



DOOR COUNTY

Resolution No. 2016-62

Amend the Table of Organization for the Door County Information Systems Department, Planning Department, Real Property Listing Department and Sanitarian's Department

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
ENGLEBERT D.	X		
ENGLEBERT R.	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL	X		
MOELLER	X		
NEINAS	X		
ROBILLARD	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
WAIT	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve: Adopted Defeated

1st Sitte 2nd Enigl

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT: Approval of this resolution will not have an immediate fiscal impact. The fiscal impact will be realized when the Sanitarian position becomes vacant and is not refilled and support staff is reduced by at least 0.5 FTE when the Planning and Sanitarian Departments are physically combined. 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 25th day of October, 2016 by the Door County Board of Supervisors.

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

1 **WHEREAS**, The current Table of Organization for the Door County Information Systems
2 Department, Planning Department, Real Property Listing Department and Sanitarian's Department
3 is depicted and described in Exhibit A, attached hereto and incorporated herein by reference as if
4 fully set forth, and

5
6 **WHEREAS**, An interactive and collaborative process, involving stakeholders, was followed.
7 This process resulted in written conclusions and recommendations, set forth in Exhibit B, attached
8 hereto and incorporated herein by reference as if fully set forth, and

9
10 **WHEREAS**, The recommended change to the Table of Organization for the Door County
11 Information Systems Department, Planning Department, Real Property Listing Department and
12 Sanitarian's Department is depicted and described in Exhibit C, attached hereto and incorporated
13 herein by reference as if fully set forth.

14
15 **NOW, THEREFORE, BE IT RESOLVED**, By the Door County Board of Supervisors (hereafter
16 "County Board") that the written conclusions and recommendations set forth in Exhibit B are
17 accepted and the recommended change to the Table of Organization for the Door County Information
18 Systems Department, Planning Department, Real Property Listing Department and Sanitarian's
19 Department is depicted and described in Exhibit C are approved.

20
21 **BE IT FURTHER RESOLVED**, That the recommended change to the Table of Organization
22 for the Door County Information Systems Department, Planning Department, and Real Property
23 Listing Department will take effect January 1, 2017.

24
25 **BE IT FURTHER RESOLVED**, That the recommended change to the Table of Organization
26 for the Door County Sanitarian's Department will automatically take effect when the Sanitarian
27 Director position is vacant.

SUBMITTED BY: Administrative Committee (Admin), Resource Planning Committee (RPC),
Information Systems Committee (IS), Land Conservation Committee (LCC) and Board of Health
(BOH)

[Signature] David Lienau, Administrative Committee Chair

[Signature] Helen Bacon, Board of Health Chair

[Signature] Ken Fisher, Resource Planning Committee and Land Conservation Committee Chair

[Signature] David Enigl, Information Systems Committee Chair

[Signature] Dan Austad, Admin. Committee member

[Signature] Susan Kohout, RPC & BOH Committee member

[Signature] Steve Sohns, BOH Committee member

[Signature] David Englebert, IS Committee member

[Signature] Megan Lundahl, BOH Committee member

[Signature] Richard Virlee, Admin. and LCC Committee member

[Signature] Joel Gunnlaugsson, Admin. and BOH Committee member

[Signature] Mark Moeller, RPC and IS Committee member

[Signature] Linda Wait, IS Committee member

[Signature] Richard Haines, IS Committee member

[Signature] John Neinas, Admin. and LCC Committee member

[Signature] Jody Boes, James Heise, Lawrence Leporte (Citizen Members - Board of Health)

[Signature] Randy Halstead, LCC Committee member

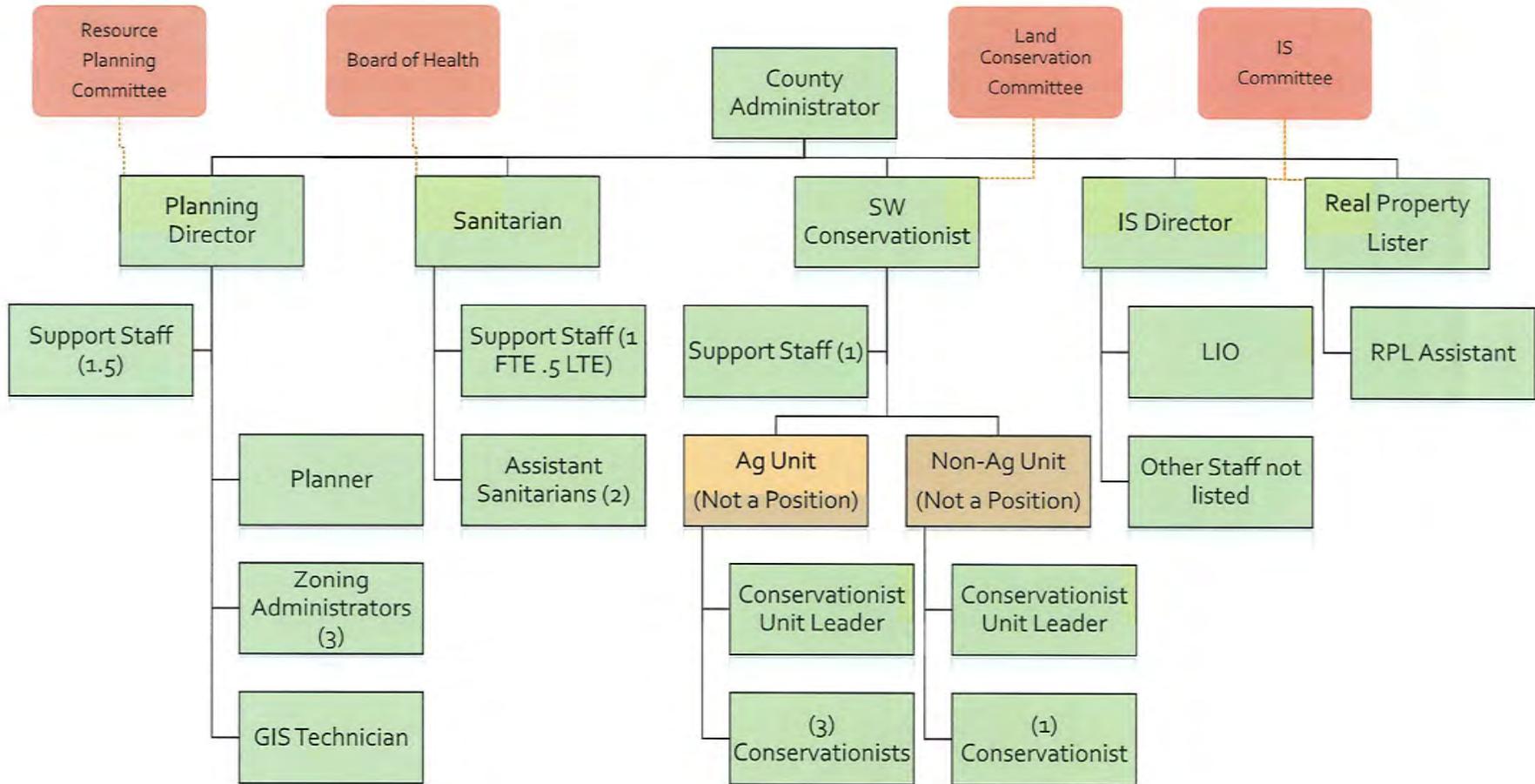
[Signature] Kathy Schultz, Admin. Committee member

[Signature] Mike Vandenhouten (Member, LCC)

[Signature] Jon Koch, IS Committee member

[Signature] Don Sitte, RPC and IS Committee member

Current Organization





COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

MEMORANDUM

TO: Members of the Resource Planning Committee
Members of the Information Systems Committee
Members of the Board of Health
Members of the Land Conservation Committee
Members of the Administrative Committee

FROM: Ken Pabich, County Administrator
Mariah Goode, Planning Director
Tim Ullman, IS Director
John Teichtler, Sanitarian
Holly Hansen, Real Property Lister

DATE: September 20, 2016

RE: Recommendation for Future Land Management Department Operations

Background:

Over the past 5-plus years there have been multiple discussions on re-organization of land management departments. For various reasons, these discussions have never moved forward. Given the upcoming budget limitations, a team was developed to analyze operations and recommend a plan for the future.

Project Approach:

The project team consisted of the following:

Mariah Goode, Planning Director
Tim Ullman, IS Director
John Teichtler, Sanitarian
Holly Hansen, Real Property Lister
Bill Schuster, Former Conservationist
Kelly Hendee, Human Resource Director
Ken Pabich, County Administrator
Note: the team also asked for input from Tom Haight, the Land Information Officer

Goal: To look at staffing levels, office locations, and services to see if a plan could be developed to improve operations while maintaining the levels of service to the customer.

Task Force Recommendations:

Please note when reviewing the recommendations, it will be helpful to review the current and proposed organization charts that are attached.

1. Soil & Water: The team reviewed combining all of the departments and having a single department head that could manage all of the divisions. Through the analysis, it was determined that Soil & Water

has a specialized client and service base. Therefore, there are no significant efficiencies or savings that can be realized if combined. In fact if combined, the overall services of the department could be reduced.

Recommendation: Bill Schuster proposed that Soil & Water be managed as a team. After review by the Administrator, it was determined that the Director position would be refilled. Thus, Soil & Water should continue to operate as its own department and a replacement for the department head is in progress. Replacing the current vacant entry level Conservationist would be determined after Director is in place.

2. Sanitarian: Given the potential staffing changes in the Sanitarian's department, a transition plan for the department is critical. When the Sanitarian position becomes vacant, the recommendation would be to not refill it. At this time, some cross training would commence for Sanitarians and Zoning Administrators.

Recommendation: The Sanitarian function should be combined with Planning. When the Sanitarian position becomes vacant, it would not be filled. The Sanitarian and Planning departments would be combined both functionally and physically (move staff to Planning office). (See Timeline Recommendation below.)

3. Real Property: The team reviewed combining Real Property with Planning (both functionally and physically). Real Property has a very specific function; however, by merging the functions of planning, addressing, mapping and GIS, the team believes we can improve communications and operations internally while still providing the core functionality of Real Property.

Recommendation: The Real Property function should be combined with Planning. When the Sanitarian position becomes vacant, the Real Property office would be moved to the space occupied by the Sanitarian office. With this move, all core land record functions would be located on one floor. (See Timeline Recommendation below.)

4. Land Information Office: The Land Information Office is a county-wide service department and can be commonly found in IS, Planning or on its own. The LIO on its own does not provide the County with the most efficiencies for this position as well as make sense given our size. Given the changes within IS, it would be more advantageous to have the LIO function under Planning working directly with Real Property and other GIS functions residing within the Planning Department. With this change we would also move the planning GIS mapping functions under this service area. By making this move, the organization can become more efficient and effective at providing county-wide GIS services.

Recommendation: The Land Information Officer should be combined with Planning and should be physically located with the Real Property staff. (See Timeline Recommendation below.)

Implementation Timeline

The Task Force developed the following implementation schedule.

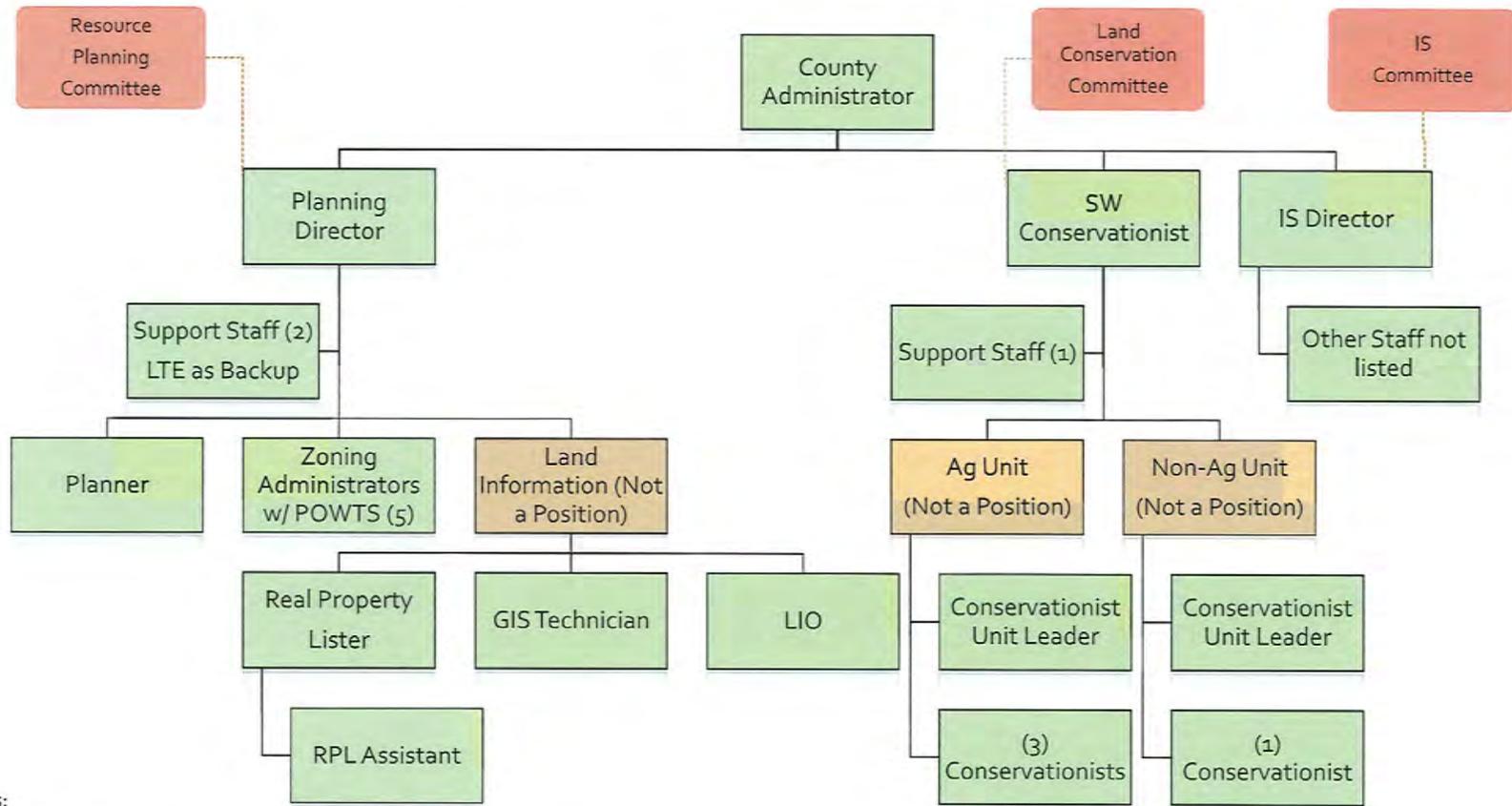
Concurrence by Committees / Administrative Committee:	By October 2016
Real Property reports to Planning:	January 1, 2017
Land Information reports to Planning:	January 1, 2017
Sanitarians reports to Planning:	When Sanitarian Retires
Remaining Sanitarians physically move to Planning office:	When Sanitarian Retires
Real Property / LIO physically move to Sanitarian office:	When Sanitarian Retires

Impact on Organization

With these recommendations, there are some pretty significant impacts to the organization; hopefully, largely positive.

1. With the re-organization, the level of service to the customer will not change. In fact, in some areas we believe that we can actually improve service.
2. Cross training among the staff would strengthen our overall capabilities within the County to provide service.
3. With the physical relocation, the departments become centralized on one floor. This will help the customer and also provide the consolidation of information into one location. This would also allow for more constant communications between staff.
4. The number of department heads would be reduced by 2 (Sanitarian and Real Property Lister).
5. There would be an overall reduction in staff by 1.5 at the minimum (Sanitarian, part-time clerical) with the possibility of one entry level conservationist. Additional analysis could be completed as positions become vacant.

Proposed Organization – Phased Implementation



Impacts / Notes:

- Real Property, LIO and Sanitarians reports to Planning Director
- (1) Sanitarian positions eliminated (1 was a DH)
- (1) Half time support staff converted to LTE
- (1) Conservationist (entry level) to be determined



DOOR COUNTY

Resolution No. 2016-63

**NON-COMMERCIAL HANGAR SITE LEASE AGREEMENT
VIRGIL KREDER – BUILDING NO. 71**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BACON	✓		
ENGLEBERT D.	✓		
ENGLEBERT R.	✓		
ENIGL	✓		
FISHER	✓		
GUNNLAUGSSON	✓		
HAINES			✓
HALSTEAD	✓		
KOCH	✓		
KOHOUT	✓		
LIENAU	✓		
LUNDAHL	✓		
MOELLER	✓		
NEINAS	✓		
ROBILLARD	✓		
SCHULTZ	✓		
SITTE	✓		
SOHNS	✓		
VIRLEE	✓		
WAIT	✓		
	ed	D	I

BOARD ACTION

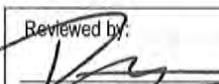
Vote Required: Majority Vote of Total Membership

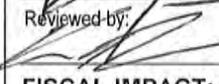
Motion to Approve Adopted

1st Abstain Defeated

2nd Virlee

Yes ed No 0 Exc: 1

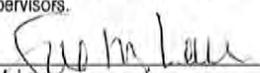
Reviewed by:  Corp. Counsel

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:

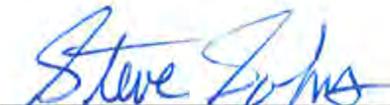
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 25th day of October, 2016 by the Door County Board of Supervisors.


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. 71 has been constructed.

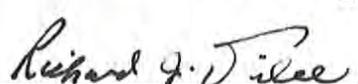
**SUBMITTED BY:
Airport and Parks Committee**

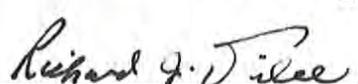

Dan Austad, Chairperson

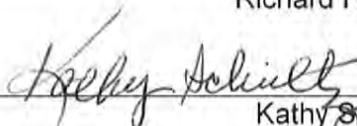

Steve Sohns


Ken Fisher


Don Sitte


Richard Haines


Richard Virlee


Kathy Schultz



DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
ENGLEBERT D.	X		
ENGLEBERT R.	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL	X		
MOELLER	X		
NEINAS	X		
ROBILLARD	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
WAIT	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Schultz Defeated

2nd Gunnlaugsson

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature] Corp. Counsel

Reviewed by: [Signature] Administrator

FISCAL IMPACT:
See Attached. 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 25th day of October, 2016 by the Door County Board of Supervisors.

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

Resolution No. 2016-64
New Position Requests for 2017
(Increase of Hours, Reclassifications, New Positions)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, The process requires that a Joint Meeting be held with the Finance and
2 Administrative Committee to review and recommend action by the County Board on all Increase of
3 hours; reclassifications and new regular or part time position requests; and

4
5 WHEREAS, The Committees met, conferred with department heads, oversight committee
6 chairpersons, Human Resources Director, and County Administrator, considered the personnel
7 requests made and submits the following recommendation to the County Board:

8 The following personnel requests are recommended for approval:

9 **Increase of hours**

10 Human Services Disability Benefit Specialist - ADRC: 28 to 32 hrs. wk.

11 **New Positions**

12 Human Services Senior Center Cook (2 – Part time)

13 Human Services Financial Manager

14 Information Systems See attached Organization Chart

15
16
17
18 NOW, THEREFORE, BE IT RESOLVED, that the Door County Board of Supervisors does
19 hereby approve the above action on the increase of hours, and new positions detailed above.

FISCAL IMPACT: \$ (SEE ATTACHMENT)

SUBMITTED BY:

ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

[Signature]
David Lienau,
Administrative Committee Chair

[Signature]
Kathy Schultz,
Finance Committee Chair

[Signature]
Ken Fisher

[Signature]
Ken Fisher

[Signature]
Dan Austad

[Signature]
David Englebert

[Signature]
Joel Gunnlaugsson

[Signature]
Roy Englebert

[Signature]
John Neinas

[Signature]
David Enigl

[Signature]
Kathy Schultz

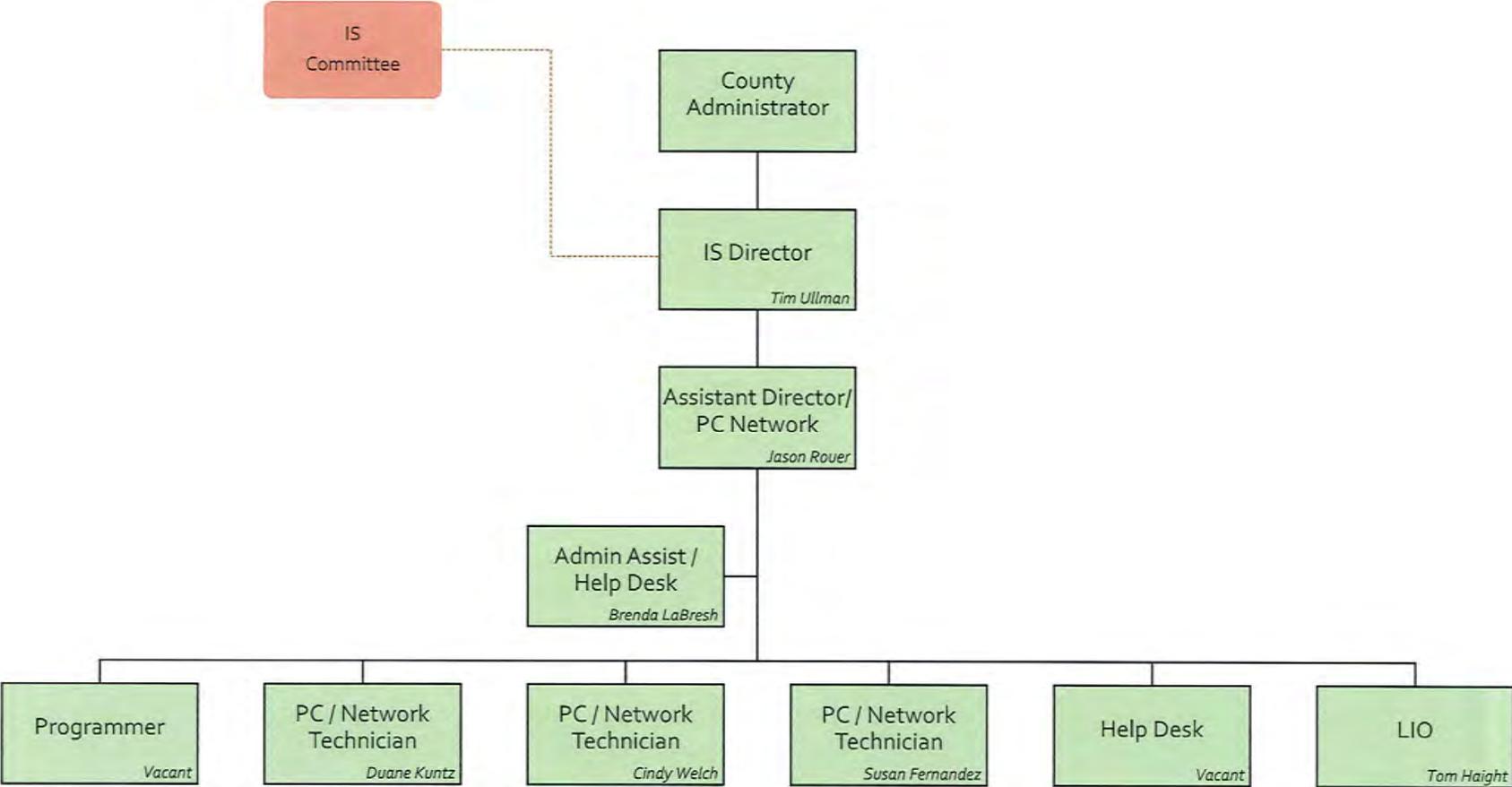
[Signature]
Susan Kohout

[Signature]
Richard Virlee

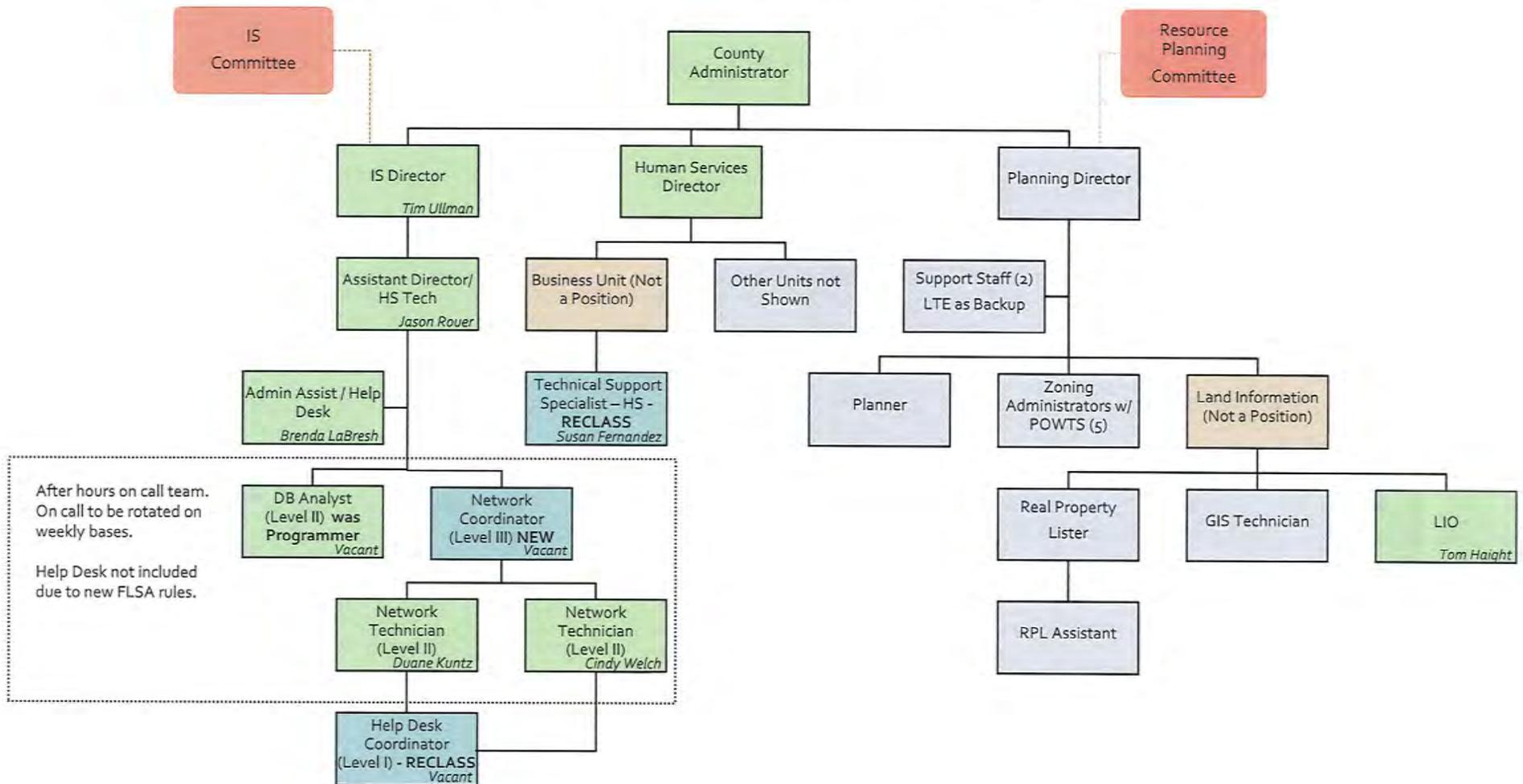
[Signature]
Mark Moeller

2017 New Positions, Reclassification and Change of Hours - Summary Effect on 2017 Budget (REVISED)								
Department	Rationale	Current Budget or Contract Amount	Proposed Budget or Contract Amount	Impact on 2017 Budget	Percent Change	Request Reviewed by Human Resources	County Administrator Recommendations	
RESOLUTION 2016-64 for 2017								
Human Services								
Disability Benefits Specialist	Increase in hours from 0.6 to 0.7	39,307	63,685	24,378	62.02%	Yes	Yes	
Cook (2 Positions)	24 hour LTE to 24 hour part-time	41,626	76,180	34,554	83.01%	Yes	Yes	
Financial Manager	New Position (1.0 FTE)	-	99,933	99,933	N/A	Yes	Yes	
Technical Support Specialist	RECLASSIFICATION - transfer of position to Human Services	No Fiscal Imapct				Yes	Yes	
Emergency Services								
Emergency Mang Assistant	20 hour to assist EM operations	-	22,295	22,295	NA	Yes	No	
Information Services								
DB Analyst	Reclassification from existing Programmer Position	64,370	89,468	25,098	38.99%	Yes	Yes	
Network Coordinator	New position	-	89,468	89,468	N/A	Yes	Yes	
Network Technician (2)	Reclassification from existing PC / Network Technician	No Fiscal Imapct				Yes	Yes	
PC / Network Specialist (1)	Transferred to Human Services - RECLASSIFICATION	No Fiscal Imapct				Yes	Yes	
Help Desk Coordinator	Reclassification from PC / Network Technician	No Fiscal Imapct				Yes	Yes	
Part Time Pay Rates: RESOLUTION 2016-64								
Non-Sworn	\$13.00 to \$14.00		-			Yes	Yes	
Sworn Reserve Deputy	\$14.75 to \$15.75		-			Yes	Yes	
Library Page RESOLUTION 2016-65								
1st Year	\$11.00							
2nd Year	\$12.00							
3rd Year	\$13.00							
Total Projected Increase to 2017 Proposed Budget								
				295,726	FC Recommendation			

Current Organization – Information Services (8.5 FTE)



Proposed Organization – Information Services (7.5 FTE, 2 FTE Moved)





DOOR COUNTY

**Resolution No. 2016-65
PART TIME PAY RATES
(Replacing Resolution #2015-72)**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
ENGLEBERT D.	X		
ENGLEBERT R.	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL	X		
MOELLER	X		
NEINAS	X		
ROBILLARD	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
WAIT	X		
	20	0	1

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Schultz Defeated

2nd Kohout

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT: The only rates changed by this resolution are those for the Library Pages. The four part-time Library Pages currently employed are all Class I or Class II and are included in the 2017 budget at or above the rates shown herein; as such, there is no fiscal impact for 2017. 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 25th day of October, 2016 by the Door County Board of Supervisors.

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

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NOW, THEREFORE BE IT RESOLVED, That the following rates apply to all classifications as listed, effective January 1, 2017.

HIGHWAY

Stand by Bridgetender..... 17.50 per hour

HIGHWAY

Seasonal Class I (start)..... 11.75 per hour

Seasonal Class II (second year)..... 12.75 per hour

Seasonal Class III (third year) 13.75 per hour

PARKS & AIRPORT

Seasonal Class I (start)..... 11.50 per hour

Seasonal Class II (second year)..... 12.50 per hour

Seasonal Class III (third year) 13.50 per hour

Seasonal Class IV.....CDL Required 14.00 per hour

CIRCUIT COURT

Bailiff 10.00 per hour

MUSEUM

Museum Director..... 12.85 per hour

Museum Curator 12.60 per hour

Assistant Curator Part Time 12.10 per hour

LIBRARY

Library Page Class I (start) 11.00 per hour

Library Page Class II (second year) 12.00 per hour

Library Page Class III (third year) 13.00 per hour

**SUBMITTED BY:
ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE**

[Signature]
David Lienau,
Administrative Committee Chair

[Signature]
Kathy Schultz,
Finance Committee Chair

[Signature]
Ken Fisher

[Signature]
Ken Fisher

[Signature]
Dan Austad

[Signature]
David Englebert

[Signature]
Joel Gunnlaugsson

[Signature]
Roy Englebert

[Signature]
John Neinas

[Signature]
David Enigl

[Signature]
Kathy Schultz

[Signature]
Susan Kohout

[Signature]
Richard Virlee

[Signature]
Mark Moeller



DOOR COUNTY

Resolution No. 2016-66

**PART TIME PAY RATES (Training /Certification Required)
(Replacing Resolution #2015-73)**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
ENGLEBERT D.	X		
ENGLEBERT R.	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL	X		
MOELLER	X		
NEINAS	X		
ROBILLARD	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
WAIT	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Schultz Defeated

2nd Sitte

Yes: 20 No: 0 Exc: 1

Reviewed by: [Signature], Corp. Counsel

Reviewed by: [Signature], Administrator

FISCAL IMPACT: The only rates that changed from 2016 are those for the Reserve Deputies. Based on estimates from the Sheriff's Dept. of how many hours will be worked in 2017, we estimate that the increased costs of these changes will be \$2,600 for the Sheriff's Dept. 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 25th day of October, 2016 by the Door County Board of Supervisors.

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

1 **NOW, THEREFORE, BE IT RESOLVED,** That the following rates apply
2 to all classifications as listed, effective January 1, 2017.

EMERGENCY MEDICAL TECHNICIAN (EMT)

- 3 On Duty (EMT)..... 11.50 per hour
- 4 Standby (EMT)..... current minimum wage
- 5 Paramedic (back-up)..... 14.45 per hour
- 6 Paramedic (replacement)..... 14.50 per hour

SHERIFF

- 7 Non-Sworn Reserve Deputy..... **14.00 per hour**
- 8 Sworn Reserve Deputy **15.75 per hour**
- 9 On-call Court Security Deputy
- 10 Class I (start) 16.50 per hour
- 11 Class II (3 years) 17.00 per hour
- 12 Class III (5 years) 17.50 per hour

MEDICAL EXAMINER

- 13 Medical Examiner Investigator 70.00 per case
- 14 plus 15.00 per hour
- 15 for additional assigned work by the Medical Examiner
- 16 Cremation..... 25.00 per assist
- 17 Autopsy/External Exam 100.00 per assist
- 18 Standby 3.75 per hour

SUBMITTED BY:
ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

[Signature]
David Lienau,
Administrative Committee Chair

[Signature]
Kathy Schultz,
Finance Committee Chair

[Signature]
Ken Fisher

[Signature]
Ken Fisher

[Signature]
Dan Austad

[Signature]
David Englebert

[Signature]
Joel Gunnlaugsson

[Signature]
Roy Englebert

[Signature]
John Neinas

[Signature]
David Enigl

[Signature]
Kathy Schultz

[Signature]
Susan Kohout

[Signature]
Richard Virlee

[Signature]
Mark Moeller



DOOR COUNTY

Resolution No. 2016-67

Door County Wage Comparability Study & Compensation Plan

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	✓		
BACON	✓		
ENGLEBERT D.	✓		
ENGLEBERT R.	✓		
ENIGL	✓		
FISHER	✓		
GUNNLAUGSSON	✓		
HAINES			✓
HALSTEAD	✓		
KOCH	✓		
KOHOUT	✓		
LIENAU	✓		
LUNDAHL	✓		
MOELLER	Abstain		
NEINAS	✓		
ROBILLARD	✓		
SCHULTZ	✓		
SITTE	✓		
SOHNS	✓		
Virlee	✓		
WAIT	✓		
1-Abstain	19	0	1

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Fisher Defeated

2nd Sohns Abstain

Yes: 19 No: 0 Exc: 1

Reviewed by: Corp. Counsel

Reviewed by: Administrator

FISCAL IMPACT: The fiscal impact to implement the Compensation Plan for 2017 is estimated to be \$203,036. The 2017 budget contains a line item which will cover this estimated amount. 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 25th day of October, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, The Door County Board of Supervisors approved
2 appropriations to engage the services of an outside consultant to
3 conduct a wage comparability study and design and implement a
4 new compensation plan in the 2016 County of Door budget; and

5
6 **WHEREAS**, Carlson Dettmann Consultants was retained to
7 conduct a comprehensive job classification and base compensation
8 system of Door County's management, supervisory, professional,
9 confidential and other administrative/support staff positions. (A copy
10 of the "Final Report" has been provided to each County Board
11 Supervisor); and

12
13 **WHEREAS**, The Administrative Committee, after carefully
14 examining the "Final Report", is recommending approval and
15 adoption of the aforementioned.

16
17 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
18 Board of Supervisors does hereby approve and adopt the Door
19 County Compensation Plan October, 2016, Wage Comparability
20 Study, including the 2017 Salary Ranges for Door County.

21
22 **BE IT FURTHER RESOLVED**, That this resolution supersedes
23 and supplants Door County Resolution number 2013-74.

24
25 **BE IT FURTHER RESOLVED**, That this resolution shall take
26 effect and be in force from and after January 1, 2017.

**SUBMITTED BY:
ADMINISTRATIVE COMMITTEE**

David Lienau, Chairman

Ken Fisher

John Neinas

Richard Virlee

Daniel Austad

Joel Gunnlaugsson

Kathy Schultz



DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD	X		
BACON	X		
ENGLBERT D.	X		
ENGLBERT R.	X		
ENIGL	X		
FISHER	X		
GUNNLAUGSSON	X		
HAINES			X
HALSTEAD	X		
KOCH	X		
KOHOUT	X		
LIENAU	X		
LUNDAHL	X		
MOELLER	Abstain		
NEINAS	X		
ROBILLARD	X		
SCHULTZ	X		
SITTE	X		
SOHNS	X		
VIRLEE	X		
WAIT	X		
1 - abstain	19	0	1

BOARD ACTION

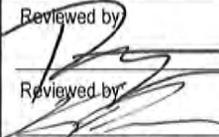
Vote Required: Majority Vote of a Quorum

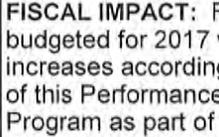
Motion to Approve Adopted

1st Austad Defeated

2nd Enigl 1 - abstain

Yes: 19 No: 0 Exc: 1

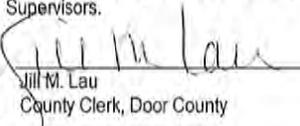
Reviewed by  , Corp. Counsel

Reviewed by  , Administrator

FISCAL IMPACT: Funds will be budgeted for 2017 wage increases according to the terms of this Performance Evaluation Program as part of the 2017 budget process. The proposed increase will be dependent upon the adoption of the 2017 budget by the County Board in November, 2016.

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 25th day of October, 2016 by the Door County Board of Supervisors.


 Jill M. Lau
 County Clerk, Door County

Resolution No. 2016-68
DOOR COUNTY PERFORMANCE EVALUATIONS

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TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, By adoption of Resolution 2015-57 on June 23, 2015, the County Board approved the amended Base Compensation Administrative Guide; and

WHEREAS, By adoption of Resolution 2015-57 on June 23, 2015, the County Board approved the creation and implementation of a Pay for Performance Program; and

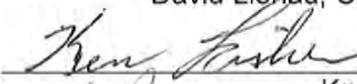
WHEREAS, By adoption of the Pay for Performance Program, each year the incentives related to an employee's performance rating must be established; and

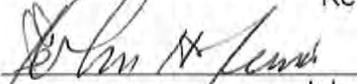
WHEREAS, It is now deemed appropriate to adopt the 2017 Pay for Performance – Incentives for general municipal employees.

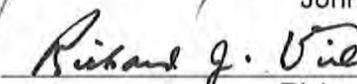
NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve and adopts the recommended 2017 Pay for Performance – Incentives as set forth Addendum A (attached hereto and incorporated herein by reference as if set forth in full).

SUBMITTED BY:
Administrative Committee

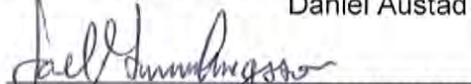

 David Lienau, Chairman

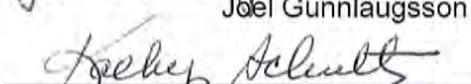

 Ken Fisher


 John Neinas


 Richard Virlee


 Daniel Austad


 Joel Gunnlaugsson


 Kathy Schultz

2017 Pay for Performance - Incentives

(Effective January 1, 2017)

Levels of performance							Merit-Based Pay Increases	
% of market employee is earning	Step 1 (87.5%)	Step 2 (90%)	Step 3 (92.5%)	Step 4 (95%)	Step 5 (97.5%)	Step 6 Control Point (100%)	Mid. to Max. (101-114.99%)	(Maximum = 115%) Discretionary Merit Compensation (≥ 115%)
Substantially above requirements	Step Increase					1.25%	1.25%	1.25% of annual salary up to \$2500 max.
Above requirements	Step Increase					1.00%	1.00%	1.0% of annual salary up to \$1500 max.
Meets requirements	Step Increase					0.75%	0.75%	0.0
Below requirements	Ineligible for step increase						0.00%	0.0

Implementation Guidelines:

* Employees that have an increase equal to or more than 3.25% from the adopted 2017 Compensation Study will see 50% of the increase on January 1 and 50% of the increase on July 2. An employee performance evaluation is required to be completed on the anniversary date but there is no additional monetary compensation.

* Employees that have an increase of less than 3.25% from the adopted 2017 Compensation Study and are in a step from 1 to 5 shall see the pay adjustment on January 1. An employee performance evaluation is required to be completed on the anniversary date and the employee shall receive a step increase with a meet requirements or above.

Employee performance evaluations are completed on the employee 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 the employee anniversary date.

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

After reaching Step 6 (the Control Point), an employee who every year "meets requirements" is eligible for small annual raises, until s/he is earning 115% of market.