.000% |                     |                 |                         |                          |
|  | 2018                      | 2.000% |                     |                 |                         |                          |
|  | 2019                      | 2.000% |                     |                 |                         |                          |
|  | 2020                      | 2.000% |                     |                 |                         |                          |
|  | 2021                      | 2.000% |                     |                 |                         |                          |
| FIFTH THIRD SECURITIES, INC.<br>Cincinnati, Ohio                       | 2016                      | 1.500% |                     | \$10,031,530.40 | \$697,791.27            | 1.6947%                  |
|  | 2017                      | 1.500% |                     |                 |                         |                          |
|  | 2018                      | 2.000% |                     |                 |                         |                          |
|  | 2019                      | 2.000% |                     |                 |                         |                          |
|  | 2020                      | 2.000% |                     |                 |                         |                          |
|  | 2021                      | 2.500% |                     |                 |                         |                          |



EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

**BID FORM**

The Board of Supervisors  
Door County, Wisconsin

June 22, 2015

RE: \$9,875,000\* General Obligation Refunding Bonds, Series 2015A

DATED: July 14, 2015

For all or none of the above Bonds, in accordance with the Notice of Sale and terms of the Global Book-Entry System (unless otherwise specified by the Purchaser) as stated in this Preliminary Official Statement, we will pay you \$ 10,042,583.10 (not less than \$9,776,250, nor more than \$10,072,500) plus accrued interest to date of delivery for fully registered Bonds bearing interest rates and maturing in the stated years as follows:

|      |       |      |      |       |      |      |       |      |
|------|-------|------|------|-------|------|------|-------|------|
| 1.00 | % due | 2016 | 2.00 | % due | 2018 | 2.00 | % due | 2020 |
| 1.00 | % due | 2017 | 2.00 | % due | 2019 | 2.00 | % due | 2021 |

\* The County reserves the right to increase or decrease the amount of any individual maturity of the Bonds in increments of \$5,000 on the day of sale. If individual maturities are increased or decreased, the purchase price proposed will be adjusted to maintain the same gross spread per \$1,000.

The rate for any maturity may not be more than 1.00% less than the rate for any preceding maturity. (For example, if a rate of 4.50% is proposed for the 2017 maturity, then the lowest rate that may be proposed for any later maturity is 3.50%.) All Bonds of the same maturity must bear interest from date of issue until paid at a single, uniform rate. Each rate must be expressed in an integral multiple of 5/100 or 1/8 of 1%.

We enclose our good faith deposit in the amount of \$197,500, to be held by you pending delivery and payment. Alternatively, if we are the winning bidder, we will wire our good faith deposit to KleinBank, 1550 Audubon Road, Chaska, Minnesota, ABA No. 091915654 for credit: Ehlers & Associates Good Faith Account No. 3208138. Such good faith deposit shall be received by Ehlers & Associates no later than two hours after the bid opening time. The County reserves the right to award the Bonds to a winning bidder whose wire transfer is initiated but not received by such time provided that such winning bidder's federal wire reference number has been received. In the event the Deposit is not received as provided above, the County may award the Bonds to the bidder submitting the next best bid provided such bidder agrees to such award. If our bid is not accepted, said deposit shall be promptly returned to us. If the good faith deposit is wired to such escrow account, we agree to the conditions and duties of Ehlers & Associates, Inc., as escrow holder of the good faith deposit, pursuant to the Notice of Sale. This bid is for prompt acceptance and is conditional upon delivery of said Bonds to The Depository Trust Company, New York, New York, in accordance with the Notice of Sale. Delivery is anticipated to be on or about July 14, 2015.

This bid is subject to the County's agreement to enter into a written undertaking to provide continuing disclosure under Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 as described in the Preliminary Official Statement for this Issue.

We have received and reviewed the Preliminary Official Statement and have submitted our requests for additional information or corrections to the Final Official Statement. As Syndicate Manager, we agree to provide the County with the reoffering price of the Bonds within 24 hours of the bid acceptance.

Account Manager: BAIRD

By: 

Account Members:

Award will be on a true interest cost basis. According to our computations (the correct computation being controlling in the award), the total dollar interest cost (including any discount or less any premium) computed from July 14, 2015 of the above bid is \$ 604,357.87 and the true interest cost (TIC) is 1.4675 %.

The foregoing offer is hereby accepted by and on behalf of the Board of Supervisors of the Door County, Wisconsin, on June 23, 2015.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\* Subsequent to bid opening the issue size was decreased to \$9,610,000.

Adjusted Price - \$9,774,301.50 Adjusted Net Interest Cost - \$593,097.67

Adjusted TIC - 1.4697%

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

# Door County, Wisconsin

\$9,610,000 General Obligation Refunding Bonds, Series 2015A

CR 2005 Bonds

Dated July 14, 2015 Winning Bidder: Baird

## Pricing Summary

| Maturity     | Type of Bond  | Coupon | Yield  | Maturity Value        | Price    | Dollar Price          |
|--------------|---------------|--------|--------|-----------------------|----------|-----------------------|
| 09/01/2016   | Serial Coupon | 1.000% | 0.550% | 70,000.00             | 100.506% | 70,354.20             |
| 09/01/2017   | Serial Coupon | 1.000% | 0.800% | 1,840,000.00          | 100.421% | 1,847,746.40          |
| 09/01/2018   | Serial Coupon | 2.000% | 1.100% | 1,855,000.00          | 102.761% | 1,906,216.55          |
| 09/01/2019   | Serial Coupon | 2.000% | 1.300% | 1,910,000.00          | 102.805% | 1,963,575.50          |
| 09/01/2020   | Serial Coupon | 2.000% | 1.450% | 1,950,000.00          | 102.709% | 2,002,825.50          |
| 09/01/2021   | Serial Coupon | 2.000% | 1.600% | 1,985,000.00          | 102.326% | 2,031,171.10          |
| <b>Total</b> | -             | -      | -      | <b>\$9,610,000.00</b> | -        | <b>\$9,821,889.25</b> |

## Bid Information

|                                       |                |
|---------------------------------------|----------------|
| Par Amount of Bonds                   | \$9,610,000.00 |
| Reoffering Premium or (Discount)      | 211,889.25     |
| Gross Production                      | \$9,821,889.25 |
| Total Underwriter's Discount (0.495%) | \$(47,587.75)  |
| Bid (101.710%)                        | 9,774,301.50   |
| Total Purchase Price                  | \$9,774,301.50 |
| Bond Year Dollars                     | \$39,869.64    |
| Average Life                          | 4.149 Years    |
| Average Coupon                        | 1.8996891%     |
| Net Interest Cost (NIC)               | 1.4875923%     |
| True Interest Cost (TIC)              | 1.4697587%     |

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

# Door County, Wisconsin

\$9,610,000 General Obligation Refunding Bonds, Series 2015A

CR 2005 Bonds

Dated July 14, 2015 Winning Bidder: Baird

## Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+i              | Fiscal Total |
|--------------|-----------------------|----------|---------------------|------------------------|--------------|
| 07/14/2015   | -                     | -        | -                   | -                      | -            |
| 03/01/2016   | -                     | -        | 109,149.17          | 109,149.17             | -            |
| 09/01/2016   | 70,000.00             | 1.000%   | 86,550.00           | 156,550.00             | 265,699.17   |
| 03/01/2017   | -                     | -        | 86,200.00           | 86,200.00              | -            |
| 09/01/2017   | 1,840,000.00          | 1.000%   | 86,200.00           | 1,926,200.00           | 2,012,400.00 |
| 03/01/2018   | -                     | -        | 77,000.00           | 77,000.00              | -            |
| 09/01/2018   | 1,855,000.00          | 2.000%   | 77,000.00           | 1,932,000.00           | 2,009,000.00 |
| 03/01/2019   | -                     | -        | 58,450.00           | 58,450.00              | -            |
| 09/01/2019   | 1,910,000.00          | 2.000%   | 58,450.00           | 1,968,450.00           | 2,026,900.00 |
| 03/01/2020   | -                     | -        | 39,350.00           | 39,350.00              | -            |
| 09/01/2020   | 1,950,000.00          | 2.000%   | 39,350.00           | 1,989,350.00           | 2,028,700.00 |
| 03/01/2021   | -                     | -        | 19,850.00           | 19,850.00              | -            |
| 09/01/2021   | 1,985,000.00          | 2.000%   | 19,850.00           | 2,004,850.00           | 2,024,700.00 |
| <b>Total</b> | <b>\$9,610,000.00</b> | <b>-</b> | <b>\$757,399.17</b> | <b>\$10,367,399.17</b> | <b>-</b>     |

## Yield Statistics

|                                   |             |
|-----------------------------------|-------------|
| Bond Year Dollars                 | \$39,869.64 |
| Average Life                      | 4.149 Years |
| Average Coupon                    | 1.8996891%  |
| Net Interest Cost (NIC)           | 1.4875923%  |
| True Interest Cost (TIC)          | 1.4697587%  |
| Bond Yield for Arbitrage Purposes | 1.3477216%  |
| All Inclusive Cost (AIC)          | 1.6336393%  |

## IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 1.3363052%  |
| Weighted Average Maturity | 4.156 Years |



EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
DOOR COUNTY  
NO. R-\_\_\_ GENERAL OBLIGATION REFUNDING BOND, SERIES 2015A \$\_\_\_\_\_

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
September 1, \_\_\_\_\_ July 14, 2015 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$\_\_\_\_\_)

FOR VALUE RECEIVED, Door County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2016 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$9,610,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the purpose of paying the cost of refunding certain outstanding obligations of the County, all as authorized by resolutions of the County Board of Supervisors duly adopted by said governing body at meetings

held on May 26, 2015 and June 23, 2015. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

This Bond is not subject to optional redemption.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the County appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds after the Record Date. The Fiscal Agent and County may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Door County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

DOOR COUNTY, WISCONSIN

By: \_\_\_\_\_  
Daniel Austad  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Jill Lau  
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

EXHIBIT F

Fiscal Agency Agreement

(See Attached)

## FISCAL AGENCY AGREEMENT

THIS AGREEMENT, made as of the 14th day of July, 2015 between Door County, Wisconsin ("Municipality"), and Bond Trust Services Corporation, Roseville, Minnesota, a wholly owned subsidiary of Ehlers & Associates, Inc. ("Bank" or "Fiscal Agent"), a corporation duly organized and existing as a limited purpose trust company under the laws of the State of Minnesota, Section 48A.03 and authorized by the Department of Financial Institutions of the State of Wisconsin to operate in Wisconsin pursuant to Wisconsin Statutes Section 223.12.

### WITNESSETH:

WHEREAS, the Municipality has duly authorized the issuance of its \$9,610,000 General Obligation Refunding Bonds, Series 2015A, dated July 14, 2015 (the "Obligations") pursuant to the applicable provisions of the Wisconsin Statutes and the resolutions adopted by the Municipality on May 26, 2015 and June 23, 2015 (collectively, the "Resolution"); and

WHEREAS, the Municipality is issuing the Obligations in registered form pursuant to Section 149 of the Internal Revenue Code of 1986, as amended, and applicable Treasury Regulations promulgated thereunder; and

WHEREAS, pursuant to the Resolution and Section 67.10(2), Wisconsin Statutes the Municipality has authorized the appointment of the Fiscal Agent as agent for the Municipality for any or all of the following responsibilities: payment of principal and interest on, registering, transferring and authenticating the Obligations as well as other applicable responsibilities permitted by Section 67.10(2), Wisconsin Statutes.

NOW, THEREFORE, the Municipality and the Fiscal Agent hereby agree as follows:

### I. APPOINTMENT

The Fiscal Agent is hereby appointed agent for the Municipality with respect to the Obligations for the purpose of performing such of the responsibilities stated in Section 67.10(2), Wisconsin Statutes, as are delegated herein or as may be otherwise specifically delegated in writing to the Fiscal Agent by the Municipality.

### II. INVESTMENT RESPONSIBILITY

The Fiscal Agent shall not be under any obligation to invest funds held for the payment of interest or principal on the Obligations.

### III. PAYMENTS

At least one business day before each interest payment date (commencing with the interest payment date of March 1, 2016 and continuing thereafter until the principal of and interest on the Obligations should have been fully paid or prepaid in accordance with their terms) the Municipality shall pay to the Fiscal Agent, in good funds immediately available to the Fiscal Agent on the interest payment date, a sum equal to the amount payable as principal of, premium, if any, and interest on the Obligations on such interest payment date. Said interest and/or

principal payment dates and amounts are outlined on Schedule A which is attached hereto and incorporated herein by this reference.

#### IV. CANCELLATION

In every case of the surrender of any Obligation for the purpose of payment, the Fiscal Agent shall cancel and destroy the same and deliver to the Municipality a certificate regarding such cancellation. The Fiscal Agent shall be permitted to microfilm or otherwise photocopy and record said Obligations.

#### V. REGISTRATION BOOK

The Fiscal Agent shall maintain in the name of the Municipality a Registration Book containing the names and addresses of all owners of the Obligations and the following information as to each Obligation: its number, date, purpose, amount, rate of interest and when payable. The Fiscal Agent shall keep confidential said information in accordance with applicable banking and governmental regulations.

#### VI. INTEREST PAYMENT

Payment of each installment of interest on each Obligation shall be made to the registered owner of such Obligation whose name shall appear on the Registration Book at the close of business on the 15<sup>th</sup> day of the calendar month next preceding the interest payment date and shall be paid by check or draft of the Fiscal Agent mailed to such registered owner at his address as it appears in such Registration Book or at such other address as may be furnished in writing by such registered owner to the Fiscal Agent.

#### VII. PAYMENT OF PRINCIPAL AND NOTICE OF REDEMPTION

(a) Principal Payments. Principal shall be paid to the registered owner of an Obligation upon surrender of the Obligation on or after its maturity or redemption date.

(b) Official Notice of Redemption. In the event the Municipality exercises its option to redeem any of the Obligations, the Municipality shall, at least 35 days prior to the redemption date, direct the Fiscal Agent to give official notice of such redemption by sending an official notice thereof by registered or certified mail, facsimile transmission, overnight express delivery, electronic transmission or in any other manner required by The Depository Trust Company at least 30 days but not more than 60 days prior to the date fixed for redemption to the registered owner of each Obligation to be redeemed in whole or in part at the address shown in the Registration Book. Such official notice of redemption shall be dated and shall state (i) the redemption date and price; (ii) an identification of the Obligations to be redeemed, including the date of original issue of the Obligations; (iii) that on the redemption date the redemption price will become due and payable upon each such Obligation or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date; and (iv) the place where such Obligations are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Fiscal Agent.

(c) Additional Notice of Redemption. In addition to the official notice of redemption provided in (b) above, further notice of any redemption shall be given by the Fiscal Agent on

behalf of the Municipality to the Municipal Securities Rulemaking Board and The Depository Trust Company of New York, New York but neither a defect in this additional notice nor any failure to give all or any portion of such additional notice shall in any manner defeat the effectiveness of a call for redemption.

Each further notice of redemption given hereunder shall be sent at least 30 days before the redemption date by registered or certified mail, overnight delivery service, facsimile transmission or email transmission and shall contain the information required above for an official notice of redemption.

(d) Redemption of Obligations. The Obligations to be redeemed shall be selected by the Municipality and, within any maturity, shall be selected by lot by the Depository described in Section VIII hereof. The Obligations or portions of Obligations to be redeemed shall, on the redemption dates, become due and payable at the redemption price therein specified, and from and after such date such Obligations or portions of Obligations shall cease to bear interest. Upon surrender of such Obligations for redemption in accordance with the official notice of redemption, such Obligations shall be paid by the Fiscal Agent at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Obligation, there shall be prepared for the registered owner a new Obligation or Obligations of the same maturity in the amount of the unpaid principal. Each check or other transfer of funds issued in payment of the redemption price of Obligations being redeemed shall bear the CUSIP number identifying, by issue and maturity, the Obligations being redeemed with the proceeds of such check or other transfer.

#### VIII. UTILIZATION OF THE DEPOSITORY TRUST COMPANY

The Depository Trust Company's Book-Entry-Only System is to be utilized for the Obligations. The Fiscal Agent, as agent for the Municipality, agrees to comply with the provisions of The Depository Trust Company's Operational Arrangements, as they may be amended from time to time referenced in the Blanket Issuer Letter of Representations executed by the Municipality. The provisions of the Operational Arrangements and this Section VIII supersede and control any and all representations in this Agreement.

#### IX. OBLIGATION TRANSFER AND EXCHANGE

The Fiscal Agent shall transfer Obligations upon presentation of a written assignment duly executed by the registered owner or by such owner's duly authorized representative. Upon such a transfer, new registered Obligation(s) of the same maturity, in authorized denomination or denominations in the same aggregate principal amount for each maturity shall be issued to the transferee in exchange therefor, and the name of such transferee shall be entered as the new registered owner in the Registration Book. No Obligation may be registered to bearer. The Fiscal Agent may exchange Obligations of the issue for a like aggregate principal amount of Obligations of the same maturity in authorized whole multiples of \$5,000.

The Obligations shall be numbered R-1 and upward. Upon any transfer or exchange, the Obligation or Obligations issued shall bear the next highest consecutive unused number or numbers.

The Municipality shall cooperate in any such transfer, and the appropriate officers of the Municipality are authorized to execute any new Obligation or Obligations necessary to effect any such transfer.

#### X. STATEMENTS

The Fiscal Agent shall furnish the Municipality with an accounting of interest and funds upon reasonable request.

#### XI. FEES

The Municipality agrees to pay the Fiscal Agent fees for its services hereunder in the amounts set forth on Schedule B hereto.

#### XII. MISCELLANEOUS

(a) Nonpresentment of Checks. In the event the check or draft mailed by the Fiscal Agent to the registered owner is not presented for payment within five years of its date, then the monies representing such nonpayment shall be returned to the Municipality or to such board, officer or body as may then be entitled by law to receive the same together with the name of the registered owner of the Obligation and the last mailing address of record and the Fiscal Agent shall no longer be responsible for the same.

(b) Resignation and Removal; Successor Fiscal Agent. (i) Fiscal Agent may at any time resign by giving not less than 60 days written notice to Municipality. Upon receiving such notice of resignation, Municipality shall promptly appoint a successor fiscal agent by an instrument in writing executed by order of its governing body. If no successor fiscal agent shall have been so appointed and have accepted appointment within 60 days after such notice of resignation, the resigning fiscal agent may petition any court of competent jurisdiction for the appointment of a successor fiscal agent. Such court may thereupon, after such notice, if any, as it may deem proper and prescribes, appoint a successor fiscal agent. The resignation of the fiscal agent shall take effect only upon appointment of a successor fiscal agent and such successor fiscal agent's acceptance of such appointment.

(ii) The Fiscal Agent may also be removed by the Municipality at any time upon not less than 60 days' written notice. Such removal shall take effect upon the appointment of a successor fiscal agent and such successor fiscal agent's acceptance of such appointment.

(iii) Any successor fiscal agent shall execute, acknowledge and deliver to Municipality and to its predecessor fiscal agent an instrument accepting such appointment hereunder, and thereupon the resignation or removal of the predecessor fiscal agent shall become effective and such successor fiscal agent, without any further act, deed or conveyance, shall become vested with all the rights, powers, trusts, duties and obligations of its predecessor, with like effect as if originally named as fiscal agent herein; but nevertheless, on written request of Municipality, or on the request of the successor, the fiscal agent ceasing to act shall execute and deliver an instrument transferring to such successor fiscal agent, all the rights, powers, and trusts of the fiscal agent so ceasing to act. Upon the request of any such successor fiscal agent, Municipality shall execute any and all instruments in writing for more fully and certainly vesting

in and confirming to such successor fiscal agent all such rights, powers and duties. Any predecessor fiscal agent shall pay over to its successor fiscal agent any funds of the Municipality.

(iv) Any corporation, association or agency into which the Fiscal Agent may be converted or merged, or with which it may be consolidated, or to which it may sell or transfer its corporate trust business and assets as a whole or substantially as a whole, or any corporation or association resulting from any such conversion, sale, merger, consolidation or transfer to which it is a party, ipso facto, shall be and become successor fiscal agent under this Agreement and vested with all the trusts, powers, discretions, immunities and privileges and all other matters as was its predecessor, without the execution or filing of any instrument or any further act, deed or conveyance on the part of any of the parties hereto, anything herein to the contrary notwithstanding.

(v) Any successor fiscal agent shall be qualified pursuant to Sec. 67.10(2), Wisconsin Statutes, as amended.

(c) Termination. This Agreement shall terminate on the earlier of (i) the payment in full of all of the principal and interest on the Obligations to the registered owners of the Obligations or (ii) five years after (aa) the last principal payment on the Obligations is due (whether by maturity or earlier redemption) or (bb) the Municipality's responsibilities for payment of the Obligations are fully discharged, whichever is later. The parties realize that any funds hereunder as shall remain upon termination shall, except as may otherwise by law, be turned over to the Municipality after deduction of any unpaid fees and disbursements of Fiscal Agent or, if required by law, to such officer, board or body as may then be entitled by law to receive the same. Termination of this Agreement shall not, of itself, have any effect on Municipality's obligation to pay the outstanding Obligations in full in accordance with the terms thereof.

(d) Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement, being duly authorized so to do, each in the manner most appropriate to it, on the date first above written.

DOOR COUNTY, WISCONSIN

By \_\_\_\_\_  
Daniel Austad  
Chairperson

(SEAL)

\_\_\_\_\_  
Jill Lau  
County Clerk

BOND TRUST SERVICES  
CORPORATION, ROSEVILLE,  
MINNESOTA  
Fiscal Agent

(SEAL)

By \_\_\_\_\_  
Paying Agent Administrator

Attest \_\_\_\_\_  
Paying Agent Administrator

SCHEDULE A

Debt Service Schedule  
\$9,610,000 General Obligation Refunding Bonds, Series 2015A  
of Door County, Wisconsin  
dated July 14, 2015

(SEE ATTACHED)

# Door County, Wisconsin

\$9,610,000 General Obligation Refunding Bonds, Series 2015A

CR 2005 Bonds

Dated July 14, 2015 Winning Bidder: Baird

## Debt Service Schedule

| Date         | Principal             | Coupon   | Interest            | Total P+I              | Fiscal Total |
|--------------|-----------------------|----------|---------------------|------------------------|--------------|
| 07/14/2015   | -                     | -        | -                   | -                      | -            |
| 03/01/2016   | -                     | -        | 109,149.17          | 109,149.17             | -            |
| 09/01/2016   | 70,000.00             | 1.000%   | 86,550.00           | 156,550.00             | 265,699.17   |
| 03/01/2017   | -                     | -        | 86,200.00           | 86,200.00              | -            |
| 09/01/2017   | 1,840,000.00          | 1.000%   | 86,200.00           | 1,926,200.00           | 2,012,400.00 |
| 03/01/2018   | -                     | -        | 77,000.00           | 77,000.00              | -            |
| 09/01/2018   | 1,855,000.00          | 2.000%   | 77,000.00           | 1,932,000.00           | 2,009,000.00 |
| 03/01/2019   | -                     | -        | 58,450.00           | 58,450.00              | -            |
| 09/01/2019   | 1,910,000.00          | 2.000%   | 58,450.00           | 1,968,450.00           | 2,026,900.00 |
| 03/01/2020   | -                     | -        | 39,350.00           | 39,350.00              | -            |
| 09/01/2020   | 1,950,000.00          | 2.000%   | 39,350.00           | 1,989,350.00           | 2,028,700.00 |
| 03/01/2021   | -                     | -        | 19,850.00           | 19,850.00              | -            |
| 09/01/2021   | 1,985,000.00          | 2.000%   | 19,850.00           | 2,004,850.00           | 2,024,700.00 |
| <b>Total</b> | <b>\$9,610,000.00</b> | <b>-</b> | <b>\$757,399.17</b> | <b>\$10,367,399.17</b> | <b>-</b>     |

## Yield Statistics

|                                   |             |
|-----------------------------------|-------------|
| Bond Year Dollars                 | \$39,869.64 |
| Average Life                      | 4.149 Years |
| Average Coupon                    | 1.8996891%  |
| Net Interest Cost (NIC)           | 1.4875923%  |
| True Interest Cost (TIC)          | 1.4697587%  |
| Bond Yield for Arbitrage Purposes | 1.3477216%  |
| All Inclusive Cost (AIC)          | 1.6336393%  |

## IRS Form 8038

|                           |             |
|---------------------------|-------------|
| Net Interest Cost         | 1.3363052%  |
| Weighted Average Maturity | 4.156 Years |



SCHEDULE B

(SEE ATTACHED)

EXHIBIT G

NOTICE OF FULL CALL\*

DOOR COUNTY, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2005A  
DATED MAY 1, 2005

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on September 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

| <u>Maturity Date</u> | <u>Principal Amount</u> | <u>Interest Rate</u> | <u>CUSIP No.</u> |
|----------------------|-------------------------|----------------------|------------------|
| 09/01/2017           | \$1,750,000             | 5.00%                | 258087CC7        |
| 09/01/2018           | 1,835,000               | 5.00                 | 258087CD5        |
| 09/01/2019           | 1,945,000               | 5.00                 | 258087CE3        |
| 09/01/2020           | 2,040,000               | 5.00                 | 258087CF0        |
| 09/01/2021           | 2,140,000               | 5.00                 | 258087CG8        |

Upon presentation and surrender of said Bonds to The Bank of New York Mellon Trust Company, N.A., formerly known as The Bank of New York Trust Company, N.A., the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on September 1, 2015.

By Order of the  
County Board of Supervisors  
Door County  
County Clerk

Dated \_\_\_\_\_

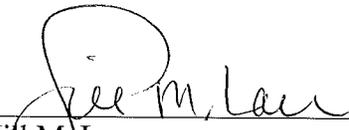
\* To be provided to The Bank of New York Mellon Trust Company, N.A. (formerly known as The Bank of New York Trust Company, N.A.) at least thirty-five (35) days prior to September 1, 2015. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, or facsimile transmission, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to September 1, 2015 and to the MSRB. Notice shall also be provided to Financial Guaranty Insurance Company, or any successor, the bond insurer of the Bonds.

In addition, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).

**CERTIFICATE OF COMPLIANCE WITH  
OPEN MEETING LAW PUBLIC NOTICE REQUIREMENTS**

I, Jill M. Lau, County Clerk of Door County hereby certify that:

1. **Meeting Date.** On the 23<sup>rd</sup> day of June, 2015 a County Board meeting was held commencing at 9 o'clock a.m. at 421 Nebraska Street, Sturgeon Bay, WI 54235.
  
2. **Posting.** On the 19<sup>th</sup> day of June, 2015 at approximately 9 o'clock a.m., I posted or caused to be posted a notice setting forth the time, date, place and subject matter (including specific reference to the borrowing) of said meeting in the following public places (attach an extra sheet if necessary):  
Door County Government Center, 421 Nebraska Street, Sturgeon Bay, WI  
Door County Justice Center, 1201 S Duluth Avenue, Sturgeon Bay, WI  
Door County Library, 107 S 4<sup>th</sup> Avenue, Sturgeon Bay, WI
  
3. **Notification of Media.** On the 19<sup>th</sup> day of June, 2015 at approximately 9 o'clock a.m., I communicated or caused to be communicated, the time, date, place and subject matter (including specific reference to the borrowing) of said meeting to those news media who have filed a written request for such notice, and to the official newspaper of the County of Door, or, if none exists, to a news medium likely to give notice in the area.
  
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Door County Board of Supervisors which was called, noticed, held and conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and State statutes.

  
\_\_\_\_\_  
Name: Jill M. Lau  
Title: Door County Clerk

Attest:

  
\_\_\_\_\_  
Name: Barbara Pavlik  
Title: Door County Chief Deputy Clerk

(SEAL)



**DOOR COUNTY**

**Resolution No. 2015-52**

**HUMAN SERVICES RESOURCE CENTER PROJECT – FUNDING AND AUTHORIZATION TO PROCEED WITH PHASE III**

**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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

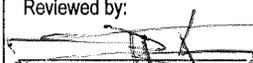
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Motion to Approve Adopted

1st Meyer Defeated

2nd KOK

Yes: 19 No: 1 Exc: 1

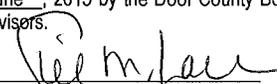
Reviewed by:  Corp. Counsel

Reviewed by: Jan 18, 2015, Administrator

**FISCAL IMPACT:** We have \$998,083.76 in the Reserve for Human Services Resource Center Account, and \$95,643.70 in the SRC Specified Donations Account. The remainder of the County's portion of \$4,400,000.00 for this project could be included in the 2016 CIP budget, with funding from tax levy, fund balance, borrowing, or some combination thereof. MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

  
 Jill M. Lau  
 County Clerk, Door County

1 **WHEREAS, Resolution No. 2015-12 – Human Services Resource**  
 2 **Center, adopted on January 27, 2015, defines a framework by which the**  
 3 **Human Services Resource Center (hereafter “Project”) may proceed to**  
 4 **realization; and**

5  
 6 **WHEREAS, Phase II of the Project is complete, and related Interim**  
 7 **Report received and accepted; and**

8  
 9 **WHEREAS, Project goals and requirements have been established,**  
 10 **preliminary (aka schematic) design phase services completed, and preliminary**  
 11 **costs estimated ... as reflected in the Interim Report (incorporated herein by**  
 12 **reference) prepared and presented by Venture Architects, and**

13  
 14 **WHEREAS, Funds totaling \$1,000,000.00 have been set aside, and the**  
 15 **sum of \$998,083.76 remains available, for the Project; and**

16  
 17 **WHEREAS, This Project serves a useful public purpose, and it is deemed**  
 18 **to be advantageous to the County to proceed with Phase III.**

19  
 20 **NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of**  
 21 **Supervisors does hereby authorize Phase III of the Project (as described in**  
 22 **Resolution No. 2015-12) to proceed contingent upon the receipt of**  
 23 **\$1,000,000.00 in donations, gifts, or grants for the Project on or before**  
 24 **September 1, 2015.**

25  
 26 **BE IT FURTHER RESOLVED, That Venture Architects will continue as**  
 27 **the Project's design professional, and be engaged to perform Phase III**  
 28 **services.**

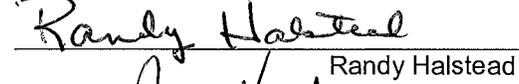
29  
 30 **BE IT FURTHER RESOLVED, That the expenditure of up to**  
 31 **\$6,400,000.00 is authorized for the project; with \$2,000,000.00 to be funded by**  
 32 **way of donations, gifts or grants and \$4,400,000.00 from County funds on hand,**  
 33 **general revenue or borrowing.**

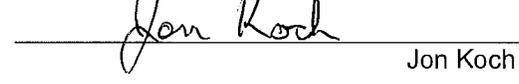
34  
 35 **BE IT FURTHER RESOLVED, That to the extent there is ambiguity or**  
 36 **conflict between this resolution and any prior resolution, this resolution takes**  
 37 **precedence and controls,**

**SUBMITTED BY: PROPERTY COMMITTEE**

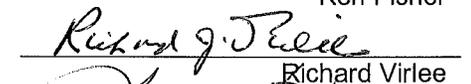
  
 Ben Meyer, Chairman

  
 Richard Haines

  
 Randy Halstead

  
 Jon Koch

  
 Ken Fisher

  
 Richard Virlee

  
 Leo Zipperer

[ANNOTATION: Resolution No. 2013-04 – adopted on January 29, 2013; Resolution No. 2014-70 – adopted on July 29, 2014; Resolution No. 2014-99 – adopted on December 16, 2014; Resolution No. 2015-12 – adopted on January 27, 2015; Resolution No. 2015-34 – adopted on April 21, 2015; and Resolution No. 2015-42 – adopted on May 26, 2015]



**DOOR COUNTY**

**Resolution No. 2015-53**

**ADOPTION OF REVISED EMERGENCY ACTION AND EVACUATION PLAN**

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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

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14

**WHEREAS**, Door County's Emergency Action and Evacuation Plan was approved by the Door County Board of Supervisor's (hereafter "County Board") adoption of Resolution No. 2013-70 on October 22, 2013; and

**WHEREAS**, The revised Emergency Action and Evacuation Plan has been vetted, is deemed to be in final form, and ready for review and adoption by the County Board.

**NOW, THEREFORE BE IT RESOLVED**, by the Door County Board of Supervisors, that the revised Emergency Action and Evacuation Plan (incorporated by reference herein as if set forth in full) is hereby adopted as presented.

**SUBMITTED BY: Administrative Committee**

\_\_\_\_\_  
Dan Austad, Chairman

\_\_\_\_\_  
Leo Zipperer

\_\_\_\_\_  
David Lienau

\_\_\_\_\_  
Kenneth Fisher

\_\_\_\_\_  
Roy Englebert

\_\_\_\_\_  
Richard Virlee

\_\_\_\_\_  
John Neinas

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve Adopted

1st Virlee Defeated

2nd Englebert

Yes: 20 No: 1 Exc: 1

Reviewed by:   
\_\_\_\_\_, Corp. Counsel

Reviewed by: 06-10-2015  
\_\_\_\_\_, Administrator

**FISCAL IMPACT:** This EAP document is to facilitate & organize employer & employee actions during workplace emergencies. There is no fiscal impact. MEJ

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

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

# Door County Government Center

*421 Nebraska Street*

## Emergency Action & Evacuation Plan

Implementation Date: 06-23-15

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## Emergency Action Plan

### INTRODUCTION

An Emergency Action Plan (EAP) covers designated actions staff, and visitors must take to ensure safety during emergencies. This plan is a supplement to the comprehensive **Door County Emergency Operations Plan**. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance in the Door County Emergency Operations Plan, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants to provide the most effective Emergency Preparedness.
- This Emergency Action Plan (EAP) is intended for use by all Departments that occupy Door County facilities and should be completed as an overall building plan, including all Departments and areas of the building.
- It is assumed that departments will customize the content of this EAP to meet their specific needs, operations and locations.
- Once this plan is completed, it will be considered to be an appendix to the larger Door County Emergency Operations Plan.

### Additional Resources –

- **An Alert** is a mass notification system that automatically sends emergency messages to Door County e-mail addresses and telephone numbers during an urgent situation that has the potential to affect your health and safety.
  - Opting in is voluntary, but you are strongly urged to opt-in and provide your personal contact information, as it may prove to be the most direct way to reach you in an emergency.
  - Staff may choose to be contacted by the Alert system by cell phone, text messaging, personal email and/or home telephone.

If you have any questions or suggestions regarding this document, please direct them to:  
Building & Grounds Director Ext 2211

## Emergency Action Plan

# GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1

### General Instructions for all Emergency Situations:

- ***Get out of immediate danger and stay calm.***
- In the event of a fire, or if you feel the building's occupants are in danger:
  - Activate the building's fire alarm system **BEFORE** calling 9-1-1.
  - Evacuate the building immediately!
  - Refer to the **Evacuation Procedure / Building Maps** section at the end of this document for additional evacuation information.
- **To report any police, fire, or medical emergency, call 9-1-1 from any phone.**
  
- **When calling 9-1-1:**
- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- Building address is listed below:
  - **DOOR COUNTY GOVERNMENT CENTER**
  - **421 NEBRASKA STREET, STURGEON BAY**
  
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet)
- ***Do not hang up until the dispatcher tells you to***

## Emergency Action Plan

### EMERGENCY CONTACT NUMBERS

- Medical Emergencies
- Fire/Smoke
- Uncontrolled Hazardous Material Spills
- Violence & Threats
- When in doubt...



#### DIAL 9-1-1 FROM ANY PHONE

Identify yourself, your location, the location and type of incident, and if an evacuation is underway. Answer any questions and do not hang up the phone until the operator is finished.



The nearest **AED** is located:

At the center junction of the hallways on 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> floor



| <b>Contacts</b>                  |                 |                                     |                     |                                     |                                     |                       |                          |
|----------------------------------|-----------------|-------------------------------------|---------------------|-------------------------------------|-------------------------------------|-----------------------|--------------------------|
|                                  |                 |                                     |                     |                                     | <b>Contact</b>                      | <b>Business Hours</b> | <b>After Hours</b>       |
| <i>Exposure/Incident/Illness</i> | <i>Gas Odor</i> | <i>Hazardous Materials Incident</i> | <i>Power Outage</i> | <i>Suspicious Person / Activity</i> | ✓                                   | ✓                     | ✓                        |
| ✓                                | ✓               | ✓                                   | ✓                   | ✓                                   | <b>Sheriffs Dispatch</b>            | 746-2416 (all hrs)    |                          |
| ✓                                | ✓               | ✓                                   | ✓                   | ✓                                   | <b>Sturgeon Bay Fire Department</b> | 746-2916 (all hrs)    |                          |
| ✓                                | ✓               | ✓                                   | ✓                   | ✓                                   | <b>Facilities Maintenance</b>       | 746-2211              | 920-495-2131 after 4:00p |
| ✓                                | ✓               | ✓                                   | ✓                   | ✓                                   | <b>Emergency Services</b>           | 743-5461              | 746-2416 - after 4:30 pm |
| Workplace Injuries               |                 |                                     |                     |                                     | <b>County Mutual Care Line</b>      | All Hours             | 855-650-6580             |
| Human Resource Issues            |                 |                                     |                     |                                     | <b>Human Resources Department</b>   | 746-2305              |                          |

### Building Emergency Contact Information

| Department                  | Title                                   | Office      | Work Number         | After Hours/Emergency | Cell number         |
|-----------------------------|---|-------------|---------------------|-----------------------|---------------------|
| <b>Maintenance</b>          | <b>Buildings &amp; Grounds Director</b> | <b>A120</b> | <b>920-746-2211</b> | <b>920-743-5557</b>   | <b>920-495-2131</b> |
| <b>County Administrator</b> |   |             | <b>920-746-2303</b> |                       | <b>920-493-2377</b> |

## Emergency Action Plan

# BUILDING EVACUATION PROCEDURES

The following emergency evacuation procedures have been developed for this facility:

**Building Name:** DOOR COUNTY GOVERNMENT CENTER

**Building Address:** 421 NEBRASKA STREET, STURGEON BAY

**Assembly Location:** City Hall 421 MICHIGAN STREET, STURGEON BAY

**Prior to Exiting:** After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember, you may not be allowed back into the building for an extended time.

**Evacuation Routes/Exiting the Building:** During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. **DO NOT USE ELEVATORS** for evacuation. Staff will direct occupants in their area (floor) to evacuate and lead them to evacuation routes.

**Areas Awaiting Evacuation and Evacuation of Occupants with Impairments:** The Sturgeon Bay Fire Department with the assistance of Emergency Services will evacuate occupants with injuries or impairments.

**Critical Equipment Operation:** This facility currently has no critical equipment operation or shutdown requirements.

**Assembly Area:** After exiting the building, staff and visitors should find a safe location away from the building. Once you are in a safe place you must immediately check in with your Department Head or designee. That person will call the following number and identifying your person and yourself as accounted for: 920/746-2416.

List all buildings in which department members are assigned space and the corresponding assembly areas and manager:

*Government Center Assembly area City Hall Department Heads or their designee will account for all persons in their departments.*

**Notification of Emergencies:** Occupants will be notified of emergencies by the sounding of the installed fire alarm system, telephone mass alert or occupants may receive verbal notification of an emergency via the Public Address system.

**Fire and Emergency Reporting:** The preferred method of fire or emergency reporting is by dialing 911 from any phone (even if the fire is out). Alternatively, activation of any fire alarm system device (smoke/heat detector,) will automatically summon emergency responders.

## Emergency Action Plan

### **BUILDING EVACUATION PROCEDURES (continued)**

**Rescue and First Aid:** Door County relies on Emergency Services of Door County Paramedics and Sturgeon Bay Fire Department to provide emergency medical response and rescue.

**Additional Information:** For additional information regarding this plan, please contact:

Building Coordinator: *Building and Grounds Director ext 2211, cell 495-2131*

Assistant Building Coordinator: *County Clerk ext 2200,*

#### **Alert Systems**

- 1.** *Fire Alarm system: When activated alarm horns will sound and the fire strobe lights will flash to indicate an emergency condition and evacuation is required.*
- 2.** *Weather emergency: Will be announced throughout the building via the Public Address system. Seek shelter in the lowest level Southwest corner of the building.*
- 3.** *Active Shooter Alert: By telephone mass alert or PA or any other means possible. Follow Active Shooter procedures.*

## Emergency Action Plan

### ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

#### **Good practices for coping with an active shooter situation:**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit RUN!
- If you are in an office, stay there and secure the door HIDE!
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her. TAKE ACTION!
  
- CALL 911 WHEN IT IS SAFE TO DO SO!

#### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

- 1. RUN Get Out (Evacuate).** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe

## Emergency Action Plan

### ACTIVE SHOOTER (continued)

2. **HIDE out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Do not trap yourself or restrict your options for movement
  - To prevent an active shooter from entering your hiding place:
    - Lock the door
    - Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **TAKE ACTION (defend yourself against the active shooter).** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of two (2) to four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

## Emergency Action Plan

### ACTIVE SHOOTER (continued)

#### How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

#### Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

**Notes:** The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached the designated safe location (City Hall - Front Lobby) you will likely be held in that area by law enforcement or your Supervisor until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Announcement: Extension 1112

“We have an active shooter” common location ie “Soil & Water”  
State location as specific and quick as possible so other can plan  
an escape route.

## Emergency Action Plan

### BOMB THREAT

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, ***point to this information: (A Posted copy of page 23 Threat / Incident Report)***, and have that person call 911 from any other location or cell phone. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to obtain as much information as possible.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation **ONLY** when ordered by emergency personnel.
- Do NOT sound the evacuation alarm or evacuate the building unless told to do so by your supervisor or law enforcement.
- If ordered to evacuate, proceed to safe assembly locations. Do NOT return to an evacuated building unless told to do so by the on-scene Incident Commander.

## Emergency Action Plan

### CIVIL DISORDER / THREAT TO PERSONAL SAFETY

- A. In the event of a disturbance, good judgment and sound action will minimize the disturbance. Controlling one's emotions in such situations will minimize exposure to harm.
1. If you feel a situation is escalating, conclude your business quickly with an attempt to not escalate the situation.
  2. If physical threat is imminent, remove yourself from the situation immediately. If possible, lock doors to keep hostile individual away from you and others.
  3. Take immediate action to protect yourself in the event of a violent confrontation.
  4. Contact 911 and follow instructions.
  5. IF a threatening group or individual is at large in the building, every effort will be made to notify employees. When notified of such a situation, please follow any instructions given and go to a secure area until released by your supervisor or department head.
    - a. The first person to become aware and announce the situation should:  
\*\*Dial – ext. #1112 and announce calmly and clearly the following message:  
"Mr. BADGER report to: STATE THE LOCATION AS SPECIFIC AS POSSIBLE"  
Example: "Mr. BADGER report to the ADRC"
  6. Employees are not expected to attempt to calm any disturbance that would place them in a situation where physical harm might occur unless this activity is a normal component of their job.
  7. If evacuating, follow the evacuation instructions.
  8. Employees are requested to remain in the safe area until the proper authorities signal an "all clear". Employees leaving the safe area before being authorized to do so, not only put themselves in possible danger, but will forfeit their pay for the balance of the day. If employees are told to go home, they will be paid for time spent during the evacuation until the end of normal office hours of their normal shift.
  9. Complete a Threat/Security Incident Report at your earliest time after incident. (*see Appendix*)
- B. WRITTEN MESSAGE OR SUSPICIOUS PARCEL
- "DO NOT TOUCH, GO NEAR OR MOVE ANY PACKAGES, BOXES OR OBJECTS".*
1. If you receive a written message, call the Sheriff's Department and follow their instructions.
  2. Do not panic. Write down everything you can remember about the letter and retain the envelope which contained the message. Do not touch the written document any more than necessary. The authorities may have to dust document for fingerprints.
  3. If a suspicious parcel is received or is found, keep everyone from handling or going near it. Call the Sheriff's Department immediately.
  4. If evacuating, follow the evacuation instructions immediately.
  5. Do not return to the Government Center until the "all clear" has been provided by the proper authorities.
  6. After an evacuation, when it is safe, the proper authorities will signal an "all clear" to return to the building.
  7. Complete a Threat/Security Incident Report at earliest possible time after incident. (*see Appendix*)

## Emergency Action Plan

### EARTHQUAKE

#### During an earthquake:

- ❑ Do not rush outside; move away from windows and outside walls.
- ❑ Get under sturdy furniture or surface and hold on; if it moves, move with it. Protect your head with your arms. Do not attempt to restrain falling objects unless they endanger your life.
- ❑ Hold your position until the shaking stops.
- ❑ Call 9-1-1 **only** if emergency assistance is required.

#### After an earthquake:

- ❑ When the shaking stops, move cautiously and observe your surroundings for hazardous situations as you leave the building.
- ❑ **DO NOT use elevators.**
- ❑ Proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections.
- ❑ If outdoors, move into an open area away from overhangs, power lines, trees and all large or tall structures.
- ❑ Do not use landline or mobile telephones except for genuine emergency calls.
- ❑ Report missing persons and ruptured utilities to emergency personnel immediately.
- ❑ Long delays for emergency assistance can be expected after a serious quake.
- ❑ Do not return to an evacuated building unless directed to do so by authorities.

## Emergency Action Plan

### ELECTRICAL POWER OUTAGE

- **During all power shortages and outages, all offices, administrative and computer network systems shall carry on unless specifically directed otherwise by the County Administrator.**
  - The County Administrator will decide if and when to call for the evacuation of buildings and orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.
- **To report a localized power outage (DO NOT call 9-1-1):**
  - Contact Facilities Operation and Maintenance at ext 2211 or 2210
- **Contact Dispatch at 746-2416 after hours for both**
- **If directed to evacuate buildings:**
  - Turn off or unplug electronic equipment and appliances that were in use (computers, air conditioners, portable heaters) and turn off most lights; this will help prevent electrical overload when power returns.
  - Secure all vital equipment, records, experiments, and hazardous materials if safe to do so.
  - Use clear safe escape routes and exits and proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections. *(See Appendix)*
  - Assist persons requiring evacuation assistance to designated areas for evacuation assistance.
- **Do not return to evacuated buildings until directed to do so by authorities.**

#### **Notes:**

- The Government Center has emergency lighting, which comes on upon loss of normal power; and is generally located in common areas and hallways.
- The telephone system has limited back-up emergency power and telephone use should be restricted to urgent or emergency situations.

## Emergency Action Plan

### FIRE AND SMOKE CONDITIONS

#### LARGE FIRE

- ❑ **Pull the fire alarm to notify building occupants and fire department**
- ❑ **EVACUATE** the building
  - It may be necessary to verbally announce the alarm if people are still in the building and the alarm does not sound--this should be done while exiting the building
  - **Never enter a room that is smoke filled**
- ❑ **Before opening doors, check to ensure it is not hot to the touch.**
  - If hot, **DO NOT** open
  - If warm, open slowly to check room/hallway conditions
- ❑ If possible, close doors on your way out to prevent spread of smoke and/or vapors into adjoining rooms and corridors
- ❑ **DO NOT use elevators**
- ❑ Assemble in the safe assembly area as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections. *(See Appendix)*
- ❑ **Identify persons with special needs.**
  - Assist them to the safe assembly area if possible.
  - Otherwise, direct them to evacuation assistance areas as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections *(See Appendix)* and alert first responders to their location.
- ❑ **Call 9-1-1 from a safe area.** Provide incident-specific information to arriving emergency responders.
- ❑ **DO NOT return to an evacuated building** unless directed to do so by authorities.

#### SMALL FIRE (WASTE BASKET SIZE OR SMALLER)

**If you have been trained in the use a fire extinguisher and it is safe to do so,** you may attempt to extinguish a small fire using the steps below:

- ❑ Remove the fire extinguisher from its bracket and position yourself with your back to the exit so you have an escape route.

## Emergency Action Plan

### FIRE AND SMOKE CONDITIONS (continued)

- Use the **P-A-S-S** procedure:
  - P** - Pull the pin located in the extinguisher handle.
  - A** - Aim the nozzle, horn, or hose at the base of the fire, standing about 8 feet away.
  - S** - Squeeze or press the handles together.
  - S** - Sweep from side to side at the base of the fire until it is out.
- **If you are not quickly able to extinguish the fire, treat as a *Large Fire* above.**

### IF CLOTHING CATCHES FIRE

- If your clothing is on fire, **STOP, DROP** to the floor and **ROLL**.
- If a co-worker's clothing catches fire, knock them to the floor and roll them or use a fire blanket to smother the flames. Do not wrap a fire blanket around an individual who is standing, or a chimney effect could be created, leading to burns on the face.

### IF CAUGHT IN SMOKE

- Do not breathe the smoke!
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

### IF TRAPPED IN A BUILDING

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

## Emergency Action Plan

### FLOOD

#### In Case of Imminent or Actual Flooding:

If you can do so *safely*:

- Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
- Shut off all non-essential electrical equipment.
- Wait for instructions from Facilities Operations & Maintenance
- Avoid standing in flood water due to the threat of electrocution.

#### Once you receive notice to evacuate:

- Move all personnel to a safe area, away from the building in danger.
- Locate those persons with special needs, and provide assistance if possible.
- Otherwise, provide their location to Emergency Responders.
- Do NOT return to the building until instructed to do so by the Incident Commander, County Administrator, Building Coordinator, or Facilities Operations & Maintenance.
- Call Facilities Operations & Maintenance for assistance with flood clean-up as soon as possible to avoid unsanitary conditions and mold:
  - Mon. - Fri. till 11:00 p.m. EXT. 2210
  - Call Dispatch non emergency number 746-2416 (they have the Emergency call in schedule).

**Note:** *Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps*

## Emergency Action Plan

### HAZARDOUS MATERIALS

*A hazardous materials incident is defined as "an uncontrolled release of a hazardous material"*

#### MAJOR HAZARDOUS MATERIALS INCIDENT

**If the release is highly toxic, involves a substantial amount of material, or cannot be safely contained without endangering yourself or other personnel, follow the steps below:**

- Alert others in the area to the presence of the release or spill.
- Retrieve a material safety data sheet (MSDS) on the hazardous material if safe to do so. (MSDS ARE LOCATED IN THE BUILDING MAINTENANCE AREA HALL)
- Evacuate the area, closing doors as you leave.

**If there is a threat to the occupants of the building:**

- If an explosion risk is present, avoid turning electrical equipment on or off and activate a fire alarm from a different floor or building to prevent generating a spark.
- Pull the fire alarm to alert others in the building to evacuate.
- Call 9-1-1 from a safe location.
- Arrange for those most familiar about the details of the incident and general knowledge of the material released to meet with those providing assistance as needed. Bring a material safety data sheet (MSDS) if possible.
- See the HAZARDOUS MATERIALS EXPOSURE section below for treatment of those exposed to the hazardous material. Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid hazardous material contamination or exposure to yourself.
- If safe to do so, post "HAZ MAT INCIDENT- DO NOT ENTER" signs on the entrances to the area

#### HAZARDOUS MATERIALS EXPOSURE

**If you are exposed to a hazardous material:**

- Ensure you are in a safe location.
- **If injury is serious or life threatening, call 9-1-1.**
- Use eyewash ( located in the boiler room) or safety showers ( located in the Southwest corner of the building on first floor) as needed to wash off hazardous materials. Flush the affected area with copious amounts of water for at least 15 minutes.
- Anyone who has had a hazardous materials exposure, including a potential exposure, must follow the steps as outlined in the **WORK-RELATED INJURY OR ILLNESS** section to obtain medical treatment if needed and complete appropriate university documents, etc.

#### MINOR HAZARDOUS MATERIALS INCIDENT

**If the release involves a small amount of material and can be contained without endangering you or other personnel, follow the steps below:**

- Alert others in the area to the presence of the release or spill.
- If cleaning the release or spill is within your training and comfort level, you may follow your group's procedure to clean it up. Otherwise, evacuate the area and treat as a **MAJOR HAZARDOUS MATERIALS INCIDENT** above.
- Retrieve a material safety data sheet (MSDS) on the hazardous material if safe to do so.
- Keeping yourself between the hazardous material and an exit to avoid being trapped.
- **Call your supervisor, then Dispatch at 2416.**

## Emergency Action Plan

### MEDICAL EMERGENCIES

If you become aware of a seriously ill or injured person, you should:

- Call 9-1-1 right away.
- Give the 9-1-1 dispatcher as much information as possible about the injury or illness and the location of the victim to include:
  - Building Name, Door County Government Center
  - Address, 421 Nebraska St, Sturgeon Bay
  - Office and floor number
  - Condition of the ill or injured person
  - Any dangerous conditions
- Unless trained, do not attempt to render first aid before assistance arrives.
  - **DO NOT** attempt to move a seriously injured person.
  - Protect yourself from blood or body fluid exposures
- Attempt to obtain the following information from the ill or injured person:
  - Name
  - Description of symptoms
  - Allergies
  - Medications
  - Major medical history
- **Remain with the person** until the police or emergency medical personnel arrive.
- Have someone standby outside of your building to direct emergency responders to the person requiring attention
- ***If the injured person is a Door County employee, contact their supervisor as soon as possible.*** If it is after hours or on the weekend, call Dispatch at 746-2416 and they can locate a specific faculty or staff member and leave them a message.



The nearest **AED** is located:

The center junction of the hallways on, 1st, 2nd, & 3rd floor



## Emergency Action Plan

### NATURAL GAS LEAKS AND PIPELINE BREAKS

- Confine any fire or fumes to the extent possible (close off any doors to the affected area that you can safely do so). This will help limit the impact of the leak or fire.
- If you suspect there is a leak of an explosive gas (i.e. natural gas), **DO NOT** use cell phones, elevators, fire alarm pulls, flashlights or other devices capable of producing static electricity, sparks, electric arcs or open flames.
- When ordered to evacuate, immediately leave the building and proceed to safe assembly locations as identified in the **EVACUATION ROUTE MAPS AND INSTRUCTIONS** for your building.
- **Move at least 200 feet upwind from the gas leak** into an area where you cannot smell the gas.
- **When in a safe location, call 9-1-1** to report the situation; provide your location and the location of the odor to the dispatcher.
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- **DO NOT** return to an evacuated building unless directed to do so by authorities.

### REPORT A CRIME

- Door County staff and visitors can call the **Sheriffs Dispatch at 746-2416 to report a crime, emergency, or suspicious activity.** (*Dial 9-1-1 for emergencies requiring Emergency Responders*)

### REPORT INCIDENTS/UNSAFE CONDITIONS

***All unsafe conditions should be reported to avoid injury or property damage.***

- If you are aware of an incident which happened in the building or building grounds and want to ensure follow-up from one of Public Safety departments (Sheriffs Department, Emergency Management, Building & Grounds Maintenance) please fill out an unsafe condition report.
  - If you have a solution or recommendation, please include it with your report
- If you observe an unsafe condition that poses a threat of injury or property damage, you can report it using a report.

***Note: If the situation is critical and needs immediate attention, call 746-2211 or cell 495-2131***

## Emergency Action Plan

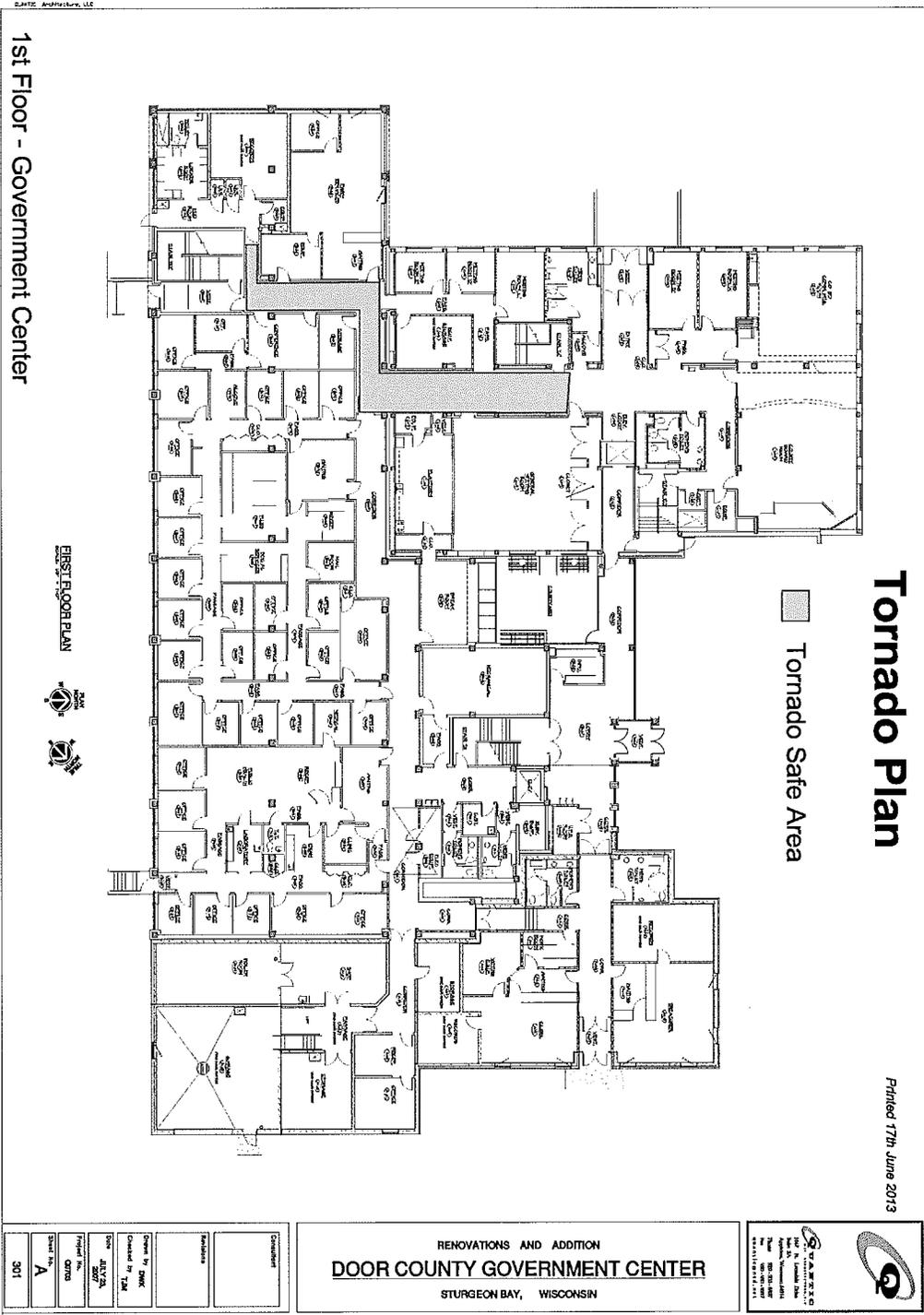
### TORNADO

#### DOOR COUNTY GOVERNMENT CENTER TORNADO EVACUATION PLAN

In the event of a tornado warning issued/received by the Sheriff's Department or County Clerk, an alarm will be sounded; the following procedures shall apply:

- ❑ Inform any members of the public in your offices that there is an emergency and they must follow staff to safety.
- ❑ Evacuate office and lock the door
- ❑ DO NOT RUN. Remain calm
- ❑ Use predetermined routes (see maps in Appendix) and proceed to the first floor hallway of the Government Center. **STAY AWAY FROM THE ENTRANCES.**
- ❑ Do not use the elevators.
- ❑ Do not leave the building.
- ❑ Remain in the first floor hallway until the "all clear" is given by the Building & Grounds Director, County Administrator.

# Emergency Action Plan



## Emergency Action Plan

### WORK-RELATED INJURY OR ILLNESS

*If the injury or illness is serious, or life threatening, call 9-1-1.*

**Otherwise, follow these steps:**

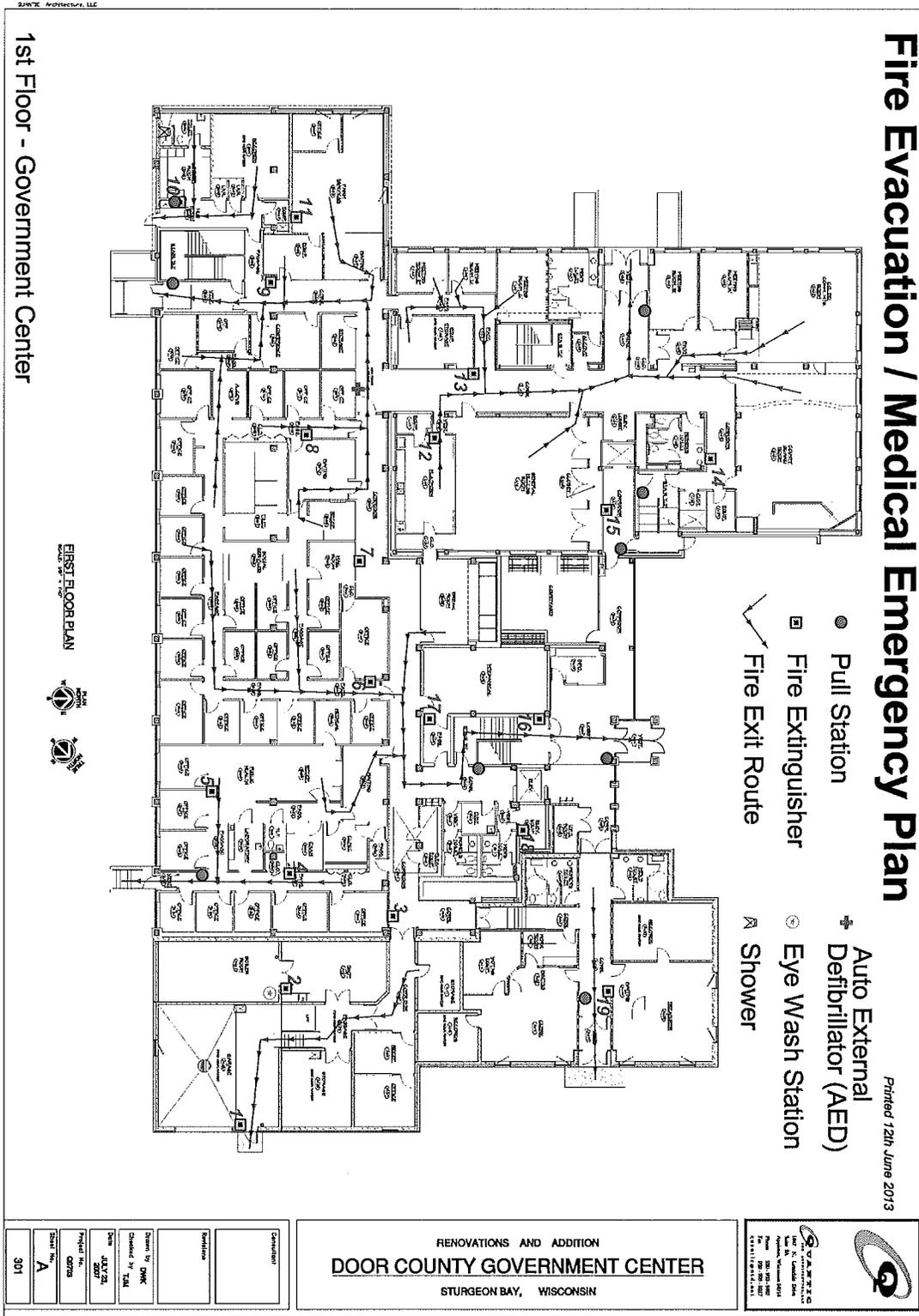
- Report the injury to the **County Mutual Care Line** at **855-650-6580**.
- Report the injury or illness to your supervisor, regardless of severity, within 24 hours.
- Seek medical attention as required and file appropriate forms with the Human Resource Department (See below for more information)

**Staff and employees injured while performing work duties:**

- If an employee is injured on the job, the employee must first contact his/her supervisor regarding the injury.
- With the supervisor's consent, the employee should go to the nearest Clinic (8am-5pm):
- For injuries that occur after hours or that require immediate care, employees should go directly to the Door County Memorial Hospital Emergency Room, 323 South 18<sup>th</sup> Avenue
- Supervisor will need to complete and file Supervisor's Accident Report within 48 hours of incident whether or not medical treatment is received.
- Medical: Consult your insurance provider to determine where to seek medical treatment.
- Complete and file Incident/Accident Injury Report to HR within 24 hours of the incident.



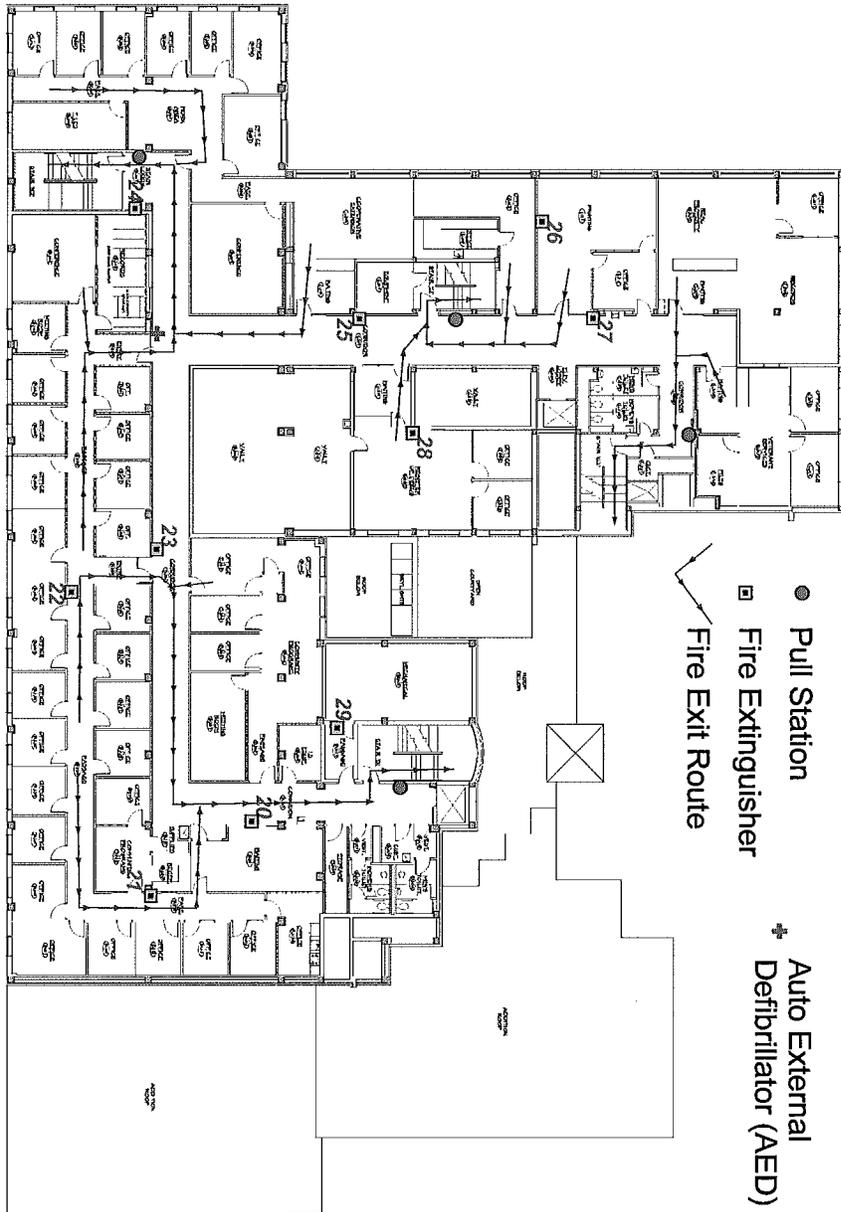
BUILDING MAPS



# Emergency Action Plan - APPENDIX

## Fire Evacuation / Medical Emergency Plan

Printed 12th June 2013



2nd Floor - Government Center

SECOND FLOOR PLAN



**P.A.M.E.R.C.**  
 102 N. Lincoln Drive  
 Appleton, Wisconsin 54911  
 Phone: 920.831.4880  
 Fax: 920.831.4881  
 www.pamerc.com

RENOVATIONS AND ADDITION  
**DOOR COUNTY GOVERNMENT CENTER**  
 STURGEON BAY, WISCONSIN

|             |               |
|-------------|---------------|
| Contractor  |               |
| Production  |               |
| Drawn by    | DMK           |
| Checked by  | TJM           |
| Date        | JULY 23, 2007 |
| Project No. | 0000          |
| Sheet No.   | A             |
|             | 302           |

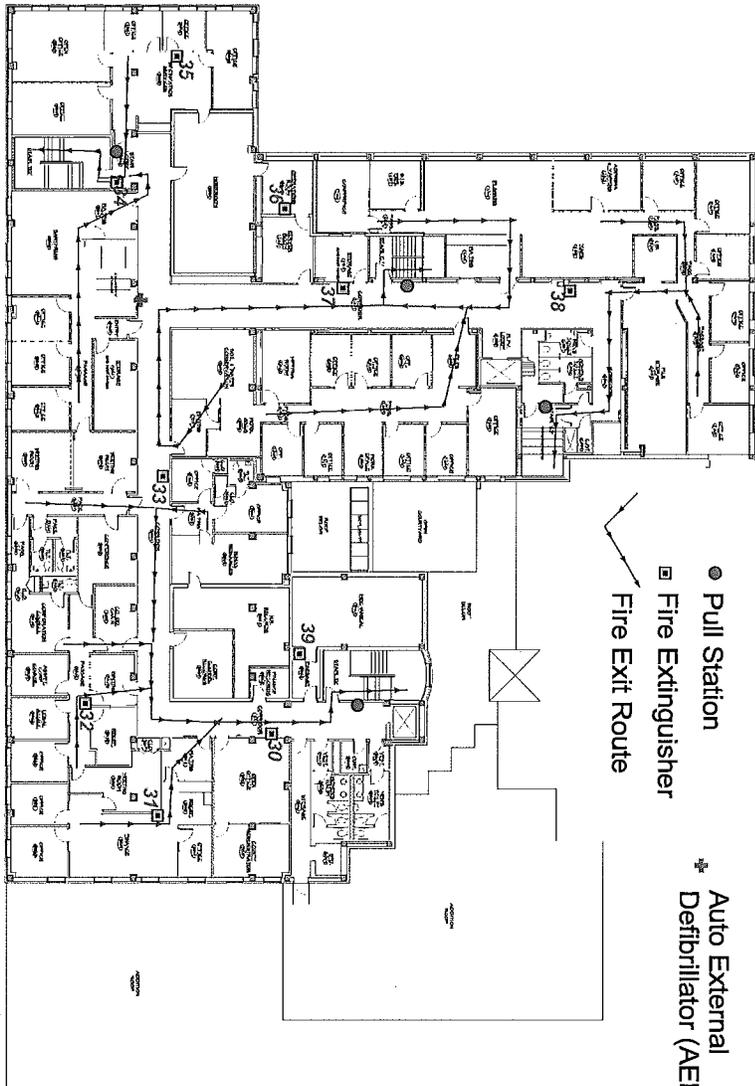
# Emergency Action Plan - APPENDIX

## Fire Evacuation / Medical Emergency Plan

Printed 12th June 2013

3rd Floor - Government Center

THIRD FLOOR PLAN



- Pull Station
- ☐ Fire Extinguisher
- ↘ Fire Exit Route
- ⊕ Auto External Defibrillator (AED)

|                  |  |
|------------------|--|
| Standard         |  |
| Revisions        |  |
| Drawn by: DMK    |  |
| Checked by: JAM  |  |
| Date: 04/17/13   |  |
| Project No: 0070 |  |
| Sheet No: A      |  |
| 303              |  |

RENOVATIONS AND ADDITION  
**DOOR COUNTY GOVERNMENT CENTER**  
 STURGEON BAY, WISCONSIN

1000 W. Wisconsin Ave.  
 Sturgeon Bay, WI 54229  
 Phone: 920.861.1111  
 Fax: 920.861.1112  
 www.dorland.com

## Emergency Action Plan - APPENDIX

*Include locations of (if applicable):*

- *Egress Routes*
- *Fire alarm pull station*
- *Areas for Evacuation Assistance*
- *First Aid Kits*
- *Fire Extinguishers*
- *AEDs*



**DOOR COUNTY**

**Resolution No. 2015-54**

**NON-COMMERCIAL HANGAR SITE LEASE AGREEMENT  
TIM LYNCH – BUILDING NO. 26**

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

| ROLL CALL<br>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   |     |      |
| KOK                        | X   |     |      |
| LITENAU                    | X   |     |      |
| MEYER                      | X   |     |      |
| MOELLER                    | X   |     |      |
| NEINAS                     | X   |     |      |
| RUNQUIST                   |     |     | X    |
| SCHULTZ                    | X   |     |      |
| SITTE                      | X   |     |      |
| VIRLEE                     | X   |     |      |
| ZIPPERER                   | X   |     |      |

**BOARD ACTION**

Vote Required: Majority Vote of Total Membership

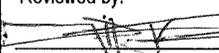
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Motion to Approve      Adopted

1st Virlee      Defeated

2nd Fisher

Yes 20      No 0      Exc: 1

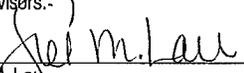
Reviewed by: , Corp. Counsel

Reviewed by: 06-19-2015, 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. MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

  
Jill M. Lau  
County Clerk, Door County

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

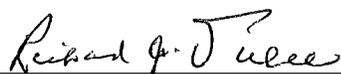
4  
5           **WHEREAS**, Private and Public concerns have been reluctant to  
6 construct or operate private non-commercial hangars at the Door  
7 County Cherryland Airport; and

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 County  
19 Board of Supervisors does hereby give approval to the Airport &  
20 Parks Committee to enter into a 10 year non-commercial hangar site  
21 lease agreement, with a 10 year renewal clause, for the parcel of  
22 land on which Building No. 26 has been constructed.

**SUBMITTED BY:  
Airport and Parks Committee**

  
Richard Virlee, Chairperson

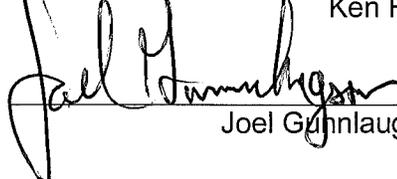
  
Richard Haines

  
Charles Brann

  
Mark Moeller

  
Ken Fisher

  
David Lienau

  
Joel Gunnlaugsson



Resolution No. 2015-55

DONATION FROM FRIENDS OF DOOR COUNTY HISTORICAL MUSEUM FOR FUNDRAISING CONSULTANT

DOOR COUNTY

ROLL CALL Board Members table with columns: Name, Aye, Nay, Exc. Rows include AUSTAD, BRANN, BUR, ENGLEBERT, ENIGL, FISHER, GUNNLAUGSSON, HAINES, HALSTEAD, KOCH, KOHOUT, KOK, LIENAU, MEYER, MOELLER, NEINAS, RUNQUIST, SCHULTZ, SITTE, VIRLEE, ZIPPERER.

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted [X] Defeated [ ] 1st Moeller 2nd Meyer Yes: 20 No: 1 Exc: 1

Reviewed by: [Signature], Corp. Counsel Reviewed by: [Signature], Administrator

FISCAL IMPACT: The donated funds will be used for the specified expenditure. No additional County funds are needed. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

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

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Section 59.52(19) Wis. Stats. empowers the County Board to 2 accept donations, gifts, or grants of money for any public governmental purpose 3 within the powers of the County; and

4 WHEREAS, Resolution 75-84 entitled "Gifts, Grants & Donations to the 5 County of Door" requires approval of the Door County Board of Supervisors, for 6 acceptance of all donations, gifts, and grants whether in the form of money, or 7 personal or real property; and 8

9 WHEREAS, Rule of Order # 38, entitled "Donations, Gifts or Grants", 10 authorizes an oversight committee to accept donations, gifts or grants; requires 11 County Board be provided notice of any donation, gift or grant in excess of \$1,000 12 prior to acceptance; and requires that an itemized report of all donations, gifts or 13 grants shall be submitted to the County Board on an annual basis; and 14

15 WHEREAS, The Friends of Door County Historical Museum is willing, ready 16 and able to donate five thousand dollars (\$5,000) to Door County for the purpose 17 of retaining a Fundraising Consultant for the Door County Historical Museum. 18

19 WHEREAS, The establishment, expansion, operation and maintenance of a 20 public museum falls within the powers of Door County and serves a public purpose 21 (See: Section 59.56(2), Wisconsin Statutes). 22

23 WHEREAS, The Finance Committee has voted to accept the aforesaid 24 donation. 25

26 NOW THEREFORE, BE IT RESOLVED, That the Door County Board of 27 Supervisors does hereby accept the donation of five thousand dollars (\$5,000) 28 from the Friends of Door County Historical Museum, for the purpose and subject 29 to any limitations enumerated above. 30

31 BE IT FURTHER RESOLVED, That the donation shall be administered by the 32 Door County Historical Museum, subject to oversight by the Museum and Archives 33 Committee. 34

SUBMITTED BY: FINANCE COMMITTEE

[Signature] David Lienau, Chair [Signature] Kathy Schultz [Signature] Charles Brann [Signature] David Enigl

[Signature] Mark Moeller [Signature] Leo Zipperer [Signature] Susan Kohout



Resolution No. 2015-56

APPROVAL OF LEASE WITH USDA FARM SERVICES AGENCY

DOOR COUNTY

ROLL CALL Board Members table with columns: Name, Aye, Nay, Exc. Rows include AUSTAD, BRANN, BUR, ENGLEBERT, ENIGL, FISHER, GUNNLAUGSSON, HAINES, HALSTEAD, KOCH, KOHOUT, KOK, LIENAU, MEYER, MOELLER, NEINAS, RUNQUIST, SCHULTZ, SITTE, VIRLEE, ZIPPERER.

BOARD ACTION section containing 'Vote Required: Majority Vote of Total Membership', 'Motion to Approve' with 'Adopted' checked, and 'Yes 20 No 0 Exc: 1'.

Reviewed by: section with signature lines for Corp. Counsel and Administrator, dated 06-18-2015. Includes FISCAL IMPACT text: 'The rent amount in Lease Amendment No. 3 is \$529.94/month, or \$6,359.28/year...'.

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 23rd day of June, 2015 by the Door County Board of Supervisors. Signature of Jill M. Lau, County Clerk, Door County.

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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 WHEREAS, The Property Committee has considered and
5 approved the proposed Lease Amendment No. 3 (attached hereto
6 and incorporated herein by reference as if set forth in full); and

7 WHEREAS, It is deemed advantageous and suitable for the
8 County of Door to enter into proposed Lease Amendment No. 3.

9 NOW, THEREFORE, BE IT RESOLVED, That the Door County
10 Board of Supervisors does hereby approve proposed Lease
11 Amendment No. 3.

12 BE IT FURTHER RESOLVED, That the County Administrator,
13 subject to the oversight of the Property Committee, shall administer
14 Lease Amendment No. 3.
15
16
17
18

SUBMITTED BY: Property Committee

Signatures of Ben Meyer, Chairman; Ken Fisher; Richard Haines; Randy Halstead; Jon Koch; Richard Virlee; and Leo Zipperer.




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 LEASE EXTENSION
 

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United States  
Department of  
Agriculture

Farm and Foreign  
Agricultural  
Services

Farm Service  
Agency

355 E Street SW  
10<sup>th</sup> Floor  
Stop 0562  
Washington, DC  
20024

May 27, 2015

TO: County of Door  
C/O: Grant Thomas  
421 Nebraska Street  
Sturgeon Bay, WI 54235

FROM: George Banks  
Realty Specialist  
355 E Street SW, 10th Floor  
Washington, DC 20024

Re: Door County WI Lease Extension Amendment

---

Mr. Thomas:

Please ignore the documents you will be receiving via UPS, per our discussion I have updated the documents. Enclosed is Lease Agreement (LA) number 3 for a 72 month lease extension at 421 Nebraska Street, Room C325, Sturgeon Bay, WI. The lease agreement extends the current lease until September 30, 2017.

Please review the LA, print and sign 3-copies and have your signature witnessed by a non-USDA employee who is at least 18-years or older. Please do not date the LA as it will be dated upon execution by the Government.

Please return all three (3) original copies of the lease no later than June 26, 2015 via overnight services such as FedEx, USPS Express Services, or UPS Overnight to:

**FedEx or UPS Packages Should Go to the address below:**

|         |                        |
|---------|------------------------|
| Office  | USDA/FSA/MSD           |
|         | 355 E Street SW        |
|         | 10 <sup>th</sup> Floor |
| Address | Washington DC 20024    |

**USPS Mail/ Express Mail Should Go to the address below:**

|         |                          |
|---------|--------------------------|
| Office  | USDA/FSA/MSD             |
|         | Mail Stop 0562           |
|         | 1400 Independence Ave SW |
| Address | Washington DC 20250      |

Enclosure

CC: Elena Norfolk, Realty Specialist, USDA/FSA

USDA is an Equal Opportunity Provider and Employer.

.....

|   |   |  |   |
|---|---|--|---|
| GENERAL SERVICES ADMINISTRATION<br>PUBLIC BUILDINGS SERVICE<br>LEASE AMENDMENT  | LEASE AMENDMENT <b>NO. 3</b><br><hr/> TO LEASE NO. <b>Door County WI</b>  |  |   |
| <p>ADDRESS OF PREMISES</p> <p><b>421 Nebraska Street<br/>                 Room C325<br/>                 Sturgeon Bay, WI 54235</b></p> <p>THIS AGREEMENT, made and entered into this date by and between <b>County of Door</b><br/>                 whose address is</p> <p><b>421 Nebraska Street<br/>                 Sturgeon Bay, WI 54235</b></p> <p>hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:</p> <p>WHEREAS, the parties hereto desire to amend the above Lease</p> <p>NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:</p> <ol style="list-style-type: none"> <li>1. This The Government hereby extends the lease for 48-month for a term beginning October 1, 2011 through September 30, 2017.</li> <li>2. Rent From October 1, 2013 through September 30, 2017, the rental rate shall remain \$6,539.22 annually payable at a rate of \$529.94 (representing approximately \$7.21 per square foot at 882 usable square feet) per month in arrears.</li> </ol> <p>All other terms and conditions of the Lease shall remain in force and effect.</p> <p>IN WITNESS WHEREOF, the parties subscribed their names as of the below date.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>FOR THE LESSOR:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Entity Name: _____</p> <p>Date: _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>FOR THE GOVERNMENT:</p> <p>Signature: _____</p> <p>Name: <u>George Banks</u></p> <p>Title: <u>Lease Contracting Officer</u></p> <p>Date: _____</p> </td> </tr> </table> |   | <p>FOR THE LESSOR:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Entity Name: _____</p> <p>Date: _____</p> | <p>FOR THE GOVERNMENT:</p> <p>Signature: _____</p> <p>Name: <u>George Banks</u></p> <p>Title: <u>Lease Contracting Officer</u></p> <p>Date: _____</p> |
| <p>FOR THE LESSOR:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Entity Name: _____</p> <p>Date: _____</p>  | <p>FOR THE GOVERNMENT:</p> <p>Signature: _____</p> <p>Name: <u>George Banks</u></p> <p>Title: <u>Lease Contracting Officer</u></p> <p>Date: _____</p> |  |   |
| <p>WITNESSED FOR THE LESSOR BY:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>   |   |  |   |



**DOOR COUNTY**

**Resolution No. 2015-57**

**AMENDMENT OF COMPENSATION PLAN  
Door County Performance Evaluations**

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

**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**, By adoption of Resolution 2014-87 on October 25, 2014, County Board approved and implemented the creation of steps (from the minimum to the midpoint compensation ranges of the Compensation Plan) and provide for performance based step increases; and

**WHEREAS**, It is now deemed appropriate to adopt a performance evaluation system and policy for general municipal employees.

**NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of Supervisors does hereby approve and adopts the recommended Performance Evaluation Program as set forth Addendum A (attached hereto and incorporated herein by reference as if set forth in full).

**SUBMITTED BY:  
Administrative Committee**

Daniel Austad, Chairman

John Neinas

David Lienau

Richard Virlee

Roy Englebert

Leo Zipperer

Ken Fisher

| 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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 |     |     | X    |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

**BOARD ACTION**  
Vote Required: Majority Vote of a Quorum

---

Motion to Approve      Adopted

1st Fisher      Defeated

2nd Lienau

Yes: 19      No: 0      Exc: 2

Reviewed by:   
Corp. Counsel

Reviewed by: 06-18-2015  
Administrator

**FISCAL IMPACT:** Funds will be budgeted for 2016 wage increases according to the terms of this Performance Evaluation Program as part of the 2016 budget process. The proposed increase will be dependent upon the adoption of the 2016 budget by the County Board in November, 2015.

**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 23<sup>rd</sup> day of June, 2015 by the Door County Board of Supervisors:  
  
Jill M. Lau  
County Clerk, Door County



## County of Door HUMAN RESOURCES

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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

---

**To:** Administrative Committee

**From:** Kelly A. Hendee, Human Resources Director

**Date:** June 10, 2015

**Re:** Compensation Program Review & Proposed Merit/Performance Review Process

---

### Compensation Program Review

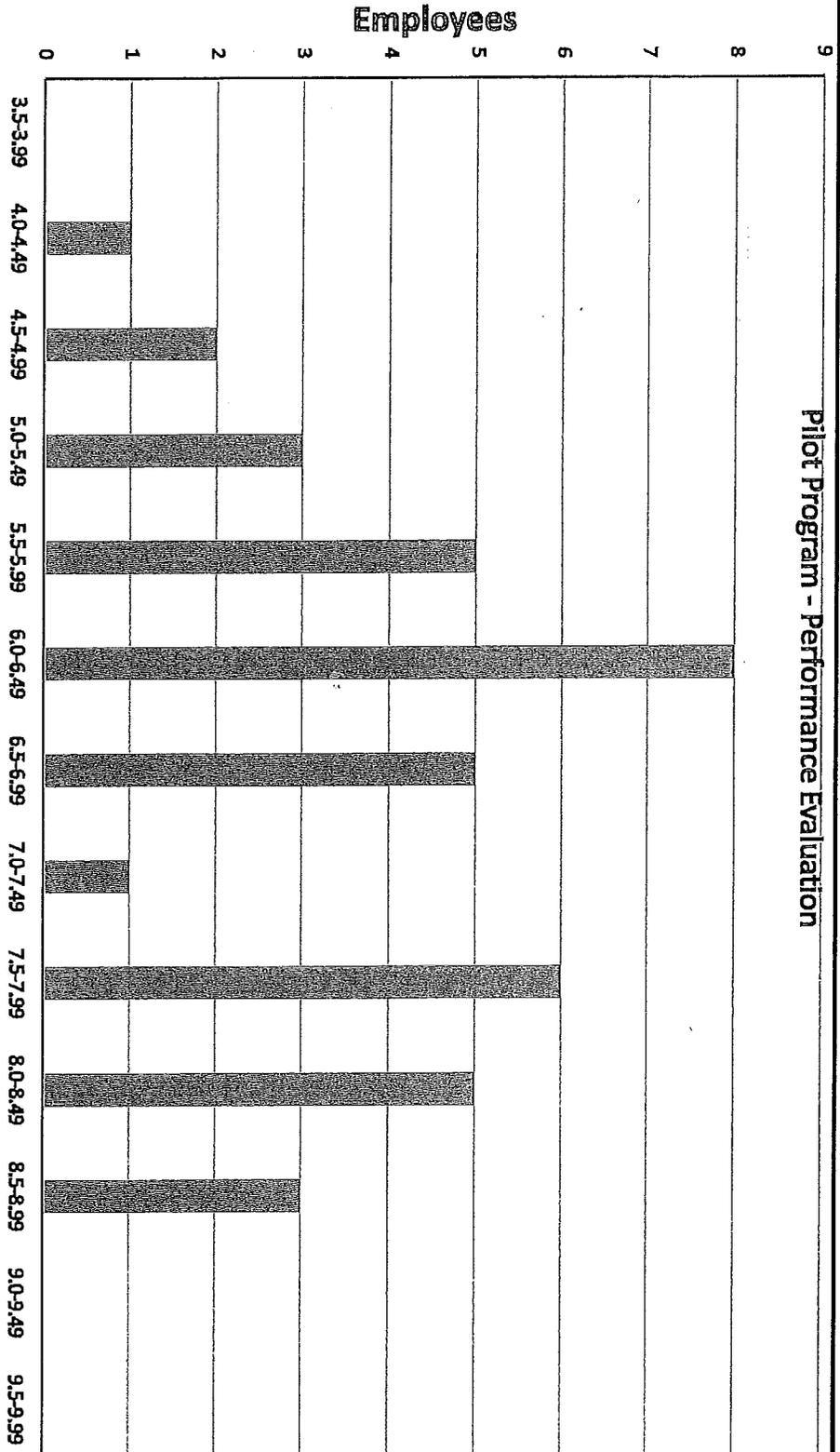
**RECAP:** **Where We Are Now** - Pay grades have been adopted. An appeals process took place in December 2013. Next opportunity for re-evaluation would be **June 2016**; the timing should coincide with the budget process.

- 1) Door County Pay Philosophy is: **Meet the market**
- 2) Parameters: **Reaffirm the Administrative Committee decision**
  - HR Director has approval to hire up to the mid-point if experience warrants.
  - Example: the person being considered who has all the experience/qualifications the position requires may be offered the position closer to the mid-point verses a candidate who does not have all the experience/qualifications.
- 3) Administering pay within the range – pay increase criteria options:
  - Hybrid
    - Set steps (6) to get to midpoint - (step(s) received dependent on evaluation
    - Varying increases, dependent on evaluation to get to maximum
    - Discretionary Merit Compensation above maximum, dependent on evaluation

---

See Compensation Program Policy

**Pilot Program - Performance Evaluation**



**Overall Rating**

**Summary**

- Below Requirements - Below 4.9 - 3 Employees
- Meet Requirements - 5.0 to 6.8 - 20 Employees
- Above Requirements - 6.9 to 8.4 - 13 Employees
- Substantially Above - 8.5 to 10 - 3 Employees...

Compensation Policy  
Created: June 2015 – Adopted by Resolution: 2015 -  
Incorporated into the Administrative Manual – 2.05 Employee Compensation  
and Performance Review Process

POLICY

**Purpose**

As an employer, the County of Door believes that it is in the best interest of both the organization and its employees to fairly compensate its workforce for the value of the work provided. It is the County of Door's intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and nondiscriminatory in theory, application and practice.

**Compensation Criteria**

- The compensation system will price positions to market by using local, national and industry specific survey data.
- The market data will primarily include a combination of comparable counties, state, non-profit and profit organizations.
- The system will evaluate *internal equity*, which is the relative worth of each job in the county when comparing the required level of job competencies, formal training and experience, responsibility, and accountability of one job to another and arranging all jobs in a formal job grading structure or in broad-bands.
- The compensation system must be flexible enough to ensure that the county is able to recruit and retain a qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

**Responsibilities**

The Administrative Committee is responsible for reviewing recommendations made by management and the County Board of Supervisors will give final approval for the vendor and compensation system that will be used by the County of Door.

On an annual basis the vendor will provide salary structural movement trends. The county board will review and approve, as appropriate, recommended changes to the salary structure and position range movement as recommended by management and as determined through the market analysis process.

Professional support and consultation will be available to evaluate the compensation system and provide ongoing assistance in the administration of the program. The vendor will maintain the level of expertise required to provide information and recommendations necessary to ensure that, as the organization and external market changes over time, the compensation program continues to provide value to the County of Door citizens.

As part of the annual budgeting process the county board will review and approve, as appropriate, funds to be allocated for total compensation, which would include base salaries, step and performance increases, and discretionary merit compensation awards.

### **Performance Review Process**

In its continuing efforts to provide the highest quality of services to the citizens of Door County, while maintaining a rewarding work environment for its employees, the County has adopted a performance planning and review system as part of the overall compensation program.

Within this system, participating employees will, on a regular basis, engage in a process of planning and reviewing work activities.

The performance planning and review system is designed to enhance job satisfaction of County employees through clarification of performance requirements and utilization of a goal-setting process. For department heads and supervisors, this system should provide a valuable management tool for planning and evaluating work performed in their areas of responsibility.

This Performance Evaluation system applies to all General Municipal Employees of Door County.

### **OBJECTIVES**

The Door County performance evaluation planning and review system was established to achieve the following objectives:

- Establish individual goals for continuing and/or improving work performance.
- Identify and develop plans to improve core competencies and work performed.
- Recognize, in a formal and documented process, individual employee performance.
- Develop consistent and equitable criteria to be used when evaluating employees.

### **Types of pay adjustments**

At the conclusion of the evaluation process the department head will provide the recommendation for any increase and submit the completed evaluation forms to the Human Resources Director for review and processing.

At the department head's discretion they may recommend to the Human Resources Director and/or the County Administrator more than a one-step increase for those employees below the midpoint (market value or 100%) providing they have evaluations at a level of above or substantially above requirements.

### **Discretionary Merit/Performance Compensation**

A discretionary merit compensation award may be given by Department Heads and/or the County Administrator to those employees that are above the 115% threshold of the Compensation Plan who receive an evaluation level of above or substantially above requirements. This award is not to be part of an employee's base compensation, but rather a monetary lump sum award.

**Wage increase proposal, to be effective January 1, 2016**

| Levels of performance            | Step Increases |                |                               |                |              |                | Merit-Based Pay Increases |                            |   |
|----------------------------------|----------------|----------------|-------------------------------|----------------|--------------|----------------|---------------------------|----------------------------|---|
|                                  | Minimum (85%)  | Step 1 (87.5%) | Step 2 (90%)                  | Step 3 (92.5%) | Step 4 (95%) | Step 5 (97.5%) | Step 6 Midpoint (100%)    | Mid. to Max. (101-114.99%) | Maximum = 115% Merit Compensation (≥ 115%) Discretionary (≥ 115%) |
| % of market employee is earning  |                |                |                               |                |              |                |                           |                            |   |
| Substantially above requirements |                |                | See policy.                   |                |              |                |                           | 2.5                        | 2.5% of annual salary up to \$2500 max.                           |
| Above requirements               |                |                | See policy.                   |                |              |                |                           | 2.0                        | 1.5% of annual salary up to \$1500 max.                           |
| Meets requirements               |                | 2.5            | 2.5                           | 2.5            | 2.5          | 2.5            |                           | 1.5                        | 0.0   |
| Below requirements               |                |                | Ineligible for step increase. |                |              |                |                           | 0.0                        | 0.0   |

**Assumptions**

New hires will start at no less than 85% of market wage.

Evaluations are annual, on anniversary date. Both step and merit-based increases are dependent on evaluation result at or above "meets requirements."

Step and merit-based increases are effective on anniversary date.

Plan is also aged annually with County Board approval.

Discretionary merit compensation awards are not added on to base compensation. Such awards are provided in one lump sum, and are taxable.

**Example**

Someone hired at a wage of 85% of market who receives every year an evaluation at the level of "meets requirements" will reach 100% of market in six (6) years:

*From Minimum to Step 1 = Employee moves from earning 85% of market to earning 87.5% of market.*

*From Step 1 to Step 2 = Employee moves from earning 87.5% of market to earning 90% of market.*

*From Step 2 to Step 3 = Employee moves from 90% to 92.5% of market.*

*From Step 3 to Step 4 = Employee moves from 92.5% to 95% of market.*

*From Step 4 to Step 5 = Employee moves from 95% to 97.5% of market.*

*From Step 5 to Step 6 = Employee moves from 97.5% to 100% (market rate).*

After reaching Step 6 (100% of market), an employee who every year "meets requirements" is eligible for small annual raises, until s/he is earning 115% of market. Said employee will reach 115% of market ten years after reaching 100% (taking 16 years total, therefore, from 85% to 115%).

|  |               |  |
|--|---------------|--|
| Door County Human Resources<br>Form #: 2015-02 |               | Title: <b>Non-Supervisory Performance Evaluation</b>   |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admjin. Manual 2.16 – Performance & Salary Review Process.<br>Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

PLEASE SEND ORIGINAL SIGNED PERFORMANCE EVALUATION TO HUMAN RESOURCES  
(include a copy of the completed/signed self-evaluation form)

Employee name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Date in this position: \_\_\_\_\_

Department \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of previous evaluation: \_\_\_\_\_

Current Range \_\_\_\_\_ Current Step \_\_\_\_\_ Current Wage \_\_\_\_\_

Introductory evaluation:  6 months  12 months

Annual evaluation:  Anniversary Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Print: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Print: \_\_\_\_\_

\*\*\*\*\*

**Supervisor:** Please review this evaluation with the employee, sign and date the evaluation below, ask the employee to sign, and then submit the completed evaluation to Human Resources Department for review.

\_\_\_\_\_  
Supervisor / Mgr. Date Self Evaluation received by Supervisor:

**Employee:** Please acknowledge that this performance evaluation has been reviewed with you by signing your name below.

\_\_\_\_\_  
Employee Signature Date Self Evaluation:

\*\*\*\*\*

**Supervisor/Department Head:** Place an "x" in the appropriate box if you recommend that the employee receive a pay increase:

Step Increase (requires overall rating of: 5.0 – or above) Overall rating \_\_\_\_\_ Effective date: \_\_\_\_\_

Performance Pay Increase (requires overall rating of: 5.0 - 10) Overall Rating \_\_\_\_\_ Effective date: \_\_\_\_\_

|                                  |               |  |
|----------------------------------|---------------|--|
| Performance pay increases:       | <u>Rating</u> | <u>Increase</u> (announced and subject to change annually) |
| Meet requirements                | 5.0 – 6.8     |  |
| Above requirements               | 6.9 – 8.4     |  |
| Substantially above requirements | 8.5 – 10      |  |

\*\*\*\*\*

Human Resources reviewed and processed Date: \_\_\_\_\_

|  |               |   |
|--|---------------|---|
| Door County Human Resources<br>Form #: 2015-02 |               | Title: <b>Non-Supervisory Performance Evaluation</b>  |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admin. Manual 2.16 – Performance & Salary Review Process.<br>Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

SELF EVALUATION

| LEVEL OF PERFORMANCE   |   |                      |
|--|---|----------------------|
| 1- Not Effective – Fails to meet job requirements<br>2- Not Effective – Performance is unacceptable, substantial improvement is necessary to meet job requirements<br>3- Needs Improvement – Fails to meet job requirements to a significant degree<br>4- Needs Improvement – Work is fairly acceptable in most respects but does not meet standards in other ways<br>5- Solid Performance – Meets job requirements and achieves the results expected of a satisfactory employee<br>6- Solid Performance – Consistently effective and competent. Work requires minimal supervision, guidance, and checking<br>7- Highly Effective – Consistently meets goals and objectives, and occasionally exceeds them<br>8- Highly Effective – Significantly and consistently performs at a level above that expected of a competent employee<br>9- Exceptional – Work is consistently expert, exemplary and flawless<br>10- Exceptional – Extraordinary performance, most work is characterized by significant accomplishments beyond job requirements |   |                      |
| COMPETENCIES<br><u>specific supporting job related statements must be made for each competency</u>   |   | Level of Performance |
| <b>DEPENDABILITY</b>   | Completes assigned work without reminders. Completes work on time and meets deadlines. Does not have unexcused absences, and communicates planned absences well in advance. Arrives and leaves work at scheduled times.   |                      |
| Comments:  |   |                      |
| <b>INITIATIVE/<br/>PERSONAL ENERGY/<br/>ENTHUSIASM</b>   | Does what needs to be done without being asked or prompted. Anticipates what needs to be done next. Works independently; coordinates and follows through on new or unusual tasks. Takes responsibility for completing work. Exhibits passion and excitement in their work. Is positive and vigorous in actions. Maintains optimism through ups/downs; bounces back undeterred.  |                      |
| Comments:  |   |                      |
| <b>DEMEANOR/<br/>INTEGRITY/VALUES</b>  | Maintains a positive demeanor. Demonstrates enthusiasm and accepts work assignments without complaint. Actively participates as part of the team and encourages others to do the same. Recognizes that the purpose of county government is to serve the public. Has values aligned with the organization. Personally and consistently demonstrates “right” behavior; actions are unbiased and consistent, builds trust and is widely trusted. |                      |
| Comments:  |   |                      |
| <b>INTERPERSONAL<br/>RELATIONSHIPS</b>   | Interacts and works with staff, co-workers, elected officials, and/or the general public in a tactful, diplomatic and polite manner. Treats others with respect.  |                      |
| Comments:  |   |                      |
| <b>COMMUNICATION<br/>SKILLS</b>  | Expresses ideas clearly in oral and written form. Presentations, reports, correspondence, and other communications are well organized, easily understood, and effective. Communicates well with people of varied backgrounds. Elicits feedback and listens carefully to what others have to say. Able to resolve conflict; confronts or asserts with strength, tact and diplomacy.  |                      |
| Comments:  |   |                      |
| <b>TECHNICAL SKILLS</b>  | Has the specific knowledge, skill and expertise needed to perform job functions at a high level. Has a thorough understanding of job requirements and serves as a resource for others.  |                      |
| Comments:  |   |                      |

|  |               |   |
|--|---------------|---|
| Door County Human Resources<br>Form #: 2015-02 |               | Title: <b>Non-Supervisory Performance Evaluation</b>  |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admin. Manual 2.16 – Performance & Salary Review Process.<br>Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

| COMPETENCIES  |  | Level of Performance |
|---|--|----------------------|
| <u>specific supporting job related statements must be made for each competency</u>  |  |                      |
| <b>CREATIVITY AND ADAPTABILITY</b>  | Finds new, imaginative, and better ways to achieve goals and objectives. Adapts quickly and without reluctance to changing circumstances while maintaining a positive attitude. Approaches issues with an open mind, and is able to separate personal feelings from the issue to achieve results. Maintains productivity in spite of change. |                      |
| Comments:   |  |                      |
| <b>ACCURACY</b>   | Demonstrates attention to detail. Efforts are organized, legible, and follow required or planned steps. Work is complete and has no missing or misleading parts or information. End results are met successfully.  |                      |
| Comments:   |  |                      |
| <b>PRODUCTIVITY / QUANTITY OF WORK</b>  | Produces as much or more than the expected amount of work and meets the goals and objectives of the tasks assigned. Willing to take on a new assignment without complaint.   |                      |
| Comments  |  |                      |
| <b>RELATIONSHIPS WITH SUPERIORS</b>   | Keeps supervisors and other superiors informed of projects and activities, as well as potential problems or issues. Knows when to ask for assistance or seek additional instruction. Knows limitations of role. Accepts direction and criticism with a constructive attitude.  |                      |
| Comments:   |  |                      |
| <b>OVERALL RATING:</b><br>(to calculate the overall rating, total the scores in each competency above on both pages and divide by 10) |  |                      |

| ESTABLISH GOALS FOR UPCOMING YEAR – INCLUDE TARGET DATE FOR COMPLETION – WHEN APPLICABLE |  |              |  |
|--|--|--------------|--|
| <b>Goal #1</b>   |  | Target Date: |  |
| Comments:  |  |              |  |
| <b>Goal #2</b>   |  | Target Date: |  |
| Comments:  |  |              |  |
| <b>Goal #3</b>   |  | Target Date: |  |
| Comments:  |  |              |  |

General Comments \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

|  |               |   |
|--|---------------|---|
| Door County Human Resources<br>Form #: 2015-03 |               | Title: <b>Department Head/Supervisory Performance Evaluation</b>  |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admin. Manual 2.16 – Performance & Salary Review Process.<br>Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

PLEASE SEND ORIGINAL SIGNED PERFORMANCE EVALUATION TO HUMAN RESOURCES  
(include a copy of the completed/signed self-evaluation form)

Employee name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Date in this position: \_\_\_\_\_

Department \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of previous evaluation: \_\_\_\_\_

Current Range \_\_\_\_\_ Current Step \_\_\_\_\_ Current Wage \_\_\_\_\_

Introductory evaluation:  6 months  12 months

Annual evaluation:  Anniversary Date \_\_\_\_\_

Dept. Head Name \_\_\_\_\_ Print: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Print: \_\_\_\_\_

\*\*\*\*\*

**Department Head/County Administrator:** Please review this evaluation with the employee, sign and date the evaluation below, ask the employee to sign, and then submit the completed evaluation to Human Resources Department for review.

\_\_\_\_\_ Self Evaluation received by Supervisor:   
Department Head/County Administrator Signature Date

**Employee:** Please acknowledge that this performance evaluation has been reviewed with you by signing your name below.

\_\_\_\_\_ Self Evaluation:   
Employee Signature Date

\*\*\*\*\*

**Department Head/County Administrator:** Place an "x" in the appropriate box if you recommend that the employee receive a pay increase:

Step Increase (requires overall rating of: 5.0 – or above) Overall Rating \_\_\_\_\_ Effective date: \_\_\_\_\_

Performance Pay Increase (requires overall rating of: 5.0 - 10) Overall Rating \_\_\_\_\_ Effective date: \_\_\_\_\_

|                                  |               |  |
|----------------------------------|---------------|--|
| Performance pay increases:       | <u>Rating</u> | <u>Increase</u> (announced and subject to change annually) |
| Meet requirements                | 5.0 – 6.8     |  |
| Above requirements               | 6.9 – 8.4     |  |
| Substantially above requirements | 8.5 – 10      |  |

\*\*\*\*\*

Human Resources reviewed and processed Date: \_\_\_\_\_

|  |               |   |
|--|---------------|---|
| Door County Human Resources<br>Form #: 2015-03 |               | Title: <b>Department Head/Supervisory Performance Evaluation</b>  |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admin. Manual 2.16 – Performance & Salary Review Process.<br>Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

SELF EVALUATION

| LEVEL OF PERFORMANCE   |   |                      |
|--|---|----------------------|
| 1- Not Effective – Fails to meet job requirements<br>2- Not Effective – Performance is unacceptable, substantial improvement is necessary to meet job requirements<br>3- Needs Improvement – Fails to meet job requirements to a significant degree<br>4- Needs Improvement – Work is fairly acceptable in most respects but does not meet standards in other ways<br>5- Solid Performance – Meets job requirements and achieves the results expected of a satisfactory employee<br>6- Solid Performance – Consistently effective and competent. Work requires minimal supervision, guidance, and checking<br>7- Highly Effective – Consistently meets goals and objectives, and occasionally exceeds them<br>8- Highly Effective – Significantly and consistently performs at a level above that expected of a competent employee<br>9- Exceptional – Work is consistently expert, exemplary and flawless<br>10- Exceptional – Extraordinary performance, most work is characterized by significant accomplishments beyond job requirements |   |                      |
| COMPETENCIES<br><u>specific supporting job related statements must be made for each competency</u>   |   | Level of Performance |
| <b>LEADERSHIP</b>  | Establishes clear missions, goals, and objectives for department or unit. Influences and guides others in an enthusiastic manner to achieve the goals and objectives of the department. Sets a positive example for others in the organization. Establishes clear and effective relationships with department managers/staff.   |                      |
| Comments:  |   |                      |
| <b>SUPERVISION</b>   | Provides appropriate direction to employees under supervision. Gives feedback and provides direction to employees with unsatisfactory performance, and suggests ways other employees can improve. Ensures that employees follow county policies and directives. Follows and enforces county disciplinary policy; undertakes thorough and appropriate investigations when necessary, and uses good judgement in making disciplinary decisions. |                      |
| Comments:  |   |                      |
| <b>DEMEANOR/<br/>INTEGRITY/VALUES</b>  | Maintains a positive demeanor. Demonstrates enthusiasm and accepts work assignments without complaint. Actively participates as part of the team and encourages others to do the same. Recognizes that the purpose of county government is to serve the public. Has values aligned with the organization. Personally and consistently demonstrates "right" behavior; actions are unbiased and consistent, builds trust and is widely trusted. |                      |
| Comments:  |   |                      |
| <b>CHANGE<br/>MANAGEMENT</b>   | Envisions and advocates positive change. Personally supports organization directions and changes. Ably influences others to embrace change. Guides team toward successful implementation of change initiatives. Seeks growth opportunities; self-motivated to develop expertise or gain new skills or knowledge.  |                      |
| Comments:  |   |                      |
| <b>COMMUNICATION<br/>SKILLS /<br/>PRESENTATIONS</b>  | Expresses ideas clearly in oral and written form. Presentations, reports, correspondence, and other communications are well organized, easily understood, and effective. Communicates well with people of varied backgrounds. Elicits feedback and listens carefully to what others have to say. Able to resolve conflict; confronts or asserts with strength, tact and diplomacy. Exhibits composure under pressure while in the spotlight.  |                      |
| Comments:  |   |                      |
| <b>EMPLOYEE<br/>DEVELOPMENT</b>  | Uses good judgement and follows proper procedures in selecting new employees or evaluating promotional possibilities. Matches employee to tasks for which they are best suited. Identifies training needs and provides opportunities when possible.   |                      |
| Comments:  |   |                      |

|  |               |  |
|--|---------------|--|
| Door County Human Resources<br>Form #: 2015-03 |               | Title: <b>Department Head/Supervisory Performance Evaluation</b>   |
| Date Created:                                  | Date Revised: | Admin. Manual or Handbook Reference: Admin. Manual 2.16 – Performance & Salary Review Process. Handbook XVII, Sec. P – Employee Performance & Evaluation Review. |

| COMPETENCIES  |  | Level of Performance |
|---|--|----------------------|
| <b>specific supporting job related statements must be made for each competency</b>  |  |                      |
| <b>DECISION MAKING</b>  | Uses sound judgement and analytical reasoning to choose solutions that produce end results and minimize problems. Anticipates consequences of decisions. Makes the best decision possible with limited information when necessary, and is able to make decisions with certainty and self-assurance even when under stress. |                      |
| Comments:   |  |                      |
| <b>COMPLIANCE WITH RULES AND REGULATIONS</b>  | Follows all applicable county procedures, policies, ordinances, contractual obligations, and collective bargaining agreements (if applicable) as well as any rules applicable to the particular department or job. Works to ensure that the department complies with state and federal laws and regulations.               |                      |
| Comments:   |  |                      |
| <b>FINANCIAL MANAGEMENT</b>   | Carefully manages available resources. Creative in finding alternative funding sources. Keeps abreast of changes and is aware of fiscal constraints that affect departmental programs. Understands and works within budget limitations while seeking to achieve maximum efficiency in using allocated funds.               |                      |
| Comments:   |  |                      |
| <b>PROJECT/TASK MANAGEMENT</b>  | Demonstrates ability to work within timelines, organizational structures and budgets for successful completion of assigned tasks or projects. Understands and monitors critical path for projects. Assigns roles and communicates with project team effectively. Takes lead when needed to ensure successful completion.   |                      |
| Comments:   |  |                      |
| <b>OVERALL RATING:</b><br>(to calculate the overall rating, total the scores in each competency above on both pages and divide by 10) |  |                      |

| ESTABLISH GOALS FOR UPCOMING YEAR – INCLUDE TARGET DATE FOR COMPLETION – WHEN APPLICABLE |  |              |  |
|--|--|--------------|--|
| <b>Goal #1</b>   |  | Target Date: |  |
| Comments:  |  |              |  |
| <b>Goal #2</b>   |  | Target Date: |  |
| Comments:  |  |              |  |
| <b>Goal #3</b>   |  | Target Date: |  |
| Comments:  |  |              |  |

General Comments \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Examples of increases

**Note:** Anyone below 115% as of January 1, 2016 would move along with the percentage the plan is aged.

**EXAMPLE #1**

New employee 2015 – hire date January 20, 2015 – Custodian.

Start rate: \$12.58/hour (minimum).

First annual evaluation is January 20, 2016 (anniversary date).

Started in January 2015 at \$12.58; on January 1, 2016 the plan was aged 1.5% and moved the salary to \$12.77 for this employee.

January 20, 2016 evaluation fell in the 6.9 to 8.4 range so the employee is eligible for a **step increase**, which takes them to \$13.14.

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**EXAMPLE #2**

New employee 2015 – hire date January 20, 2015 – Custodian.

Start rate: \$13.69/hour (hired at STEP 3 based on experience).

First annual evaluation is January 20, 2016 (anniversary date).

Started in January 2015 at \$13.69; on January 1, 2016 the plan was aged 1.5% but there would be no movement between steps at this point the wage would be 13.90.

January 20, 2016 evaluation fell in the 5.0 to 6.8 range, so the employee is eligible for a **step increase** from **3 to step 4** at a wage of \$14.25.

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**EXAMPLE #3**

Current employee \$22.66/hour – Range 14: above the midpoint of 100% but below 115%.

Plan is aged 1.5%, wage is \$23.00.

January 20, 2016 anniversary date of hire, evaluation is *above requirements*.

Rating falls in between 6.9 and 8.4 allowing for a 2% increase plus the aging 1.5%. New rate: \$23.46/hour.



**DOOR COUNTY**  
**2015 SALARY RANGES - (aged 1.5% (with steps)) FINAL**

| Pay Range                                      | Job Title                                       | Dept                                      | Annual   |          |          |          |          | Hourly   |          |          |          |         |         |         |         |         |          |         |         |
|--|---|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|---------|---------|----------|---------|---------|
|  |   |   | Minimum  | Step 1   | Step 2   | Step 3   | Step 4   | Step 5   | Midpoint | Maximum  | Minimum  | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Midpoint | Maximum |         |
| 12   | Adult Services Librarian                        | LIB                                       | \$43,478 | \$44,757 | \$46,036 | \$47,314 | \$48,593 | \$49,872 | \$51,151 | \$56,823 | \$20.90  | \$21.52 | \$22.13 | \$22.75 | \$23.36 | \$23.98 | \$24.59  | \$28.28 |         |
|  | Behavioral Health Case Manager                  | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Community Support Program Case Manager          | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Conservationist                                 | S&W                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | PC Network Specialist                           | IS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | WIC Director/Nutritionist                       | PH  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Youth Services Librarian                        | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Zoning Administrator                            | PLAN                                      |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | 13  | AODA Counselor                            | HS       | \$40,435 | \$41,624 | \$42,813 | \$44,002 | \$45,192 | \$46,381 | \$47,570 | \$54,706 | \$19.44 | \$20.01 | \$20.58 | \$21.15 | \$21.73 | \$22.30  | \$22.87 | \$26.30 |
|  |   | Assistant Sanitarian                      | SAN      |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Birth to Three Educator & Service Coordinator  |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Child Support Supervisor                       |   | CS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Developmental Disabilities Case Manager        |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Disability Benefit Specialist                  |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Equipment Operator                             |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Head of Circulation                            |   | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Office Coordinator                             |   | DA  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Office Manager                                 |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| 14   | PC/Network Specialist - Library                 | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Real Property Lister                            | REAL                                      |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Social Worker Adult Protective Services         | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Social Worker Child & Family Services - Intake  | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Social Worker Child & Family Services - Ongoing | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Social Worker Long Term Care                    | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Telecommunications Supervisor                   | SHE                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | 15  | Accounting Specialist                     | FIN      | \$37,604 | \$38,710 | \$39,816 | \$40,922 | \$42,028 | \$43,134 | \$44,240 | \$50,876 | \$18.08 | \$18.61 | \$19.14 | \$19.67 | \$20.21 | \$20.74  | \$21.27 | \$24.46 |
|  |   | Administrative Assistant - Administration | ADMIN    |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  |   | Administrative Assistant - Sheriff        | SHE      |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Branch Manager II                              |   | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Bridge Tender                                  |   | HWY                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Deputy Clerks of Court                         |   | CCC                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Elderly Benefit Specialist                     |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| GIS Mapping Specialist                         |   | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Highway Worker                                 |   | PLAN                                      |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Human Resources Specialist                     |   | HR  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| 16   | Judicial Assistant                              | CCC                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Judicial Assistant/Juvenile Clerk               | CCC                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Legal Administrative Assistant                  | LEGAL                                     |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Mechanic  | HWY                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Branch Manager I                                | LIB                                       | \$34,972 | \$36,000 | \$37,029 | \$38,058 | \$39,086 | \$40,115 | \$41,143 | \$47,315 | \$16.81  | \$17.31 | \$17.90 | \$18.30 | \$18.79 | \$19.29 | \$19.78  | \$22.75 |         |
|  | Chief Deputy County Clerk                       | CC  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Chief Deputy Register of Deeds                  | ROD                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Chief Deputy Treasurer                          | TREA                                      |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Client Account Specialist                       | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Economic Support Specialist                     | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| 17   | Information & Assistance Specialist             | HS  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Maintenance Technician - Buildings & Grounds    | B&G                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Maintenance Technician - Parks & Airport        | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Technical Services Acquisitions/Cataloger       | LIB                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Telecommunicator                                | SHE                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Victim Witness Coordinator                      | DA  |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | Stockman/Fuel Technician                        | HWY                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  | 18  | Administrative Assistant II - DA          | DA       | \$32,524 | \$33,480 | \$34,437 | \$35,394 | \$36,350 | \$37,307 | \$38,263 | \$44,003 | \$15.64 | \$16.10 | \$16.56 | \$17.02 | \$17.48 | \$17.94  | \$18.40 | \$21.16 |
|  |   | Administrative Assistant II - Help Desk   | IS       |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
|  |   | Administrative Assistant II - Library     | LIB      |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Administrative Assistant II - Parks & Airport  |   | A&P                                       |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Administrative Assistant II - Planning         |   | PLAN                                      |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Administrative Assistant II - Soil & Water     | S&W   |   |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |
| Administrative Assistant II - Veterans Service | VET   |   |          |          |          |          |          |          |          |          |          |         |         |         |         |         |          |         |         |

**DOOR COUNTY**  
**2015 SALARY RANGES - aged 1.5% / with steps) FINAL**

| Pay Range  | Job Title  | Dept  | Minimum  | Annual    |           |           |           |           | Hourly    |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|--|--|---|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|---------|---------|---------|---------|----------|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|--|
|  |  |   |          | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Midpoint  | Maximum   | Minimum   | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Midpoint | Maximum |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| 17   | Chile Support Specialist                                 | CS  | \$30,247 | \$31,137  | \$32,026  | \$32,916  | \$33,806  | \$34,695  | \$35,585  | \$40,923  | \$14.54   | \$14.97 | \$15.40 | \$15.83 | \$16.25 | \$16.68 | \$17.11  | \$19.67 |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Deputy Registrar of Deeds                                | ROD   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Human Resources Assistant                                | HR  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Maintenance Technician - Library                         | LIB   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Parent Locator Specialist                                | CS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Real Property Listing Assistant                          | REAL  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Emergency Services        | EMS   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Human Services - ADF HS   | ADFS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Human Services - ARC HS   | ARCS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Human Services - Intal HS | INTALS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Human Services - Rec HS   | RECS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Human Services - Sup HS   | SUPHS   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Senior Resource Cent HS   | SRCS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Administrative Assistant III - Highway                   | HWY   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Court Records Clerk                                      | SHE   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Deputy Clerk of Court Collections                        | CCOC  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Public Health/School Aider/Coordinator                   | PH  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Records Clerk  | SHE  |   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| 18   | Community Relations Library Assistant                    | LIB   | \$28,130 | \$28,957  | \$29,785  | \$30,612  | \$31,439  | \$32,267  | \$33,094  | \$38,058  | \$13.52   | \$13.92 | \$14.32 | \$14.72 | \$15.12 | \$15.51 | \$15.91  | \$18.30 |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Child Support                         | CS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - District Attorney                     | DA  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Emergency Services                    | EMS   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Human Services - Reception            | HS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Human Services - Senior Resoun        | HS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Jail                                  | SHE   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Medical Assistant                     | PH  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Planning                              | PLAN  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Public Health                         | PH  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Registrar In Probate                  | RIP   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - Sanitarian                            | SPAN  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Office Assistant - UW-Extension                          | EXT   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | Public Health Aide/Medical Assistant                     | PH  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  | 19   | Bus Driver                                      |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         | HS       | \$26,161 | \$26,930 | \$27,700 | \$28,469 | \$29,239 | \$30,008 | \$30,777 | \$35,394 | \$12.58 | \$12.95 | \$13.32 | \$13.69 | \$14.06 | \$14.43 | \$14.80 | \$17.02 |  |
|  |  | Circulation Assistant                           |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         | LIB      |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  |  | Circulation Assistant/Substitute                |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         | LIB      |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Cook   |  | HS  |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Custodian - Buildings & Grounds  |  | BGG   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Custodian - Library  |  | LIB   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Technical Services Assistant   |  | LIB   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| 20   |  | Assistant Cook - On hold                        | HS       | \$24,330  | \$25,045  | \$25,761  | \$26,476  | \$27,192  | \$27,907  | \$28,623  | \$32,916  | \$11.70 | \$12.04 | \$12.38 | \$12.73 | \$13.07 | \$13.42  | \$13.76 | \$15.83  |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  |  | Nutrition Site Manager                          | HS       |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  |  | Nutrition Site Manager/Cook - Washington Island | HS       |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  |  | Page  | LIB      |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| 21   |  | OPEN  |          | \$22,626  | \$23,292  | \$23,957  | \$24,623  | \$25,288  | \$25,954  | \$26,619  | \$30,612  | \$10.88 | \$11.20 | \$11.52 | \$11.84 | \$12.16 | \$12.48  | \$12.80 | \$14.72  |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
|  |  |   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| Minimum and maximum values are calculated +/- 15% around midpoint<br>Progression between midpoints is 7%<br>* part time position |  |   |          |           |           |           |           |           |           |           |           |         |         |         |         |         |          |         |          |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |
| N/A  |  | Psychiatrist                                    |          | \$160,823 | \$165,347 | \$170,071 | \$174,795 | \$179,520 | \$184,244 | \$188,968 | \$217,313 | \$77.22 | \$79.49 | \$81.77 | \$84.04 | \$86.31 | \$88.58  | \$90.85 | \$104.48 |          |          |          |          |          |          |          |          |         |         |         |         |         |         |         |         |  |



DOOR COUNTY

REGARDING REQUESTED REMOVAL OF  
SHORELAND ZONING POLICY ITEM  
FROM THE 2015-2017 WISCONSIN STATE BUDGET BILL

1 TO THE DOOR COUNTY BOARD OF SUPERVISORS:  
2

3 **WHEREAS**, Door County has more miles of Lake Michigan shoreline (roughly 300) than any  
4 other county in the state as well as roughly 300 miles of navigable stream and inland lake shorelines,  
5 all of which shoreline is economically invaluable to the County – but only to the extent that the  
6 shoreline beauty and water quality are protected – due to the millions of tourists it attracts.  
7

8 **WHEREAS**, in 1968, county shoreland zoning was established in Wisconsin, codified in Sec.  
9 59.692, Wis. Stats., with rules promulgated in Ch. NR 115 Wis. Adm. Code ["NR 115"].  
10

11 **WHEREAS**, Sec. 59.692 (1m), Wis. Stats. directs counties to zone by ordinance all shorelands  
12 in unincorporated areas in order "...to effect the purposes of s. 281.31 and to promote the public  
13 health, safety and general welfare..", with the rules set forth in NR 115 intended to be minimum  
14 standards and not maximums.  
15

16 **WHEREAS**, Wisconsin's shoreland zoning regulations have only been sparingly and thoughtfully  
17 revised over the 47 years they have been in existence, the most recent significant revisions being  
18 made to NR115 by the Natural Resources Board in 2010 via the rule-making process, said changes  
19 occurring only following many years of meetings, hearings, public input, and deliberation.  
20

21 **WHEREAS**, on May 29, 2015, the Joint Committee on Finance ("Joint Finance") approved the  
22 inclusion of Item #23 of Motion #520 regarding county shoreland zoning standards in the budget bill,  
23 with no public input. In fact, only members of Joint Finance have had a chance to weigh in so far.  
24

25 **WHEREAS**, Item #23, which consists of two type-written pages and fourteen paragraphs  
26 (attached hereto), represents significant policy shifts from existing, effective, county shoreland zoning  
27 regulations, among other things:  
28

- 29 ▪ Pre-empting local control, effective immediately, by eliminating provisions in state law that  
30 have allowed counties to adopt stricter regulations to protect shorelands, instead adopting an  
31 ill-advised one-size-fits-all approach, which restricts counties' ability to tailor shoreland zoning  
32 laws to fit local conditions;
- 33 ▪ Significantly and negatively changing how counties may regulate nonconforming structures,  
34 potentially thwarting the purposes of NR115 and affecting neighboring property owners' views  
35 and property values;
- 36 ▪ Effectively barring counties' regulation of impervious surfaces in shorelands, unless property  
37 owners design and install potentially expensive storm water runoff control systems;
- 38 ▪ Restraining counties' ability to require permits and impose fees to recoup the reasonable and  
39 actual costs for administering these new shoreland zoning regulations, with the inability to  
40 require permits potentially leading to property owners' unknowing noncompliance with other  
41 regulations (floodplain, sanitary, etc.); *and*
- 42 ▪ Doing nothing to "...further the maintenance of safe and healthful conditions; prevent and  
43 control water pollution; protect spawning grounds, fish and aquatic life; control building sites,  
44 placement of structure and land uses and preserve shore cover and natural beauty...", as  
45 envisioned by Sec. 281.31, Wis. Stats.  
46

47 Significant policy items, such as Item #23, must be addressed in stand-alone legislation, rather than  
48 as part of the budget process.



DOOR COUNTY

REGARDING REQUESTED REMOVAL OF SHORELAND ZONING POLICY ITEM FROM THE 2015-2017 WISCONSIN STATE BUDGET BILL

| 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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

1        **NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board  
2 of Supervisors respectfully requests that the Joint Committee on Finance  
3 Motion #520, Item #23, containing significant regulatory changes  
4 pertaining to county shoreland zoning, be removed from the 2015-2017  
5 budget bill.

6  
7        **BE IT FURTHER RESOLVED**, that, if it is deemed necessary to  
8 amend shoreland zoning regulations, such be done by way of **stand-alone**  
9 **legislation** in regular legislative session with meetings, hearings, public  
10 input, and deliberation, rather than as part of the budget process.

11  
12        **BE IT FURTHER RESOLVED**, that Door County would welcome the  
13 opportunity to participate in collaborative discussions, public listening  
14 sessions, and hearings regarding shoreland zoning regulations to discuss  
15 manners in which they could be improved.

16  
17        **BE IT FURTHER RESOLVED**, that the County Clerk will forward  
18 copies of this resolution to all members of the Wisconsin Joint Committee  
19 on Finance, Senator Frank Lasee, Representative Joel Kitchens, Senator  
20 Robert L. Cowles, Governor Scott Walker, and each county in the State of  
21 Wisconsin.

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve      Adopted       Defeated

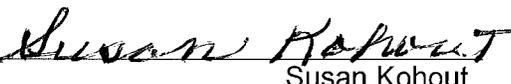
1st Fisher      2nd Site

Yes: 19      No: 1      Exc: 1

**SUBMITTED BY:  
Resource Planning Committee**

  
Kenneth Fisher, Chair

  
David Lienau

  
Susan Kohout

  
David Enigl

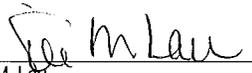
  
Don Sitte

Reviewed by: , Corp. Counsel

Reviewed by: 06-18-2015, Administrator

**FISCAL IMPACT:** Approval of this resolution will have no fiscal impact. MEJ

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June 2015 by the Door County Board of Supervisors.

  
Jill M. Lau  
County Clerk, Door County

JOINT FINANCE COMMITTEE  
2015-2017 WI STATE BUDGET

Representative Loudenbeck  
Senator Tiffany

MAY 27 & 29, 2015 REVIEW/APPROVALS  
NATURAL RESOURCES -- DEPARTMENTWIDE

Motion:

Move to do the following:

1. *Position Reductions* [LFB Paper #450]. Adopt Alternatives A1, B1, and C2 (Governor's recommendation).

**Stewardship Program** [LFB Paper #451]

2. *Bonding Levels*. Delete the Governor's recommendation that beginning with fiscal year 2015-16, DNR may not obligate moneys from the land acquisition subprogram of the reauthorized stewardship program if the annual general fund debt service on amounts obligated under the reauthorized stewardship program exceeds \$54,305,700. Instead, specify that DNR may not obligate more than \$33,250,000 in each year from fiscal year 2015-16 through 2019-20 under the reauthorized stewardship program as shown in the following table. Reduce the amount of total bonding authority for the stewardship program by \$88,250,000 from the currently authorized \$1,365,500,000 (\$1,277,250,000 would be authorized for the program) and provide \$50,000 GPR in 2015-16 and \$980,000 GPR in 2016-17 for estimated debt service payments.

**Posted By:**  
Wheeler Reports, Inc.

f. Provide if current-law provisions for board dissolution are not satisfied, or if court approval is not granted, or if the board finds the public welfare will be promoted by reinstating the drainage district board, the board shall order the district reinstated.

g. Specify the provision first applies to a petition for suspension of operation issued under current law for which no final order has been issued as of the effective date of the bill.

 23. *Shoreland Zoning Standards.* Move to generally incorporate the provisions of 2015 LRB 4919/1 that would amend Chapters 59 (counties), 61 (villages), 62 (cities) and 281 (water and sewage) as follows:

a. Provide a definition for "structure" under s. 59.692 of the statutes (county shoreland zoning) to mean a principal structure or any accessory structure including a garage, shed, boathouse, sidewalk, stairway, walkway, patio, deck, retaining wall, porch or fire pit. Delete a reference to "buildings" in the definition of "shoreland setback area," and provide the term "structure" applies to consideration of whether construction or placement of objects occurs in a shoreland setback area, which is an area within a set distance of a high-water mark in which building activity is prohibited or limited.

b. Specify a shoreland zoning standard promulgated by DNR, or a county shoreland zoning ordinance, may not impair the interest of a landowner in shoreland property with regard to several aspects of land use as described in the following paragraphs.

(1) Specify DNR standards or a county ordinance may not: (a) require approval to install or maintain outdoor lighting in shorelands; (b) impose any fee or mitigation requirement to install or maintain outdoor lighting in shorelands; or (c) otherwise prohibit or regulate outdoor lighting in shorelands if the lighting is designed or intended for residential use.

(2) Modify current-law provisions regarding restoration of nonconforming structures to specify DNR standards or a county ordinance may not require approval for, or impose a fee or mitigation requirement for, or otherwise prohibit or regulate, the maintenance, repair, replacement, restoration, rebuilding or remodeling of all or any part of a nonconforming structure if the activity does not expand the footprint of the nonconforming structure. Provide a county shoreland zoning ordinance shall allow a footprint expansion of a nonconforming structure if the expansion is necessary for the structure to comply with applicable state or federal requirements.

(3) Specify DNR standards or a county ordinance may not require any approval for, or impose any fee or mitigation requirement for, or otherwise prohibit or regulate, the vertical expansion of a nonconforming structure unless the vertical expansion would extend for more than 35 feet above grade level. Provide DNR may establish a shoreland zoning standard that allows vertical or lateral expansion of a nonconforming structure, consistent with the provisions of the motion, and provide a county may enact a shoreland zoning ordinance that allows the vertical or lateral expansion of a nonconforming structure if the ordinance does not conflict with DNR shoreland zoning standards.

(4) Specify DNR standards or a county ordinance may not require any inspection or upgrade of a structure before the sale or transfer of the structure.

(5) Specify DNR standards or a county ordinance may not establish standards for impervious surfaces, unless the standards provide that a surface is considered pervious if the runoff from the surface is treated by a device or system, or is discharged to an internally drained pervious area, that retains the runoff on or off the parcel to allow infiltration into the soil.

c. Specify a county shoreland zoning ordinance may not regulate a matter more restrictively than the matter is regulated by a shoreland zoning standard promulgated as an administrative rule by the DNR. However, provide the restriction does not prohibit a county from enacting a shoreland zoning ordinance to regulate a matter that is not covered by a DNR-promulgated shoreland zoning standard.

d. Provide any provision in a county ordinance that is in effect on or after the bill's effective date, and that is inconsistent with any of the provisions of s. 59.692 of the statutes (county shoreland zoning) as affected by the motion, does not apply and may not be enforced.

e. Specify any village or city enacting ordinances required by statute to cover annexed or previously unincorporated shorelands must adhere to requirements and limitations on such ordinances, as specified by the motion. Further, delete provisions relating to standards for vegetative buffers in such annexed or previously unincorporated shorelands [ss. 61.353 (3)(c) and (d), and 62.233 (3)(c) and (d) of the statutes].

f. Specify a county shoreland zoning ordinance may not require a person to establish a vegetative buffer zone on previously developed land, nor expand an existing vegetative buffer zone. However, specify beginning on the effective date of the bill, a county shoreland zoning ordinance may require a person to maintain a vegetative buffer zone existing on that date if the ordinance: (a) allows the buffer zone to contain a viewing corridor at least 35 feet wide for every 100 feet of shoreline frontage; or (b) allows the viewing corridor to run contiguously for the entire maximum width allowed in the ordinance.

g. Specify a county shoreland zoning ordinance may not regulate the construction of a structure on a substandard lot in a manner more restrictive than DNR standards governing structures on substandard lots.

h. Specify DNR may not appeal to a county board of adjustment a decision by a county to grant or deny a shoreland zoning variance under s. 59.692 of the statutes. Provide the Department may, upon request of a county board of adjustment, issue an opinion on whether a variance should be granted or denied.

i. Specify county shoreland zoning ordinances, construction site erosion control and storm water management zoning ordinances, or wetland zoning ordinances do not apply to lands adjacent to artificially constructed drainage ditches, ponds or storm water retention basins that are not hydrologically connected to a natural navigable body of water. Also, repeal s. 281.31 (2m) (c) of the statutes, providing lands adjacent to farm drainage ditches are exempt from various types of zoning if maintained in nonstructural agricultural use.

**Posted By:**  
**Wheeler Reports, Inc.**



first time were not allowed to be more restrictive in their county shoreland ordinances for those provisions outlined in Act 170.

Subsections c. and d. of the Joint Committee on Finance Motion 520, item 23 take away the control counties have had since 1968 (except for Act 170) to decide what is best for their counties in terms of shoreland zoning regulations. Those sections of the motion say counties may no longer have any shoreland zoning regulations that are more restrictive than the state standards, and that the new state standards are to be in effect immediately. That loss of local control and decision-making authority is of great concern to Door County.

Subsections b.(2) and (3) of item 23 change long-standing policy regarding nonconforming structures. Rather than allowing just the maintenance and repair of such structures, as has been the practice for many decades, with this motion, nonconforming structures may be completely replaced with new structures within the same footprint. Nonconforming structures may also be extended vertically to up to 35 feet in height. Not only do these provisions concern us with regard to fairness – owners of nonconforming structures will have far greater latitude in what they construct on their properties and where than owners of property with conforming structures or vacant property – but we have concerns with regard to the potential impact on water quality, near-shore wildlife habitat quality, aesthetic beauty, and property values for those neighbors who now may be faced with a 35-foot structure in their waterfront view where before maybe there was a small, one-story building. We are also concerned that this portion of the motion prohibits the county from requiring permits, fees, or mitigation measures to (re)construct nonconforming structures, but monitoring/enforcing these provisions will still require work on the part of county zoning administrators.

Subsection b. (5) states that a county shoreland zoning ordinance may not establish standards (i.e., maximums) for impervious surfaces, unless impervious surfaces are redefined such that they are considered pervious if runoff from the surface is treated by a runoff device or system. This means that if a county is going to regulate impervious surfaces at all in the shoreland area, all property owners will need to develop and install storm water runoff control systems in order to establish any impervious surfaces. As a county that has regulated impervious surface allowances in the shoreland since the 1960s, Door County will likely continue to do so, and we do not wish to require property owners proposing any new impervious surface areas to be burdened with the expense of designing and installing a storm water runoff control system.

In conclusion, we are distressed that these significant policy matters are being inserted into the budget bill rather than being taken up in regular legislative session. We would welcome the opportunity to participate in legislative meetings and hearings to discuss shoreland zoning regulations and manners in which they could be improved; we ask that you remove this item from the budget bill and instead take up the matter in regular legislative processes so that we and others may participate fully in a discussion of these important matters.

Thank you for your consideration of our request. We would be happy to discuss this matter further should any of you wish to contact us.

cc: Senator Robert L. Cowles  
Senator Frank Lasee  
Representative Joel Kitchens



**DOOR COUNTY**

**Resolution No. 2015-59  
CENTRAL AMBULANCE STATION PROJECT – FUNDING AND  
AUTHORIZATION TO PROCEED WITH PHASE III**

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

| ROLL CALL<br>Board Members | Aye | Nay | Exc. |
|----------------------------|-----|-----|------|
| AUSTAD                     | X   |     |      |
| BRANN                      | X   |     |      |
| BUR                        | X   |     |      |
| ENGLBERT                   | X   |     |      |
| ENIGL                      | X   |     |      |
| FISHER                     | X   |     |      |
| GUNNLAUGSSON               | X   |     |      |
| HAINES                     | X   |     |      |
| HALSTEAD                   | X   |     |      |
| KOCH                       | X   |     |      |
| KOHOUT                     | X   |     |      |
| KOK                        | X   |     |      |
| LIENAU                     | X   |     |      |
| MEYER                      | X   |     |      |
| MOELLER                    | X   |     |      |
| NEINAS                     | X   |     |      |
| RUNQUIST                   |     |     | X    |
| SCHULTZ                    | X   |     |      |
| SITTE                      | X   |     |      |
| VIRLEE                     | X   |     |      |
| ZIPPERER                   | X   |     |      |

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve: Adopted  Defeated

1st Meyer 2nd Halstead

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

**FISCAL IMPACT:** We have \$999,250.00 in the Reserve for EMS Central Station Account. The remainder of the \$2,700,000.00 project cost could be included in the 2016 CIP budget, with funding from tax levy, fund balance, borrowing, or some combination thereof. MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015 by the Door County Board of Supervisors.

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

1 **WHEREAS**, By adoption of *Resolution No. 2014-98 – Emergency Services –*  
 2 *Central Ambulance Station*, on December 16, 2014, the Door County Board of  
 3 Supervisors (“County Board”) established a blueprint as to how the Central  
 4 Ambulance Station (“Project”) may move forward to completion;

5  
 6 **WHEREAS**, The *Ad Hoc EMS Study Committee* (whose creation was  
 7 authorized by the County Board on December 16, 2014, and functions, size and  
 8 composition were memorialized by way of a January 20, 2015, memo from  
 9 Chairperson Austad to the County Board) presented its findings and  
 10 recommendations to County Board on May 26, 2015, has completed its specified  
 11 tasks, and gone out of existence;

12  
 13 **WHEREAS**, Phase II of the Project is complete, and related Interim Report  
 14 received and accepted;

15  
 16 **WHEREAS**, Project goals and requirements have been established,  
 17 preliminary (aka schematic) design phase services completed, and preliminary  
 18 costs estimated ... as reflected in the Interim Report (incorporated herein by  
 19 reference) prepared and presented by Keller, Inc.;

20  
 21 **WHEREAS**, Funds totaling \$1,000,000.00 have been set aside, and the sum  
 22 of \$999,250.00 remains available, for the Project; and

23  
 24 **WHEREAS**, This Project serves a useful public purpose, and it is deemed to  
 25 be advantageous to the County to proceed with Phase III.

26  
 27 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of  
 28 Supervisors does hereby authorize Phase III of the Project (as described in  
 29 *Resolution No. 2014-98*) to proceed *contingent upon* County’s acquisition of the  
 30 selected site (part of P.I.N. 2816242000102) by long-term lease or purchase.

31  
 32 **BE IT FURTHER RESOLVED**, That Keller, Inc will continue as the Project’s  
 33 design professional, and be engaged to perform Phase III services.

34  
 35 **BE IT FURTHER RESOLVED**, That the expenditure of up to \$2,700,000.00 is  
 36 authorized for the project, the source of said monies to be funds on hand, general  
 37 revenue or borrowing.

38  
 39 **BE IT FURTHER RESOLVED**, That to the extent there is ambiguity or conflict  
 40 between this resolution and any prior resolution, this resolution takes precedence  
 41 and controls.

**SUBMITTED BY: PROPERTY COMMITTEE**

[Signature] Ben Meyer, Chairman  
[Signature] Richard Haines  
[Signature] Randy Halstead  
[Signature] Jon Koch

[Signature] Ken Fisher  
[Signature] Richard Virlee  
[Signature] Lee Zipperer

[ANNOTATION: *Resolution No. 2013-52* – adopted on July 23, 2013; *Resolution No. 2014-70* – adopted on July 29, 2014; and *Resolution No. 2014-98* – adopted on December 16, 2014]



**DOOR COUNTY**

**Resolution No. 2015-60**

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING**

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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   | X   |     |      |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  | X   |     |      |
| ZIPPERER                | X   |     |      |

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve Adopted

1st Lienau Defeated

2nd Schultz

Yes: 20 No: 0 Exc: 1

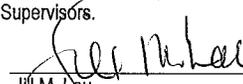
Reviewed by:  Corp. Counsel

Reviewed by: 06-19-2015, Administrator

**FISCAL IMPACT:** This resolution allows Door County government the time to make a funding decision and expresses the intent to issue bonds for this purpose, but does not require them to. It keeps all options open. MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of June, 2015, by the Door County Board of Supervisors.

  
 Jill M. Lau  
 County Clerk, Door County

1 **WHEREAS**, Door County, Wisconsin (the "Issuer"), plans to undertake capital projects,  
 2 i.e., Human Services Resource Center and Central Ambulance Station (the "Project"), which  
 3 serve a public purpose; and

4 **WHEREAS**, the Project cost is not expected to exceed ten million dollars (\$10,000,000);  
 5 and

6 **WHEREAS**, the Issuer expects to finance the Project on a long-term basis by issuing tax-  
 7 exempt bonds or other tax-exempt obligations (collectively, the "Bonds"); and

8 **WHEREAS**, because the Bonds will not be issued prior to the commencement of the  
 9 Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to  
 10 receipts of the proceeds of the Bonds; and;

11 **WHEREAS**, the Door County Board of Supervisors (the "Governing Body") of the Issuer  
 12 deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys  
 13 from its funds on hand on an interim basis to pay the costs of the Project until and unless the  
 14 Bonds are issued.

15 **NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Issuer that:

16 **Section 1. Expenditure of Funds.** The Issuer shall make expenditures as needed from  
 17 its funds on hand to pay the cost of the Project until and unless proceeds of the Bonds  
 18 become available.

19 **Section 2. Declaration of Official Intent.** The Issuer hereby officially declares its intent  
 20 under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds  
 21 of the Bonds, the principal amount of which is not expected to exceed ten million dollars  
 22 (\$10,000,000).

23 **Section 3. Unavailability of Long-Term Funds.** No funds for payment of the Project  
 24 from sources other than the Bonds are, or are reasonably expected to be, reserved,  
 25 allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget  
 26 or financial policies.

27 **Section 4. Public Availability of Official Intent Resolution.** The Resolution shall be  
 28 made available for public inspection at the office of the Issuer's Clerk within thirty (30) days  
 29 after its approval in compliance with applicable State law governing the availability of  
 30 records of official acts including Subchapter II of Chapter 19, Wisconsin Statutes, and shall  
 31 remain available for public inspection until the Bonds are issued.

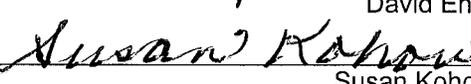
32 **Section 5. Effective Date.** This Resolution shall be effective upon its adoption.

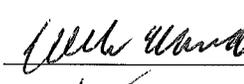
**SUBMITTED BY: FINANCE COMMITTEE**

  
 David Lienau, Chairman

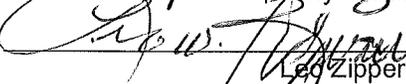
  
 Charles Brann

  
 David Enigl

  
 Susan Kohout

  
 Mark Moeller

  
 Kathy Schultz

  
 Leo Zipperer



**DOOR COUNTY**

**RESOLUTION NO. 2015-61**

**WELCOMING THE OFFICIAL DELEGATION FROM  
JINGDEZHEN, CHINA,  
FROM JULY 13, 2015 THROUGH JULY 16, 2015**

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

**WHEREAS,** On May 25, 2004, Door County, Wisconsin, U.S.A. and the City of Jingdezhen, Jiangxi Province, Peoples Republic of China established a Sister-City relationship; and

**WHEREAS,** Over the past eleven years, the mutually beneficial Sister-City relationship, between Door County and Jingdezhen, has developed and flourished; and

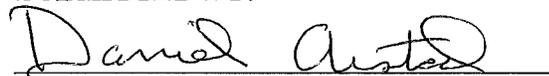
**WHEREAS,** Door County attaches great importance to, and takes great pleasure in, its Sister-City relationship with Jingdezhen

**NOW, THEREFORE, BE IT RESOLVED,** That Door County officially welcome its honored guests, the delegation from our Sister-City Jingdezhen, China, led by Hu Xiaoyan and includes Zhu Changan, Liu Qin, Fang Ping, and Xie Bing;

**BE IT FURTHER RESOLVED,** That Door County recognizes and genuinely appreciates the contributions of this delegation in the furthering of cooperation, goodwill, mutual respect, and understanding by and between Door County and Jingdezhen.

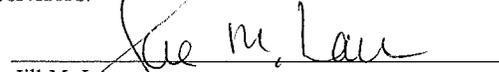
**BE IT FURTHER RESOLVED,** That Door County hopes for long-lasting friendship with, and wishes health and happiness to, its Sister-City Jingdezhen.

**SUBMITTED BY:**

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

**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 14th day of July, 2015, by the Door County Board of Supervisors.

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



**DOOR COUNTY**

**Resolution No. 2015-62**

**NON-COMMERCIAL HANGAR SITE LEASE AGREEMENT  
JOHN CANNELL – BUILDING NO. 20**

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

| ROLL CALL<br>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   |     |      |
| KOK                        | X   |     |      |
| LIENAU                     |     |     |      |
| MEYER                      |     |     | X    |
| MOELLER                    |     |     |      |
| NEINAS                     |     |     |      |
| RUNQUIST                   |     |     | X    |
| SCHULTZ                    |     |     |      |
| SITTE                      |     |     |      |
| VIRLEE                     |     |     |      |
| ZIPPERER                   |     |     |      |
|                            | 18  | 0   | 3    |

**BOARD ACTION**

Vote Required: Majority Vote of Total Membership

Motion to Approve      Adopted

1st Virlee      Defeated

2nd Gunnlaugsson

Yes \_\_\_\_\_ No \_\_\_\_\_ Exc: \_\_\_\_\_

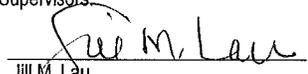
Reviewed by:  Corp. Counsel

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.  
MEJ

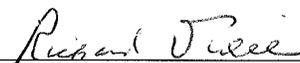
**Certification:**

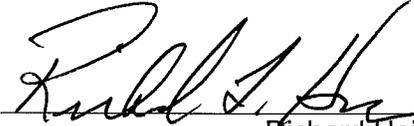
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 14th day of July, 2015 by the Door County Board of Supervisors.

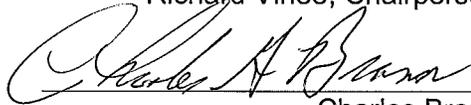
  
Jill M. Lau  
County Clerk, Door County

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 to  
6 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 County  
19 Board of Supervisors does hereby give approval to the Airport &  
20 Parks Committee to enter into a 10 year non-commercial hangar site  
21 lease agreement, with a 10 year renewal clause, for the parcel of  
22 land on which Building No. 20 has been constructed.

**SUBMITTED BY:  
Airport and Parks Committee**

  
Richard Virlee, Chairperson

  
Richard Haines

  
Charles Brann

  
Mark Moeller

  
Ken Fisher

  
David Lienau

  
Joel Gunnlaugsson



**DOOR COUNTY**

**Resolution No. 2015-63**

**Agreement with Wisconsin DOT Regarding  
Continuously Operating Reference Station**

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

| ROLL CALL<br>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   |     |      |
| KOK                        | X   |     |      |
| LIENAU                     | X   |     |      |
| MEYER                      |     |     | X    |
| MOELLER                    | X   |     |      |
| NEINAS                     | X   |     |      |
| RUNQUIST                   |     |     | X    |
| SCHULTZ                    | X   |     |      |
| SITTE                      | X   |     |      |
| VIRLEE                     | X   |     |      |
| ZIPPERER                   | X   |     |      |
|                            | 18  | 0   | 3    |

**BOARD ACTION**

Vote Required: Majority Vote of Total Membership

---

Motion to Approve  Adopted

1st Koch Defeated

2nd Schultz

Yes: 18 No: 0 Exc: 3

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

**FISCAL IMPACT:** This resolution allows WisDOT to continue using the Justice Center to locate their GPS receiver. Door County will receive the use of the CORS system at no cost. MEJ

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2015 by the Door County Board of Supervisors.

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

1           **WHEREAS**, Rule No. 34 of the Rules of Order provides, in pertinent  
2 part, that "...no Committee of the County Board shall enter into any contract  
3 for a period in excess of three (3) years without prior approval of the County  
4 Board..."; and

5  
6           **WHEREAS**, The Wisconsin Department of Transportation ("WisDOT")  
7 and Door County ("County") entered into a *WI-CORS-Net Cooperative*  
8 *Agreement* in January, 2007; and

9  
10           **WHEREAS**, This *Agreement* allowed the establishment of a  
11 Continuously Operating Reference Station ("CORS") at Door County  
12 Justice Center, 1201 South Duluth Avenue, Sturgeon Bay, WI. The CORS  
13 Network is a system of GPS receivers permanently fixed at sites throughout  
14 Wisconsin that provide positions on points of interest in real time  
15 simultaneously and serve to increase the accuracy of field collected GPS  
16 and GIS data; and

17  
18           **WHEREAS**, The *WI-CORS-Net-Cooperative Agreement* has been  
19 reviewed and renewed on a biennial basis; and

20  
21           **WHEREAS**, It is deemed advantageous and suitable for the County to  
22 revise and renew this *Agreement*.

23  
24           **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board  
25 of Supervisors does hereby approve the *revised WI-CORS-Net*  
26 *Cooperative Agreement*. (incorporated herein by reference as if fully set  
27 forth in full).

28  
29           **BE IT FURTHER RESOLVED**, That the Building and Grounds  
30 Director, subject to the oversight of the Property Committee, shall  
31 administer the *Agreement*.

**SUBMITTED BY:**  
**Property Committee**

[Signature] Ben Meyer, Chairman                      [Signature] Ken Fisher

[Signature] Richard Haines                      [Signature] Richard Virlee

[Signature] Randy Halstead                      [Signature] Leo Zipperer

[Signature] Jon Koch                                      Jon Koch



Division of Transportation System Development  
Truax Center  
3502 Kinsman Blvd  
Madison, WI 53704-2549

Attachment to Resoluioin 2015-63  
**Scott Walker, Governor**  
**Mark Gottlieb, P.E., Secretary**  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Ray A. Kumapayi, P.E., Section Chief  
Telephone: (608) 246-7941  
Facsimile (FAX): (608) 245-8959  
E-mail: [ray.kumapayi@dot.wi.gov](mailto:ray.kumapayi@dot.wi.gov)

June 15, 2015

Michael J. Serpe  
County of Door  
Door County Government Center  
Maintenance Office, RM C110  
421 Nebraska St.  
Sturgeon Bay, WI 54235

**RECEIVED**  
JUN 22 2015  
DOOR COUNTY  
ADMINISTRATOR

Dear Michael J. Serpe:

The Wisconsin Department of Transportation (WisDOT) developed and signed an Agreement with your organization to establish a Wisconsin Continuously Operating Reference Station (WISCORS) at your facility. Since the signing of that Agreement, we are happy to inform you that all 82 Stations of the WISCORS Network are now operational statewide.

The original agreement we have with your organization (Agreement No. 05-10-01-2007) states (in part) under Section 4.2 that the agreement shall be reviewed every two years, coinciding with the State of Wisconsin's biennium. Subsequently, the original agreement was renewed.

Since that renewal, two sections were found to need revision:

- **DELETED:** Section 2.2.9: "Supply free of charge to the general public, all data collected by the GPS station. The duty to supply all necessary data to the general public shall continue until termination of this Agreement." This revision is made because WisDOT intends to develop administrative rules to charge appropriate fees for access to WISCORS information as authorized by the Wisconsin Legislature in s. 85.63(2), Wis. Stats. Accordingly, Section 2.1.3 of the Agreement was revised to remove the obligation for your organization to provide WISCORS data to the public free of charge.
- **REVISED:** Section 4.2 to read: "This Agreement shall continue in force unless modified as provided in this subsection, or terminated as provides in subsection 4.3 below. The terms and conditions of the Agreement may be reviewed by the parties at any time. At the time of the review, the parties shall determine whether the terms and conditions of this Agreement are still satisfactory to each party or whether modifications are required. If modifications are required, such changes shall be made by written amendment executed by both parties. Each party is free to request modifications to the terms and conditions of this Agreement at any time while this Agreement is in effect and such modifications may be made by written amendment upon the mutual agreement of both parties." This revision changes the Agreement to last until it is either modified by agreement of the parties, or terminated.

Additionally, minor changes have been made to Sections 1.1, 1.2, 1.3, 2.1.1, 2.1.3, 2.2.3, 2.2.8, and 4.3, as well as renumbering for consistency.

Please find attached an amended Agreement reflecting the above revisions. If this Amended agreement is acceptable to you, please sign and return to my address as follows:

Wisconsin Department of Transportation; Bureau of Technical Services, Truax Center; 3502 Kinsman Blvd.; Madison, Wisconsin 53704; ATTN: Ray A. Kumapayi

We will send a fully executed copy of the amended Agreement for your records.

The Wisconsin Department of Transportation continues to appreciate your cooperation.

Sincerely,

*Ray A. Kumapayi*

Ray A. Kumapayi

WISDOT AGREEMENT NO. 05-10-01-2007

**WISCORS  
COOPERATIVE AGREEMENT  
BETWEEN  
THE STATE OF WISCONSIN,  
DEPARTMENT OF TRANSPORTATION  
AND  
THE COUNTY OF DOOR (PARTNER)**

THIS AGREEMENT is made between the State of Wisconsin, acting by and through the Secretary of the Department of Transportation (hereinafter referred to as DEPARTMENT), 4802 Sheboygan Ave.; Madison, WI 53705, and THE COUNTY OF DOOR, acting by and through the Maintenance Manager of the County of Door (hereinafter referred to as the PARTNER); Door County Government Center; 421 Nebraska St.; Sturgeon Bay, WI 54235.

**1 Purpose**

- 1.1 Section 66.0301 of the Wisconsin State Statutes, provides that the Secretary of Department of Transportation may coordinate the activities of DEPARTMENT under Sections 84.01(6) and (13), 84.06(1m), 84.09, 84.095, and 85.09, Wis. Stats. with other appropriate public authorities under Sections 86.25, 114.31 and 114.32, Wis. Stats., and enter into cooperative agreements with such authorities as necessary to carry out their duties, powers, and functions.
- 1.2 DEPARTMENT, in the interest of the traveling public and for the benefit of public safety, is developing a WISconsin Continuously Operating Reference Stations (WISCORS) Network throughout the State of Wisconsin (hereinafter referred to as the PROGRAM). This PROGRAM will provide information needed to increase the accuracy of field collected Global Positioning System (GPS) survey and Geographic Information System (GIS) grade data. The PROGRAM is a system of GPS receivers permanently fixed at sites located in cities, counties, or villages throughout Wisconsin that provide positions on points of interest in real time instantaneously. DEPARTMENT intends to enact administrative rules assessing fees for access to the information supplied by the PROGRAM, as authorized by the Wisconsin Legislature in recently-enacted s. 85.63(2), Wis. Stats.
- 1.3 The PARTNER recognizes that the PROGRAM is a mutually beneficial way to participate in the implementation of the DEPARTMENT'S PROGRAM effort, and agrees to assist the DEPARTMENT with its goal of providing coordination, guidance, and support of other governmental entities as needed for development and maintenance of the PROGRAM, and agrees to participate by making the resulting GPS data available free of charge to the DEPARTMENT.

**2 Responsibilities of Agencies**

- 2.1 The PARTNER agrees to:
- 2.1.1 Provide power to operate the GPS receiver and Uninterrupted Power Supply (UPS) (approximately 10 watts is needed); a secure facility to house the GPS receiver and related accessories; and the facility and/or land to place the monument.

- 2.1.2 The PARTNER shall notify the DEPARTMENT of any problems with the site and provide the necessary resources to resolve any minor operational issues with the site (e.g. reset GPS receiver, clean snow off GPS antenna, check power and/or internet connection, etc.)
- 2.1.3 Supply free of charge, upon completion of the WISCORS station, all necessary data collected by the PROGRAM, to the DEPARTMENT. This duty to make data collected available to the DEPARTMENT shall continue until termination of this Agreement.
- 2.2 DEPARTMENT agrees to:
- 2.2.1 In cooperation with the PARTNER, carry out reconnaissance and select a suitable site for the CORS monument.
- 2.2.2 Construct the CORS monument, including payment for all materials.
- 2.2.3 Perform trenching; place conduit; restore trench surface and any other areas disturbed during the installation of the monument, cable, and conduit with topsoil, seed and mulch and through paved areas replace any existing pavement removed in kind; and buy all cabling needed to carry data from antenna on top of monument to the secure partner structure that houses the GPS receiver.
- 2.2.4 Purchase and install lightning suppressor and access box and cover to protect the GPS equipment from lightning.
- 2.2.5 Purchase, install, and maintain GPS receiver, Uninterrupted Power Supply/Battery Backup if required, antenna, antenna cable, and cabling necessary to connect to Internet, including any modifications to the PARTNER building, such as conduit access points through walls and floors. All modifications to the partner building and site will comply with building and fire codes and will be done in a good workmanlike fashion.
- 2.2.6 Purchase, install, and maintain the GPS hardware and software including future upgrades necessary in order to centrally implement and manage the proposed statewide PROGRAM, including but not limited to, network server, telecommunications equipment (at the server), and facilities.
- 2.2.7 Provide one license (access code) free of charge to the PARTNER to gain access and operation to utilize the PROGRAM for surveying and positioning services for as long as the PARTNER provides the facilities and utilities specified in Section 2.1.1.
- 2.2.8 Maintain the proposed WISCORS so as to provide continuous operation throughout the state.
- 2.2.10 Retain ownership of monument, GPS hardware and software, and all necessary cabling provided by the DEPARTMENT to operate the GPS receiver at the PARTNER site.
- 2.2.11 Provide Suitable and secure high speed internet (i.e. DSL, cable, etc.) connection at the PARTNER'S facility to continuously send GPS data to the DEPARTMENT'S computer server.

### **3 Reports and Inspections**

- 3.1 Nothing in this Agreement shall deny the DEPARTMENT the right to inspect the system for satisfactory compliance with the requirements of the Agreement during normal business hours of the PARTNER building. The PARTNER reserves the right to accompany the DEPARTMENT during such inspections.

**4 Certification of Funds: Term**

- 4.1 This Agreement is subject to the determination by the DEPARTMENT that sufficient funds have been appropriated by the Wisconsin Legislature (or other governmental entities) to the DEPARTMENT for the purposes of this Agreement. If the DEPARTMENT determines that sufficient funds have not been appropriated for purposes of this Agreement, then this Agreement or any renewal thereof will terminate on the date that the funding expires without any further obligation by either party.
- 4.2 This Agreement shall continue in force unless modified as provided in this subsection, or terminated as provides in subsection 4.3 below. The terms and conditions of the Agreement may be reviewed by the parties at any time. At the time of the review, the parties shall determine whether the terms and conditions of this Agreement are still satisfactory to each party or whether modifications are required. If modifications are required, such changes shall be made by written amendment executed by both parties. Each party is free to request modifications to the terms and conditions of this Agreement at any time while this Agreement is in effect and such modifications may be made by written amendment upon the mutual agreement of both parties.
- 4.3 This Agreement may be terminated by either party upon sixty (60) days written notice to the other party. Upon termination the DEPARTMENT shall 1) remove its equipment and the CORS monument, and 2) restore the property to its original condition at its own cost.

**5 Disputes**

- 5.1 In the event that any disputes arise between the DEPARTMENT and the PARTNER concerning interpretation of, or performance pursuant to, this Agreement, such dispute shall be resolved mutually between the Secretary of the Wisconsin DEPARTMENT of Transportation or authorized representative and the PARTNER'S authorized representative.

**6 Notice**

- 6.1 Notice under this Agreement shall be directed as follows:

County of Door  
Door County Government Center  
Maintenance Office, Rm. C110  
421 Nebraska St.  
Sturgeon Bay, WI 54235  
ATTN: Ted McCartney, Buildings and Grounds Director  
Telephone: 920-746-2211

Wisconsin Department of Transportation  
Bureau of Technical Services  
Truax Center  
3502 Kinsman Blvd.  
Madison, Wisconsin 53704  
ATTN: Ray A. Kumapayi  
Telephone: (608) 246-7941  
E-mail: ray.kumapayi@dot.wi.gov

**7 General Provisions**

- 7.1 This Agreement constitutes the entire Agreement between the parties. All prior discussions and understandings between the parties are superseded by this Agreement.
- 7.2 Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party.
- 7.3 This Agreement shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the State of Wisconsin.
- 7.4 This Agreement shall be deemed to have been substantially performed only when fully performed according to its terms and conditions and any modifications thereof.
- 7.5 Any person executing this Agreement in a representative capacity hereby represents that he/she has been duly authorized by his/her principal to execute this Agreement on such principal's behalf.

**IN WITNESS WHEREOF**, the parties hereunto have caused this Agreement to be duly executed in duplicate as of the day and year last written below.

PARTNER: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael J. Serpe, County Administrator

DEPARTMENT: \_\_\_\_\_ Date: \_\_\_\_\_  
*Ray A. Kumapayi, Chief, Surveying & Mapping Section, WisDOT*



**DOOR COUNTY**

**Resolution No. 2015-64**

**ADOPTING USE-OF-FORCE AND  
NON-VIOLENT DEMONSTRATION POLICY**

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

| ROLL CALL<br>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   |     |      |
| KOK                        | X   |     |      |
| LIENAU                     | X   |     |      |
| MEYER                      |     |     | X    |
| MOELLER                    | X   |     |      |
| NEINAS                     | X   |     |      |
| RUNQUIST                   |     |     | X    |
| SCHULTZ                    | X   |     |      |
| SITTE                      | X   |     |      |
| VIRLEE                     | X   |     |      |
| ZIPPERER                   | X   |     |      |
|                            | 18  | 0   | 3    |

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve: Adopted  Defeated

1st Moeller Defeated

2nd Sitte

Yes: 18 No: 0 Exc: 3

Reviewed by: [Signature], Corp. Counsel

Reviewed by: 07-22-15, Administrator

**FISCAL IMPACT: Approval of this resolution will have no fiscal impact. MEJ**

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2015 by the Door County Board of Supervisors.

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

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**WHEREAS,** The County of Door intends to or has (individually or as member of a region) applied for a Community Development Block Grant; and

**WHEREAS,** The State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a use-of-force and non-violent demonstration policy.

**NOW, THEREFORE, BE IT RESOLVED,** by the Door County Board of Supervisors' that:

- A. It is the policy of Door County to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations;
- B. It is the policy of Door County to enforce any applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
- C. The Door County Sheriff's Department's use-of-force policy, which regulates the use of force by law enforcement officers in the performance of their duties consistent with Section 66.0511, Wisconsin Statutes, is recognized and endorsed.

**SUBMITTED BY:  
Administrative Committee**

[Signature] Daniel Austad, Chairman

[Signature] John Neinas

[Signature] David Lienau

[Signature] Richard Virlee

[Signature] Roy Englebert

[Signature] Ken Fisher

[Signature] Leo Zipperer



**DOOR COUNTY**

**Resolution No. 2015-65  
CAPITAL IMPROVEMENTS PLAN  
2016-2020**

**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   |     |      |
| KOK                     | X   |     |      |
| LIENAU                  | X   |     |      |
| LIENAU                  | X   |     |      |
| MEYER                   |     |     | X    |
| MOELLER                 | X   |     |      |
| NEINAS                  | X   |     |      |
| RUNQUIST                |     |     | X    |
| SCHULTZ                 | X   |     |      |
| SITTE                   | X   |     |      |
| VIRLEE                  |     | X   |      |
| ZIPPERER                | X   |     |      |
|                         | 16  | 2   | 3    |

**BOARD ACTION**  
Vote Required: Majority Vote of A Quorum.

Motion to Approve Adopted  Defeated

1st Brann Defeated

2nd Englebert

Yes: 16 No: 2 Exc: 3

Reviewed by: [Signature], Corp. Counsel

Reviewed by: 07-23-15, Administrator

**FISCAL IMPACT:** Adoption of this resolution moves the 2016 C.I.P. projects forward as per the plan to be included with the 2016 budget process. 2017 thru 2020 will become part of the 2017 C.I.P process—2021 will be added and projects will again go through the review and approval process. 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 July, 2015 by the Door County Board of Supervisors.

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

1 **WHEREAS,** By adoption of Resolution 2007-38, the Door  
2 County Board of Supervisors approved the *Capital Improvements*  
3 *Plan, Policy and Procedures*; and

4  
5 **WHEREAS,** The Finance Director crafted a *Capital*  
6 *Improvements Plan 2016-2020*, which was reviewed by the Finance  
7 Committee on July 13, 2015; and

8  
9 **WHEREAS,** The *Capital Improvements Plan 2016-2020* is  
10 subject to review by the County Board.

11  
12 **NOW, THEREFORE, BE IT RESOLVED,** By the Door County  
13 Board of Supervisors that the *Capital Improvements Plan 2016-2020*  
14 [which is incorporated herein by reference] is hereby approved.

15  
16 **BE IT FURTHER RESOLVED,** That the *Capital Improvements*  
17 *Plan 2016-2020* is remanded to the Finance Committee for inclusion  
18 in the 2016 Budget.

|                            |                      |
|----------------------------|----------------------|
| 19 Tax Levy:               | \$ <u>3,079,424</u>  |
| 20                         |                      |
| 21 Long Term Financing     | \$ <u>5,100,000</u>  |
| 22                         |                      |
| 23 Unassigned Fund Balance | \$ <u>812,550</u>    |
| 24                         |                      |
| 25 Other Funding           | \$ <u>4,510,000</u>  |
| 26                         |                      |
| 27 Total C.I.P. Projects   | \$ <u>13,501,974</u> |
| 28                         |                      |

**SUBMITTED BY: FINANCE COMMITTEE**

[Signature]  
David Lienau, Chairman

[Signature]  
Charles Brann

[Signature]  
David Enigl

[Signature]  
Susan Kohout

[Signature]  
Mark Moeller

[Signature]  
Kathy Schultz

[Signature]  
Leo Zipperer