



DOOR COUNTY

**RESOLUTION NO. 2014-51**

**IN MEMORIAM – RALPH M. SMITH**

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

**WHEREAS,** *Ralph M. Smith passed away on May 25, 2014; and*

**WHEREAS,** *Supervisor Smith was duly elected to the Door County Board of Supervisors in April 1966, and was re-elected in April 1968, serving for a total of 4 years; and*

**WHEREAS,** *Supervisor Smith represented Supervisory District V, Town of Sevastopol; and*

**WHEREAS,** *Supervisor Smith served on several committees, including Health and Welfare, Civil Defense, Chamber of Commerce, and Highway Committee and*

**NOW, THEREFORE, BE IT RESOLVED,** *That the Board of Supervisors, assembled in regular session this 24<sup>th</sup> day of June, 2014, extend our sincere sympathy to Ralph Smith's family with this acknowledgement of his dedication to the citizens of the County of Door.*

*Daniel Austad*  
Daniel Austad

*Richard Haines*  
Richard Haines

*John Neinas*  
John Neinas

*Charles Brann*  
Charles Brann

*Randy Halstead*  
Randy Halstead

*Tim O'Connor*  
Tim O'Connor

*John Bur*  
John Bur

*Susan Kohout*  
Susan Kohout

*Holly Runquist*  
Holly Runquist

*Roy Engjebert*  
Roy Engjebert

*Jon Koch*  
Jon Koch

*Kathy Schultz*  
Kathy Schultz

*David Enigl*  
David Enigl

*David Lienau*  
David Lienau

*Don Sitte*  
Don Sitte

*Kenneth Fisher*  
Kenneth Fisher

*Ben Meyer*  
Ben Meyer

*Richard Virlee*  
Richard Virlee

*Joel Gunnlaugsson*  
Joel Gunnlaugsson

*Mark Moeller*  
Mark Moeller

*Leo Zipperer*  
Leo Zipperer

**CERTIFICATION:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 24th day of June, 2014, by the Door County Board of Supervisors.

Jill M. Lau  
County Clerk, Door County

*Jill M. Lau*



**DOOR COUNTY**

**Resolution No. 2014-52**

**IN SUPPORT OF STATE FUNDING FOR COUNTY EMERGENCY  
DISPATCH (“911”) SERVICES / ONE DESIGNATED PUBLIC SAFETY  
ANSWERING POINT PER COUNTY**

1 **TO THE DOOR COUNTY BOARD OF SUPERVISORS:**  
2

3 **WHEREAS**, County-wide emergency (“911”) dispatch services are among the most vital  
4 services that counties provide. Wisconsin residents and visitors alike expect the same level of  
5 excellent service throughout the state, regardless of where their emergency occurs; and  
6

7 **WHEREAS**, In 2003 the State of Wisconsin established a fee on all wireless phones to fund  
8 grants to counties to pay for enhanced 911 services, such as wireless call-locating software and  
9 equipment; and  
10

11 **WHEREAS**, In 2009 the enhanced 911 grant program expired and, in its place, the Wisconsin  
12 Counties Association and the state’s telecommunications providers advocated establishing a  
13 permanent grant program to fund equipment purchases and training for employees of county-  
14 designated Public Safety Answering Points (PSAPs), each county to designate one PSAP per  
15 county by resolution, to be funded with a monthly fee of up to 75-cents on all devices capable of  
16 dialing 911; and  
17

18 **WHEREAS**, Instead of funding grants to county Public Safety Answering Points, in 2009 the  
19 Wisconsin Legislature and the Governor re-designated the funding as a 75-cent monthly Police  
20 and Fire Protection Fee for all such devices and directed the revenue from the fee to fund the  
21 county and municipal aid (shared revenue) account to meet other state financial obligations; and  
22

23 **WHEREAS**, Without the intended state funding counties must rely almost entirely on property  
24 taxes to pay for equipment, training, and consolidation of municipal and county 911 services with  
25 many counties unable to upgrade needed equipment to receive texts, video, and still photographs,  
26 to provide needed training to 911 system operators, and to foster further consolidation of services;  
27 and  
28

29 **WHEREAS**, Eliminating the Police and Fire Protection Fee and restoring the funding for 911  
30 without replacing the lost revenue would result in a roughly \$50 million annual reduction in shared  
31 revenue payments to municipalities and counties; and  
32

33 **WHEREAS**, Under current law each county must individually contract with a  
34 telecommunications provider for telephone lines running into each county 911 center and counties  
35 must depend on a maximum 40-cent monthly fee on only landline telephones to pay  
36 telecommunications providers for the cost of this service; and  
37

38 **WHEREAS**, Revenues from the 40 cent landline fee are declining due to the increased use of  
39 cellular telephones and the fee is often insufficient to cover the cost of these services, thereby  
40 requiring any difference to be paid for with property taxes.



**DOOR COUNTY**

**RESOLUTION 2014-52**

**SUPPORTING STATE FUNDING FOR COUNTY 911 SERVICES/ONE DESIGNATED PUBLIC SERVICE ANSWERING POINT PER COUNTY**

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

*Vote*  
*Vote*  
*Vote*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

**NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board of Supervisors hereby urges the Wisconsin Legislature and Governor to support legislation and state budget action that accomplishes all of the following goals:

- Fully funds the County and Municipal Aid Program (shared revenue) with state General Purpose Revenue, rather than the Police and Fire Protection Fee; and
- Establishes a technology-neutral fee on all cell phones, landline phones, and other devices capable of dialing 911; and
- Uses the revenue from this fee to fund a grant program to pay for equipment purchases and training for one Public Safety Answering Point ("911" center) per county, as designated by the county board of each county, and to develop financial incentives to encourage consolidation of "911" services; and
- Provides a sustainable source of funding for costs associated with providing all telephone lines (landline and cellular) into county Public Safety Answering Points.

**BE IT FURTHER RESOLVED**, That a copy of this resolution be sent to: the Wisconsin Counties Association ("WCA") for consideration at the WCA's 2014 Annual Business meeting, all counties, all municipalities within Door County, the Door County legislative delegation, and Governor Walker ... urging their support for this resolution and restoration of State funding for this vital public safety service.

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

Motion to Approve      Adopted

1st Kohout      Defeated

2nd Schultz

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

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

Reviewed by: Maurus Murphy, Administrator

**FISCAL IMPACT:** The fiscal implication would be the urging of the State to restore funding and to support the 911 service provided by all counties as per lines 6 thru 23 on page 2 of this resolution. sms

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 24<sup>th</sup> day of June, 2014 by the Door County Board of Supervisors.

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

**SUBMITTED BY: LEGISLATIVE COMMITTEE**

Susan Kohout      Ken Fisher  
Susan Kohout, Chairperson      Ken Fisher

John Bur      Richard Virlee  
John Bur      Richard Virlee

Kathy Schultz  
Kathy Schultz



Resolution No. 2014-53

2013 CARRY FORWARDS FROM GENERAL FUND ACCOUNTS

DOOR COUNTY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

VOICE VOTE ✓

**BOARD ACTION**

Vote Required: Two-thirds of entire membership

---

Motion to Approve  Adopted

1st Lienau Defeated

2nd Enigl

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

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maurice Murphy, Administrator

**FISCAL IMPACT:** Project funds or grants that are ongoing are non lapsed or carried forward to the next budget year. No additional fiscal impact on the 2014 budget. 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 24th day of June, 2014 by the Door County Board of Supervisors.

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

**WHEREAS,** In accordance with Section 65.90(5)(a) Wisconsin Statutes and Rules of Order #19 the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

**WHEREAS,** Carry forwards arise when there is a committed contract or project that was budgeted in one year and will not be completed until the following year and where the County has various grant projects that continue to provide programming as directed by the specific nature of the grant into the next year; and

**WHEREAS,** Those funds are available until the projects are completed; and;

**WHEREAS,** The Finance Committee is recommending that \$393,743.33 be transferred from the respective non-lapsing accounts in 2013 to the respective non-lapsing accounts in 2014 (attached listing) in accordance with the Finance Committee adopted Carryover of Funds from One Year to the Next procedure/policy. Policy attached.

**NOW, THEREFORE, BE IT RESOLVED,** That the Door County Board of Supervisors does hereby approve the request made to transfer \$393,743.33 from the 2013 non-lapsing account to the respective 2014 non-lapsing accounts (attached listing) to be expensed in 2014 budget year.

SUBMITTED BY: FINANCE COMMITTEE

[Signature]  
David Lienau, Chairman

[Signature]  
Charles Brann

[Signature]  
David Enigl

[Signature]  
Joel Gunnlaugsson

[Signature]  
Mark Moeller

[Signature]  
Kathy Schultz

[Signature]  
Neel Appeler

**DOOR COUNTY**  
**Finance Committee Approved Carry Forwards**

YEAR ENDING DECEMBER 31, 2013

Designated for Subsequent Years Budget 100.33102

<u>Department</u>	<u>Account</u>	<u>Description</u>		
Finance Department	100.48.1102.52103	Move audit in the event of any add'tl chrgs	28,697.00	28,697.00
General Administration	100.06.1161.59103	Contingency Expense	214,755.51	
	100.06.1161.51207	Unemployment	35,000.00	249,755.51
Sheriffs Department	100.28.2101.52320	Sale of Hover Craft to Marine Maintenance		
		2013 balance for repair & maintenance	7,509.15	7,509.15
Soil, Water, Conservat.	100.31.6108	S&W Conservation Spl Fund	29,773.19	
	100.31.6111	Red Rvr-Sturgeon Bay Wtrs	8,075.06	
	100.31.6112	Waste Storage Permit	12,365.82	
	100.31.6113	Water Pollution Abmt-CS	57,567.60	107,781.67
			393,743.33	
	49201	Transfer from Fund Balance to Designated for Subsequent Year		393,743.33

**DOOR COUNTY  
FINANCE COMMITTEE PROCEDURES/POLICIES**

**ISSUE DATE:** 03/19/04

**STANDARD PROCEDURE**

**REVISION DATE:**

**Carryover of Funds from One Year to the Next**

At the end of a given year, County departments may have monies remaining from their budgets from the closing year. The net effect of all departments at year-end flows directly into the Undesignated Fund Balance. The development of a carryover appropriation policy will improve the financial operation of the County by eliminating various questions and other issues that continually arise. This policy/procedure explains the areas in which the carrying over of these funds from one year into the next year is deemed appropriate and acceptable. The carryover policy/procedures also gives guidance for the process.

**Definition:**

A carryover is the moving of unused budgeted dollars from one year to the next.

- (1) Carryovers arise when there is a committed contract or project that was budgeted in one year and will not be completed until the following year.
- (2) Carryovers arise when there is no contract, project or purchase commitment at year end but a department wishes to obtain permission to expend unused budget dollars in a succeeding year.

**Effects of Carryovers funds:**

An approved carryover will be placed in a designated fund "Designated for Subsequent Year Expenditures". The Undesignated Fund Balance will be reduced by the amount being approved for use in the subsequent year.

**Designated funds cannot be considerations in the formula for calculation of a possible tax levy offset during the budget process.**

Without a policy/procedure, designated funds could create a situation where the annual budget is circumvented by allowing a large number of expenditures to be incurred that are not approved in the annual budget. In the opinion of the external auditors, designated funds of a government should be kept to a minimum.

**Carryover Policy Conditions:**

- **Federal and state funds (or program income) (grants) remain unspent at year-end and are legally required to be spent on a specific program.**
- **A construction or outlay project is in progress and funds were budgeted in the current year to finance completion of the project.**
- **A designated fund was established to provide funded depreciation or replacement resources to be used for future outlay purchases or projects (i.e. vehicle replacement designated fund).**

**DOOR COUNTY  
FINANCE COMMITTEE PROCEDURES/POLICIES**

**ISSUE DATE:** 03/19/04

**STANDARD PROCEDURE**

**REVISION DATE:**

**Carryover of Funds from One Year to the Next**

- Non capital outlay items (operations), the amount can be carried over to a like object budget line item. These items must be detailed as to the reason for the carryover.
- Unexpended budgets cannot be simply carried forward unless there is a specific item requested to be rolled over.
- A department may not carry over funding because they feel they will be short in the next year.
- Carryovers must be for a specific item and the request must include an explanation as to why it wasn't budgeted during the budget process.
- Carryovers will be limited to the lessor of the amount requested or the amount available under that budget line item.

**Carryover Request Instructions:**

Fill out a **Request for Year End Carryover**. This is located on the "P" Drive, Finance, Forms and Template, Year End Carryover Template.

- 1) **Department Name**
- 2) **Oversight Committee approval and date approved, month, day and year**
- 3) **Account** – Include Account Name, Fund, Dept #, Sub-Dept, Account # and Detail account if applicable
- 4) **Amount** – Give the amount of the carryover. **Round all amounts to whole dollars. Do not use pennies.**
- 5) **Reason for Carryover** – State the specific reason for the carry over request (i.e. what will be purchased or the expenditure)
- 6) **Preparer's Signature**
- 7) **Department Heads Signature**
- 8) **Date**

**Submit oversight committee approved request to the Finance Director for verification and inclusion with that years' carryover listings. All approved requests are to be submitted to the Finance Director by the end of the third (3<sup>rd</sup>) week in March.**



**DOOR COUNTY**

**Resolution No. 2014-54**

**APPOINTMENTS TO COMMITTEES,  
COMMISSIONS AND BOARDS**

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

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

*Vote*  
*Vote*

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

6  
7       **WHEREAS**, "All appointments to boards and commissions by  
8 the County Administrator shall be subject to the confirmation of the  
9 County Board" per Section 59.18(2)(c), Wisconsin Statutes; and

10  
11       **WHEREAS**, The Rules of Order confers the power to appoint  
12 the members of certain committees upon the Chairperson of the  
13 County Board, subject to the confirmation of the County Board; and

14  
15       **WHEREAS**, The appointments set forth on Exhibit A, attached  
16 hereto and incorporated herein by reference, is submitted for  
17 County Board confirmation.

18  
19       **NOW, THEREFORE, BE IT RESOLVED**, That the Door  
20 County Board of Supervisors hereby confirms the proposed  
21 appointments to boards, commissions, and committees as set forth  
22 in Exhibits A.

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve        Adopted   

1st Moeller        Defeated   

2nd Kohout

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

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maureen Murphy, Administrator

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

sms

**Certification:**

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 24th day of June, 2014 by the Door County Board of Supervisors.

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

**SUBMITTED BY:**

[Signature: Daniel R. Austad]  
Daniel R. Austad, Chairman  
Door County Board of Supervisors

[Signature: Maureen Murphy]  
Maureen Murphy  
County Administrator

**Recommended Appointments to Committees, Commissions and Boards**

**WI DEVELOPMENT FUND GRANT – LOAN REVIEW COMMITTEE**

*(County Administrator Appointment)*

1. Vicki Stangel

~~~~~

**BIO'S ON NEW COMMITTEE, COMMISSION AND BOARD MEMBERS:**

**WI DEVELOPMENT FUND GRANT – LOAN REVIEW COMMITTEE**

**New Member – Vicki Stangel**

Vicki Stangel, CPA is the founding owner of Stangel Accounting and Tax Office, S.C. with over 35 years of public accounting experience. Vicki graduated from St. Norbert College with a Bachelor of Business Administration in Accounting. She is a member of the American Institute of Certified Public Accountants and Wisconsin Institute of Certified Public Accountants. Her areas of expertise include financial statements, individual and business taxes, tax planning and consulting including buying and selling of a business, social security planning, financing alternatives, forecasts and projections. As a Door County resident of more than 35 years, Vicki is also one of the foremost experts in condo and homeowner taxation.

Additionally, Vicki values historical preservation. In the 1980's, she purchased the dilapidated Carnegie Library and has restored it to a nationally registered historic building. Plus, she was integral in the perpetuation of the Michigan Street Bridge in Sturgeon Bay.

Vicki is not your stereotypical CPA. She enjoys meeting with her clients and brings her unique enthusiasm, humor and years of expertise to enrich the lives of those around her. Other hobbies include church and local choirs, gardening and traveling. Vicki has raised two children that have given her eight grandchildren to spoil rotten. You will remember Vicki by her smile, intellect, witty humor and kindness.



**DOOR COUNTY**

**Resolution No. 2014-55**

**TRANSFER OF NON BUDGETED FUNDS—DOOR COUNTY  
EMERGENCY SERVICES – AMBULANCE COTS**

**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                     |     |     |      |
| LIENAU                     |     |     |      |
| MEYER                      |     |     |      |
| MOELLER                    |     |     |      |
| NEINAS                     |     |     |      |
| O'CONNOR                   |     |     |      |
| RUNQUIST                   |     |     |      |
| SCHULTZ                    |     |     |      |
| SITTE                      |     |     |      |
| VIRLEE                     |     |     |      |
| ZIPPERER                   |     |     |      |

*False Vote*

**BOARD ACTION**

Vote Required: Two Thirds of Entire Membership

Motion to Approve Adopted

1st Gunnlaugsson Defeated

2nd Brann

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

Reviewed by:

[Signature] Corp. Counsel

Reviewed by:

Murray Murphy, Administrator

**FISCAL IMPACT:** The fiscal impact would be a reduction to the Contingency Expense by \$60,000 leaving a balance of \$251,955.51 which includes the 2013 carryover amount. 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 24th day of June, 2014 by the Door County Board of Supervisors.

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

1 **WHEREAS**, In accordance with Section 65.90(5)(a) Wisconsin Statutes  
2 and Rules of Order #19 the amounts of the various appropriations and the  
3 purposes for such appropriations stated in a budget may not be changed  
4 unless authorized by a vote of two-thirds of the entire membership of the  
5 Door County Board of Supervisors; and

6  
7 **WHEREAS**, Door County Emergency Services (EMS) has ten (10)  
8 ambulance cots that are over the maximum service life of seven (7) years.  
9 There has not been adequate maintenance or preventative maintenance on  
10 the ambulance cots within the EMS service; and

11 **WHEREAS**, Since the expected service life has been exceeded on all of  
12 the cots, the vendor will not fulfill any welding warranty claims or provide  
13 preventative maintenance on these cots which have been in service as  
14 follows: (1) 19 years old, (2) 18 years old, (6) 9 years old and (1) 8 years old.  
15 The Emergency Service Committee is recommending that four (4) cots be  
16 replaced at this time and the remaining six (6) cots will be replaced through  
17 the 2015 budget process. The cost to replace a cot is \$15,000 each; and

18  
19 **WHEREAS**, The Finance Committee is recommending that an amount  
20 not to exceed \$60,000 be transferred from the Contingency Expense line  
21 item 100.06.1161.59103 to Emergency Services non-capital outlay  
22 100.29.2112.53136; and

23  
24 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board  
25 of Supervisors does hereby approve an amount not to exceed \$60,000 be  
26 transferred from the Contingency Expense line item 100.06.1161.59103 to  
27 Emergency Services non-capital outlay 100.29.2112.53136 for the purchase  
28 of four (4) ambulance cots at a cost of \$15,000 each.  
29

**SUBMITTED BY: FINANCE COMMITTEE**

[Signature]  
David Lienau, Chairman  
[Signature]  
Charles Brann  
[Signature]  
David Enigl  
[Signature]  
Joel Gunnlaugsson

[Signature]  
Mark Moeller  
[Signature]  
Kathy Schultz  
[Signature]  
Joel Zipperer



**DOOR COUNTY**

**Resolution No. 2014-56**

**JINGDEZHEN SISTER CITY  
AD HOC INFORMAL ADVISORY GROUP**

**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                     |     |     |      |
| LIENAU                     |     |     |      |
| MEYER                      | /   |     |      |
| MOELLER                    |     |     |      |
| NEINAS                     |     |     |      |
| O'CONNOR                   |     |     |      |
| RUNQUIST                   |     |     |      |
| SCHULTZ                    |     |     |      |
| SITTE                      |     |     |      |
| VIRLEE                     |     |     |      |
| ZIPPERER                   |     |     |      |

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve      Adopted

1st Kohout      Defeated

2nd Lienu

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

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maries Murphy, Administrator

**FISCAL IMPACT:** The adoption of this resolution approves the creation of an Ad Hoc Informal Sister City Advisory Group. This committee will serve without per diem or expense reimbursement. 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 24<sup>th</sup> day of June, 2014 by the Door County Board of Supervisors.

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**WHEREAS,** The Door County Board of Supervisors, by adoption of Resolution 2004-41 on May 25, 2004, created a Sister City relationship with the City of Jingdezhen, China; and

**WHEREAS,** By adoption of Resolution 2004-56 on June 29, 2004, the Door County Board of Supervisors created an Ad Hoc Sister City Committee. This Committee was allowed to lapse into obscurity; and

**WHEREAS,** Two previous Door County Board Chairpersons, namely Charlie Most and Leo Zipperer, each signed Agreements, in 2005 and 2010 respectively, in furtherance of the Sister City relationship; and

**WHEREAS,** In 2013, Door County Board Chairperson Dan Austad designated Economic Development Corporation Executive Director Bill Chaudoir and County Conservationist Bill Schuster to lead an "Informal Sister City Advisory Group" to: explore the continuation and strengthening of the Sister City relationship and provide a written recommendation to the County Board by June 2015 concerning the future of Door County's Sister City relationship with Jingdezhen; and

**WHEREAS,** It is desirable to formalize the status of, and include County Board Supervisors on, the Informal Sister City Advisory Group. Four members of the Door County Board of Supervisors have voluntarily agreed to serve on the Advisory Group, to provide input and to serve as liaisons to the County Board.

**NOW, THEREFORE, BE IT RESOLVED,** That the Door County Board of Supervisors does hereby approve creation of the *Jingdezhen Sister City Ad Hoc Informal Advisory Group* for the purposes set forth above; and

**BE IT FURTHER RESOLVED,** That the Door County Board of Supervisors hereby confirms appointment of the following members to the *Jingdezhen Sister City Ad Hoc Informal Advisory Group*: 1) Roy Englebert, 2) Susan Kohout, 3) Ben Meyer 4) Biz Virlee, 5) Bill Schuster, and 6) Bill Chaudoir.

**BE IT FURTHER RESOLVED,** That members of the public are welcome and encouraged to participate in *Jingdezhen Sister City Ad Hoc Informal Advisory Group* meetings and activities ... and contribute their time and efforts to assist the *Advisory Group* in the completion of its assigned tasks.

**BE IT FURTHER RESOLVED,** That the members of the *Jingdezhen Sister City Ad Hoc Advisory Group* will serve without per diem or expense reimbursement.

**BE IT FURTHER RESOLVED,** That once the assigned tasks have been completed, the *Jingdezhen Sister City Ad Hoc Advisory Group* will automatically dissolve unless the County Board assigns additional tasks to the *Advisory Group*.

**SUBMITTED BY:**

Daniel R. Austad

Daniel R. Austad, Chairman  
Door County Board of Supervisors



**DOOR COUNTY**

**Resolution No. 2014-57**

**STATEMENT OF PROJECT INTENTIONS FOR  
DOOR COUNTY CHERRYLAND AIRPORT**

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

*Roll Call*

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

1       **WHEREAS**, The Door County Airport and Parks Committee  
 2 determined that the attached list of proposed improvements are in  
 3 the best interest of the Door County Cherryland Airport; and

4  
 5       **WHEREAS**, Wisconsin Statutes require a Statement of Project  
 6 Intentions from airport owners contemplating federal and/or state  
 7 aid within the next six years; and

8  
 9       **WHEREAS**, This Six Year Statement of Project Intentions is  
 10 used by the Department of Transportation, Bureau of Aeronautics,  
 11 for planning and budgeting purposes and is not a petition for federal  
 12 and/or state aid.

13  
 14       **NOW, THEREFORE, BE IT RESOLVED**, That the Door  
 15 County Board of Supervisors hereby contemplates requesting  
 16 federal and/or state aid for the projects listed on the attached  
 17 schedule of airport improvements.

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve        Adopted

1st Virlee        Defeated

2nd Gunnlaugsson

Yes:        No:        Exc:       

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Murphy, Administrator

**FISCAL IMPACT:** The adoption of this resolution is for planning and budgeting purposes for the State and Federal governments—it is as the resolution states, a statement of project intentions. No fiscal impact. sms

**SUBMITTED BY: AIRPORT & PARKS COMMITTEE**

[Signature] Richard Virlee, Chairman        [Signature] Charles Brann

[Signature] Kenneth Fisher        [Signature] Joel Gunnlaugsson

[Signature] Ben Meyer        [Signature] Richard Haines

[Signature] Tim O'Connor

**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 24th day of June, 2014 by the Door County Board of Supervisors.

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

**STATEMENT OF PROJECT INTENTIONS FOR Door County Cherryland (SUE) AIRPORT**

| Fiscal Year | Description of Improvement                                                                                                                                                                                                                                                                    | Size of Improvement                                                                   | Estimated Cost (if known) | Anticipated Petition Date                    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------|----------------------------------------------|
| 2014        | <ul style="list-style-type: none"> <li>• DESIGN FOR; RWY 10/28 RECONSTRUCTION, FIXING CULVERT, TAXILANE REMOVAL, TREE CLEARING, LED LIGHTING AND CORRECTING TAXIWAY</li> <li>• CONDUCT WILDLIFE ASSESSMENT</li> </ul>                                                                         | 26,000 SY OF NEW PAVEMENT, TWO CULVERTS, 300-600 SY OF TAXILANE REMOVAL.              |                           | 07/23/2013<br><br>WILL NEED TO BE PETITIONED |
| 2015        | <ul style="list-style-type: none"> <li>• CONSTRUCTION OF; RWY 10/28, FIXING CULVERT, TAXILANE REMOVAL, TREE CLEARING, LED LIGHTING, AND CORRECTING TAXIWAY, PROVIDED FUNDING. WILL NEED APPORTIONMENT AND/OR DISCRETIONARY FUNDS.</li> <li>• FIX ADDITIONAL CULVERT IN HANGAR AREA</li> </ul> | 26,000 SY OF NEW PAVEMENT, TWO CULVERTS, 300-600 SY OF TAXILANE REMOVAL. ONE CULVERT. |                           | 07/23/2013<br><br>07/23/2013                 |
| 2016        | <ul style="list-style-type: none"> <li>• APRON PAVEMENT WORK AND HANGAR TAXIWAYS TO BE RECONSTRUCTED</li> </ul>                                                                                                                                                                               |                                                                                       |                           | WILL NEED TO BE PETITIONED                   |
| 2017        | <ul style="list-style-type: none"> <li>• SRE BUILDING AND LED LIGHTING IN PARKING AREA</li> <li>• LED OBSTRUCTION LIGHTS</li> </ul>                                                                                                                                                           |                                                                                       |                           | WILL NEED TO BE PETITIONED<br><br>07/23/2013 |
| 2018        | <ul style="list-style-type: none"> <li>• DESIGN RECONSTRUCT/STRENGTHEN OF PRIMARY RWY</li> </ul>                                                                                                                                                                                              | 38,350 SY OF NEW PAVEMENT                                                             |                           | WILL NEED TO BE PETITIONED                   |
| 2019        | <ul style="list-style-type: none"> <li>• CONSTRUCTION OF PRIMARY RWY STRENGTHENING</li> </ul>                                                                                                                                                                                                 | 38,350 SY OF NEW PAVEMENT                                                             |                           | WILL NEED TO BE PETITIONED                   |



**Resolution No. 2014-58 AMENDED**  
**PETITION THE SECRETARY OF TRANSPORTATION FOR**  
**AIRPORT IMPROVEMENT AID BY DOOR COUNTY**  
**CHERRYLAND AIRPORT, DOOR COUNTY, WISCONSIN**

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

2  
3 **WHEREAS**, Door County, (hereinafter referred to as the "Sponsor"), a Body Corporate of the State of  
4 Wisconsin, is authorized by Sec. 114.11, Wis. Stats. To acquire, establish, construct, own, lease, equip, improve,  
5 maintain, and operate an airport; and

6  
7 **WHEREAS**, Sponsor owns and desires to develop or improve the Cherryland Airport, Door County, Wisconsin;  
8 and

9  
10 **"PETITION FOR AIRPORT PROJECT"**

11  
12 **WHEREAS**, Airport users have been consulted in formulation of the improvements included in this Resolution;  
13 and

14  
15 **WHEREAS**, The Sponsor is required by Sec. 114.32(5), Wis. Stats. to designate the Secretary of the  
16 Wisconsin Department of Transportation (hereinafter referred to as the "Secretary") as its agent to accept, receive,  
17 receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement  
18 Act, and is authorized by law to designate the Secretary as its agent for other purposes; and

19  
20 **WHEREAS**, It is recognized that the improvements petitioned for as listed will be funded individually or  
21 collectively as funds are available, with specific project costs to be approved as work is authorized, the  
22 proportionate cost of the airport development projects described above which are to be paid by the Sponsor to the  
23 Secretary, to be held in trust for the purposes of the project; any unneeded and unspent balance after the project  
24 is completed is to be returned to the Sponsor by the Secretary; the Sponsor will make available any additional  
25 monies that may be found necessary, upon request of the Secretary, to complete the project as described above;  
26 the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to  
27 be necessary by the Secretary, and the Sponsor does not provide the same; and

28  
29 **WHEREAS**, A public hearing was held prior to the adoption of this airport development project in accordance  
30 with Sec. 114.33(2) Wis. Stats. and evidence, in the form of a transcript, that the project has received a public  
31 hearing is being submitted with this petition.

32  
33 **NOW, THEREFORE, BE IT RESOLVED**, That a petition for Federal and/or State Aid in the following form is  
34 hereby approved by the Sponsor:

35  
36 The petitioner, desiring to sponsor an airport development project with Federal and State Aid or State Aid only,  
37 in accordance with applicable State and Federal laws, respectfully represents and states:

- 38  
39  
40  
41  
42  
43  
44  
45  
46  
47
1. That the airport, which it is desired to develop, should generally conform to the requirements for a transport type airport as defined by the Federal Aviation Administration.
  2. The character, extent, and kind of improvements desired under the project are as follows: Reconstruct apron pavements and hangar taxiways; Snow Removal Equipment (SRE) building; LED Lighting in parking area; Conduct Wildlife Assessment; clear and maintain runway approaches as stated in Transportation Administrative Code Chapter 55; and any necessary related work.
  3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reason(s): To meet existing and future needs of the airport and replace deteriorating infrastructure.



DOOR COUNTY

RESOLUTION 2014-58 AMENDED

PETITION THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID BY DOOR COUNTY CHERRYLAND AIRPORT, DOOR COUNTY, WISCONSIN

“DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR’S AGENT”

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

BE IT FURTHER RESOLVED, That the Secretary of the Wisconsin Department of Transportation is hereby designated as Sponsor's agent pursuant to and in accordance with Sec. 114.32(5) Wis. Stats. and is requested to agree to act as such in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and to acquire property or interests in property by purchase, gift, lease, or eminent domain under Chapter 32 Wisconsin Statutes; and to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

BE IT FURTHER RESOLVED, That the Secretary of the Wisconsin Department of Transportation provide that all or certain parts of the required land or interests in land that the Secretary deems necessary to complete the aforesaid project may be acquired by the sponsor pursuant to and in accordance with Sec. 114.33(8)(a) Wis. Stats.

“AIRPORT OWNER ASSURANCES”

BE IT FURTHER RESOLVED, That the Sponsor agrees to maintain and operate the airport in accordance with conditions established by the Secretary of the Wisconsin Department of Transportation under Sec. 114.31(7), Wis. Stats., Chapter Trans. 55 Wis. Adm. Code, (or) in accordance with Sponsor assurances enumerated in a federal grant agreement.

BE IT FURTHER RESOLVED, That the Door County Airport & Parks Committee and Door County Clerk are authorized to execute the Agency Agreement, the Federal Block Grant “Owner Assurances” appended to and authorized by this Resolution, or any other necessary documents.

BE IT FURTHER RESOLVED, That this Resolution supplements but does not supersede Resolution No. 2013-48.

SUBMITTED BY: AIRPORT & PARKS COMMITTEE

*Richard Virlee*  
Richard Virlee, Chairman  
*Kenneth Fisher*  
Kenneth Fisher  
*Ben Meyer*  
Ben Meyer  
*Tim O'Connor*  
Tim O'Connor

*Charles Brann*  
Charles Brann  
*Joel Gunnlaugsson*  
Joel Gunnlaugsson  
*Richard Haines*  
Richard Haines

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

**BOARD ACTION**  
Vote Required: Majority Vote of a Quorum  
Motion to Approve Adopted   
1st *Virlee* Defeated   
2nd *Brann*  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: *[Signature]* Corp. Counsel  
Reviewed by: *Maura Murphy*, Administrator  
FISCAL IMPACT: This resolution is the start of the process for requesting State Block Grant (20% cost share) or Entitlement Fund (5% cost share) for 2015 budget. 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 26<sup>th</sup> day of August, 2014 by the Door County Board of Supervisors.  
*Jill M. Lau*  
Jill M. Lau  
County Clerk, Door County

# AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

**Department of Transportation  
Bureau of Aeronautics  
Madison, Wisconsin**

WHEREAS, the Door County, Wisconsin, hereinafter referred to as the Sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Door County Cherryland Airport project to: Reconstruct apron pavements and hangar taxiways; Snow removal equipment (SRE) building; LED lighting in parking area; Conduct wildlife hazard assessment; Clear and maintain runway approaches as stated in Transportation Administrative Code Chapter 55; and any necessary related work.

WHEREAS, the Sponsor adopted a resolution on \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

**AGENCY AGREEMENT** .....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the Sponsor until financial closing of this project;

NOW THEREFORE, the Sponsor and the Secretary do mutually agree that the Secretary shall act as the Sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the Sponsor.

**SECRETARY OF TRANSPORTATION**

\_\_\_\_\_  
David M. Greene, Director (Date)  
Bureau of Aeronautics

**FEDERAL BLOCK GRANT OWNER ASSURANCES** .....

WHEREAS, the Sponsor does agree to the conditions established in Trans 55, Wisconsin Administrative Code, and, for projects receiving federal aid, to the attached Federal Sponsor Assurances, which are a condition of a Federal Grant of funds.

The Federal Block Grant Owner Assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the Finding (except for land projects, which shall run in perpetuity);

Acceptance: The Sponsor does hereby accept the Agency Agreement and the Federal Block Grant Owner Assurances.

Sponsor: The Door County, Wisconsin

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date



**DOOR COUNTY**

**Resolution No. 2014-59**

**APPROVAL OF HORSESHOE BAY CAVE MANAGEMENT PLAN**

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

*Vote Voted*

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

Motion to Approve      Adopted       Defeated

1st Brann      2nd Virlee

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

Reviewed by: [Signature], Corp. Counsel

Reviewed by: Maurice Murphy, Administrator

**FISCAL IMPACT:** The adoption of this resolution approves the Horseshoe Bay Cave Management Plan as assisted by the Department of Natural Resources and drafted by County staff. There is no other fiscal implication. 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 24th day of June, 2014 by the Door County Board of Supervisors.

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

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

2

3 **WHEREAS,** The adoption of Resolution 2011-67, on August

4 30, 2011, paved the way for Door County's acquisition of the

5 entrance to and a small segment of Horseshoe Bay Cave; and

6

7 **WHEREAS,** Through a participatory process, involving Door

8 County staff, Wisconsin Department of Natural Resources staff,

9 Stakeholder Group input, and Science Advisory Group input, a

10 management plan has been developed for Horseshoe Bay Cave.

11 This Management Plan is incorporated herein by reference as if set

12 forth in full; and

13

14 **WHEREAS,** The Airport and Parks Committee has reviewed

15 (on May 20, 2014, and June 18, 2014) and recommends approval

16 of the Horseshoe Bay Cave Management Plan.

17

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

19 Board of Supervisors hereby approves the Horseshoe Bay Cave

20 Management Plan.

21

22 **BE IT FURTHER RESOLVED,** That the Parks Director is

23 responsible for administration of the Horseshoe Bay Cave

24 Management Plan.

25

26

**SUBMITTED BY: AIRPORT & PARKS COMMITTEE**

Richard Virlee  
Richard Virlee, Chairman

Charles Brann  
Charles Brann

Kenneth Fisher  
Kenneth Fisher

Joel Gunnlaugsson  
Joel Gunnlaugsson

Ben Meyer  
Ben Meyer

Richard Haines  
Richard Haines

Tim O'Connor  
Tim O'Connor



**DOOR COUNTY**

**Resolution No. 2014-60  
AUTHORIZATION TO PROCEED WITH THE CANA ISLAND  
PRESERVATION-REHABILITATION-RESTORATION PROJECT**

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

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

---

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

1st Virlee Defeated

2nd Haines

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

Reviewed by: [Signature] Corp. Counsel

Reviewed by: Murphy, Administrator

**FISCAL IMPACT:** As of 6-16-2014, restricted Fund 213 Cana Island Restoration has a balance of \$152,259.70. This includes the pledge of \$116,000 from Door County & the balance from the Maritime Museum donation of \$100,000. This project is subject to the availability of funds. 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 24th day of June, 2014 by the Door County Board of Supervisors.

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

1 TO THE DOOR COUNTY BOARD OF SUPERVISORS:  
2

3 **WHEREAS**, Door County ("County") has been working in concert with the  
4 Door County Maritime Museum ("DCMM") to bring the Cana Island Preservation,  
5 Rehabilitation, and Restoration Project ("Project") to fruition; *and*

6  
7 **WHEREAS**, The groundwork necessary, including tentative financing, to  
8 allow this Project to move forward has been laid through the cooperative action  
9 of County and DCMM; *and*

10  
11 **WHEREAS**, This Project has been the subject of no fewer than five (5)  
12 resolutions (i.e., Resolution No. 2013-38, Resolution No. 2013-39, Resolution  
13 No. 2013-59, Resolution No. 2013-62, and Resolution No. 2014-3) and has been  
14 thoroughly vetted;

15  
16 **WHEREAS**, The design phase (e.g., project scope, schedule, cost estimate,  
17 and construction documents) is substantially complete, and competitive bidding  
18 has resulted in the timely submission of qualified bids;

19  
20 **WHEREAS**, Following review and analysis it has been determined that the  
21 Project should proceed *in part* (i.e., the exterior work) and bid(s) accepted and  
22 contract(s) awarded in accord with the June 17, 2014, letter and attachments  
23 from Howard Immel Inc. (which is incorporated herein by reference as if set forth  
24 in full).

25  
26 **WHEREAS**, It is deemed appropriate to move forward with contracting,  
27 construction, and final completion of the work, all subject to the availability of  
28 funds.

29  
30 **NOW, THEREFORE BE IT RESOLVED**, That the Project should proceed *in*  
31 *part* (i.e., the exterior work), and bid(s) accepted and contract(s) awarded, in  
32 accord with the June 17, 2014, letter and attachments from Howard Immel Inc.  
33 contingent upon the appropriation of necessary funds by the County Board,  
34 grant(s) awarded not being reduced or terminated, and pledged gift(s) being paid  
35 in full.

36  
37 **BE IT FURTHER RESOLVED**, That the Door County Board of Supervisors  
38 hereby authorizes the Parks Director, subject to oversight by the Airport and  
39 Parks Committee, to proceed with the Project *in part*, act on behalf of Door  
40 County, sign or obtain signatures on necessary documents, and take all  
41 necessary action to complete the Project, all subject to the availability of funds.

42  
43 **BE IT FURTHER RESOLVED**, That the cost of construction shall be paid  
44 from the Cana Island Restoration Fund, *Fund 213*

45 **SUBMITTED BY: AIRPORT & PARKS COMMITTEE**

[Signature] Richard Virlee, Chairman

[Signature] Charles Brann

[Signature] Kenneth Fisher

[Signature] Joel Gunnlaugsson

[Signature] Ben Meyer

[Signature] Richard Haines

[Signature] Tim O'Connor

|               |          | <b>HOWARD IMMEL INC.</b>                           | Cana Island Light Station                                      | BID DATE                                    |                                         |                               |                                                         |                                                         |
|---------------|----------|----------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|-----------------------------------------|-------------------------------|---------------------------------------------------------|---------------------------------------------------------|
|               |          | CITY: Baileys Harbor                               |                                                                | 5-06-14                                     |                                         |                               |                                                         |                                                         |
|               |          | STATE: WI                                          |                                                                | Sales Tax                                   |                                         |                               |                                                         |                                                         |
| MASTER        |          | ARCHITECT: River Architects, Inc.                  |                                                                | 5.50%                                       |                                         |                               |                                                         |                                                         |
|               |          | LIQUIDATED DAMAGES:                                | None                                                           |                                             |                                         |                               |                                                         |                                                         |
|               |          | APPENDUM #                                         | 2                                                              |                                             |                                         |                               |                                                         |                                                         |
|               |          |                                                    |                                                                | <b>PROJECT TOTALS</b>                       | <b>\$ 1,683,394</b>                     | <b>\$ 162,842</b>             | <b>\$ 874,791</b>                                       | <b>\$ 808,550</b>                                       |
| BID PACKAGE   | CSI CODE | DESCRIPTION                                        | SUBCONTRACTOR / SUPPLIER                                       | Base Bid                                    | Alt. 1                                  | Donations of Low Bidders      | Exterior                                                | Interior                                                |
|               |          |                                                    |                                                                | <i>Light Tower &amp; Keeper's Residence</i> | <i>Oil House / Privy / Storage Shed</i> | <i>Donation if Both Taken</i> | <i>Exterior of Light Tower &amp; Keeper's Residence</i> | <i>Interior of Light Tower &amp; Keeper's Residence</i> |
|               |          | PERMIT                                             | By Owner                                                       | N.I.C.                                      | \$ -                                    |                               | N.I.C.                                                  | N.I.C.                                                  |
| A             | 02 41 13 | MAIN DEMOLITION                                    | Howard Immel Inc.                                              | \$ 699,535                                  | \$ 105,967                              |                               | \$ 339,640                                              | \$ 359,895                                              |
| A             | 02 41 13 | DUMPSTERS                                          | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| A             | 02 41 19 | SELECTIVE DEMOLITION                               | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| A             | 02 42 96 | HISTORIC REMOVAL AND DISMANTLING                   | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| B             | 03 30 00 | CAST-IN-PLACE CONCRETE                             | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 03 10 | HISTORIC MASONRY CLEANING                          | Quality Building Restoration                                   | \$ 192,650                                  | \$ 22,500                               |                               | \$ 104,050                                              | \$ 88,550                                               |
| C             | 04 03 22 | HISTORIC BRICK UNIT MASONRY REPAIR                 | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 03 23 | HISTORIC BRICK UNIT MASONRY REPOINTING             | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 03 42 | HISTORIC STONE MASONRY REPAIR                      | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 03 43 | HISTORIC STONE MASONRY REPOINTING                  | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 20 00 | UNIT MASONRY                                       | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 04 43 00 | STONE MASONRY                                      | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| F             | 05 00 00 | STEEL ERECTION                                     | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| N             | 05 01 50 | MAINTENANCE OF METAL FABRICATIONS                  | Omni Glass & Paint, Inc.                                       | In Above                                    | In Above                                |                               |                                                         |                                                         |
| D             | 05 52 13 | PIPE AND TUBE RAILINGS                             | Industrial Steel Fabricators, Inc.                             | \$ 1,995                                    | \$ -                                    |                               | \$ 1,104                                                | \$ 891                                                  |
| F             | 06 03 12 | HISTORIC WOOD REPAIR                               | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| F             | 06 10 00 | ROUGH CARPENTRY                                    | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| F             | 06 20 00 | FINISH CARPENTRY                                   | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| G             | 07 01 65 | SHEET METAL ROOFING RESTORATION (LIGHT TOWER ROOF) | Fox Cities Sheet Metal, Inc. / Whitefield Roofing on Alternate | \$ 119,000                                  | \$ 2,500                                |                               | \$ 119,000                                              | \$ -                                                    |
| G             | 07 21 00 | THERMAL INSULATION                                 | Fox Cities Sheet Metal, Inc. / Whitefield Roofing on Alternate | In Above                                    | In Above                                |                               |                                                         |                                                         |
| H             | 07 31    | WOOD SHINGLES                                      | Whitefield Roofing                                             | \$ 32,200                                   | \$ 11,985                               | \$ (3,835)                    | \$ 32,200                                               | \$ -                                                    |
| G             | 07 61 00 | SHEET METAL ROOFING                                | Whitefield Roofing                                             | In Above                                    | In Above                                |                               |                                                         |                                                         |
| G & H         | 07 62 00 | SHEET METAL FLASHING AND TRIM                      | Whitefield Roofing                                             | In Above                                    | In Above                                |                               |                                                         |                                                         |
| I             | 07 92 00 | JOINT SEALANTS                                     | <b>Allowance for No Bid Received</b>                           | \$ 4,030                                    | \$ -                                    |                               |                                                         | \$4,030                                                 |
| E             | 08 03 14 | HISTORIC TREATMENT OF WOOD DOORS                   | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| J             | 08 03 52 | HISTORIC TREATMENT OF PORTHOLE WINDO               | Global Glass & Glazing LLC                                     | \$ 17,441                                   | \$ -                                    |                               | \$ 17,441                                               | \$ -                                                    |
| K             | 08 03 52 | HISTORIC TREATMENT OF WOOD WINDOWS                 | Parrett Windows & Doors                                        | \$ 3,274                                    | \$ -                                    |                               | \$ 3,274                                                | \$ -                                                    |
| E             | 08 14 33 | STILE AND RAIL WOOD DOORS                          | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| E             | 08 71 00 | DOOR HARDWARE                                      | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| J & K         | 08 80 00 | GLAZING                                            | Global Glass & Glazing LLC                                     | In Above                                    | In Above                                |                               |                                                         |                                                         |
| L             | 09 01    | WOOD FLOORING RESTORATION                          | Ralph's Hardwood Flooring                                      | \$ 14,918                                   |                                         |                               |                                                         | \$ 14,918                                               |
| M             | 09 03 20 | HISTORIC TREATMENT OF PLASTER                      | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| M             | 09 25 24 | LIME-BASE STUCCO                                   | Howard Immel Inc.                                              | In Above                                    | In Above                                |                               |                                                         |                                                         |
| L             | 09 64 00 | WOOD FLOORING                                      | Ralph's Hardwood Flooring                                      | In Above                                    | In Above                                |                               |                                                         |                                                         |
| N             | 09 90 00 | PAINTING AND COATINGS                              | Omni Glass & Paint, Inc.                                       | \$ 177,960                                  | \$ 6,480                                |                               | \$ 61,940                                               | \$ 116,020                                              |
| N             | 09 96 00 | HIGH-PERFORMANCE COATINGS                          | Omni Glass & Paint, Inc.                                       | In Above                                    | In Above                                |                               |                                                         |                                                         |
| N             | 09 97 00 | LIMEWASH                                           | Omni Glass & Paint, Inc.                                       | In Above                                    | In Above                                |                               |                                                         |                                                         |
| C             | 10 32 36 | VITRIFIED CLAY CHIMNEY POTS                        | Quality Building Restoration                                   | In Above                                    | In Above                                |                               |                                                         |                                                         |
| R             | 31 20 00 | EARTH MOVING                                       | <b>Allowance for No Bid Received</b>                           | \$ 32,500                                   | \$ 2,500                                |                               | \$ 32,500                                               | \$ -                                                    |
| R             | 31 23 50 | FINISH GRADING                                     | Allowance for No Bid Received                                  | In Above                                    | In Above                                |                               |                                                         |                                                         |
| R             | 31 25 00 | EROSION CONTROL                                    | Allowance for No Bid Received                                  | In Above                                    | In Above                                |                               |                                                         |                                                         |
| S             | 32 30 00 | SITE IMPROVEMENTS                                  | Northeast Construction & Landscaping                           | \$ 12,500                                   | \$ -                                    |                               | \$ 12,500                                               | \$ -                                                    |
| S             | 32 92 19 | SEEDING                                            | Northeast Construction & Landscaping                           | In Above                                    | In Above                                |                               |                                                         |                                                         |
|               |          | SCAFFOLDING of TOWER - Two Months                  |                                                                |                                             |                                         |                               |                                                         |                                                         |
|               |          | CONTINGENCY                                        |                                                                |                                             |                                         |                               |                                                         |                                                         |
|               |          | Lift for Material Transport - One Month            |                                                                |                                             |                                         |                               |                                                         |                                                         |
|               |          | LAST LINE DO NOT DELETE                            |                                                                |                                             |                                         |                               |                                                         |                                                         |
|               |          | <b>RECAP SHEET TOTALS</b>                          |                                                                | <b>\$ 1,308,003</b>                         | <b>\$ 151,932</b>                       | <b>\$ (3,835)</b>             | <b>\$ 723,648</b>                                       | <b>\$ 584,304</b>                                       |
|               | 21 00 00 | FIRE PROTECTION                                    |                                                                |                                             |                                         |                               |                                                         |                                                         |
| O             | 22 00 00 | PLUMBING                                           | <b>Allowance for No Bid Received</b>                           | \$ 30,000                                   | \$ -                                    |                               | \$ 10,000                                               | \$ 20,000                                               |
| P             | 23 00 00 | HVAC                                               | <b>Allowance for No Bid Received</b>                           | \$ 36,120                                   | \$ -                                    |                               | \$ 36,120                                               | \$ -                                                    |
| Q             | 26 00 00 | ELECTRICAL                                         | K&B Electric LLC                                               | \$ 39,223                                   | \$ -                                    |                               | \$ 3,268                                                | \$ 35,955                                               |
|               |          | <b>SUBTOTAL</b>                                    |                                                                | <b>\$ 1,413,346</b>                         | <b>\$ 151,932</b>                       | <b>\$ (3,835)</b>             | <b>\$ 736,916</b>                                       | <b>\$ 676,379</b>                                       |
| Use Estimated | Y        | GENERAL CONDITIONS & SUPERVISION                   | Howard Immel Inc.                                              | \$ 156,075                                  | \$ 0                                    |                               | \$ 78,038                                               | \$ 78,037                                               |
|               |          | CM Fee                                             | 6.5%                                                           | \$ 102,013                                  | \$ 9,876                                |                               | \$ 52,973                                               | \$ 49,038                                               |
|               | Y        | BOND                                               |                                                                | \$ 11,960                                   | \$ 1,034                                |                               | \$ 6,864                                                | \$ 5,096                                                |
|               |          | INSURANCE                                          | By Owner                                                       | \$ -                                        | \$ -                                    |                               | \$ -                                                    | \$ -                                                    |
|               |          | <b>Project Totals</b>                              |                                                                | <b>\$ 1,683,394</b>                         | <b>\$ 162,842</b>                       |                               | <b>\$ 874,791</b>                                       | <b>\$ 808,550</b>                                       |
|               |          | PROJECT BUILDING AREA IN SQUARE FEET               |                                                                | 2,645                                       | 566                                     |                               | 2,645                                                   | 2,645                                                   |
|               |          | PROJECT BUILDING AREA COST PER SQUARE FOOT         |                                                                | \$ 636.44                                   | \$ 287.71                               |                               | \$ 330.73                                               | \$ 305.69                                               |



1820 Radisson Street  
Green Bay, WI 54302  
Phone: 920-468-8208  
Fax: 920-468-7160

www.immel-builds.com

June 17, 2014

Mr. Erik Aleson  
Door County Parks Department  
3536 Park Drive  
Sturgeon Bay, WI

Dear Erik:

On June 5th, 2014, Door County received bids for the exterior renovation work for the light tower and keeper's residence of the Cana Island Light Station in Baileys Harbor, WI. Bids were based on drawings and specifications dated 5-5-14 and Bidding Addendum Nos. 1 and 2, prepared by River Architects. No bids were received for Bid Packages O – Plumbing and R-Earthwork. Bid prices are as follows:

|                                    |                     |
|------------------------------------|---------------------|
| Bid Packages A, B, E, F, and M     | \$339,640.00        |
| Bid Package C                      | \$104,050.00        |
| Bid Package D                      | \$ 1,104.00         |
| Bid Package G                      | \$119,000.00        |
| Bid Package H                      | \$ 32,200.00        |
| Bid Package J                      | \$ 17,441.00        |
| Bid Package K                      | \$ 3,274.00         |
| Bid Package N                      | \$ 61,940.00        |
| Bid Package O - Allowance          | \$ 10,000.00        |
| Bid Package Q                      | \$ 3,268.00         |
| Bid Package R - Allowance          | \$ 32,500.00        |
| Bid Package S                      | \$ 12,500.00        |
| General Conditions and Supervision | \$ 78,038.00        |
| Overhead and Profit (6.5%)         | \$ 52,973.00        |
| Bond                               | \$ 6,864.00         |
| <b>Total Construction Cost</b>     | <b>\$874,791.00</b> |

A scope of work included in each bid package and costs are attached for your reference. If you have any questions please do not hesitate to contact our office.

Sincerely,

Paul Martzke, AIA, LEED AP  
Director of Business Development  
Howard Immel, Inc.





1820 Radisson Street  
Green Bay, WI 54302  
Phone: 920-468-8208  
Fax: 920-468-7160  
[www.immel-builds.com](http://www.immel-builds.com)

June 17, 2014

## PROJECT SCOPE OF BIDS

Project: Cana Island Light Station Restoration  
Location: Baileys Harbor, WI

**Bid Packages A, B, E, F, and M** **\$339,640.00**

A. Bid Package A – Demolition

1. Provide Division 02, Existing Conditions, Sections 024119 and 024296 complete, including but not limited to:
  - a. Demolition of buildings or structures
  - b. Demolition or removal of selected site elements.
  - c. Salvage of existing items to be reused or recycled.

B. Bid Package B – Concrete

1. Provide Division 03, Concrete, Sections 033000 complete, including but not limited to all cast-in-place concrete and accessories and the following items:
  - a. Aggregate base course
  - b. Cast-in-place concrete slabs and sidewalks.
  - c. Concrete stoop foundations, retaining walls, and stairs
  - d. Concrete reinforcing material, forms, form-deck, and installation
  - e. Installation of steel embeds
  - f. Vapor barrier below slabs
  - g. Perimeter foundation insulation
  - h. Quality control field testing

E. Bid Package E – Architectural Woodwork (furnish only)

1. Furnish Division 06, Wood, Plastics, Composites, Sections 062000 complete, including but not limited to all materials for the following items:
  - a. Exterior standing and running trim, stairs, railings, wainscoting, and cabinets.
2. Provide Division 08, Openings, Sections 080314, 080351.53, 081433, and 087100 complete, including but not limited to all labor, materials and equipment necessary for the following items:



- a. Furnish all exterior wood doors, wood frames, and door hardware.
- b. Allowances for door hardware as defined in Section 012100.

F. Bid Package F – Carpentry

3. Install Division 06, Wood, Plastics, Composites, Sections 060312, 061000, 062000 complete, including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Demolition and salvage of existing materials required for new work.
  - b. Furnish and install all rough carpentry including structural wood framing, blocking, and sheathing.
  - c. Installation and repair of all exterior doors, frames and hardware.
  - d. Furnish and install all anchors and hardware required for this work.
  - e. Installation of threaded rod reinforcing at light tower base.
  - f. Installation of pipe railings furnished under Section 05 52 13.
  - g. Cleaning of existing wood members scheduled to remain.

M. Bid Package M – Plaster and Stucco

1. Provide Division 09, Finishes, Sections 090320 and 092524, complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Plaster
  - b. Lime-based stucco
  - c. Removal of existing lath and plaster.
  - d. Scaffolding, lifts, and equipment
  - e. Temporary heat and enclosures

**Bid Package C**

**\$104,050.00**

C. Bid Package C – Masonry

1. Provide Division 04, Masonry, Sections 040310, 040322, 040323, 040342, 040343, 042000, and 044300 complete, including but not limited to all masonry and accessories and the following items:
  - a. Unit & stone masonry systems, including repointing
  - b. Reinforcing, ties, and anchors in masonry walls
  - c. All masonry flashings
  - d. Removal of skim-coat parging from foundation and masonry walls.
  - e. Samples and mock-ups.
  - f. Cleaning and washing
  - g. Scaffolding, lifts, and equipment
  - h. Temporary heat and enclosures
  - i. Unit prices as indicated in Section 012200.
  
2. Provide Division 10, Specialties, Section 103236 complete, including but not limited to all masonry and accessories and the following items:
  - a. Removal of existing chimney caps
  - b. Furnish and install clay chimney pots.

**Bid Package D**

**\$1,104.00**

D. Bid Package D – Metals (furnish only)

1. Furnish Division 05, Metals, Section 055213 including but not limited to all materials for the following items:
  - a. All structural and miscellaneous steel, including threaded rods, plates, etc.
  - b. Pipe and tube railings

**Bid Package G**

**\$119,000.00**

G. Bid Package G – Metal Roofing

1. Provide Division 07, Thermal and Moisture Protection, Sections 070165, 072100, 076100, 076200, 079200 complete, including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Metal roof system and insulation.
  - b. Sheet metal flashings, gutters, and downspouts.
  - c. Flashing at all roof curbs and pipe penetrations
  - d. Flashing and roofing/jointing at top of light tower.
  - e. Metal panels at light tower lens room.
  - f. Sealants and incidentals required to flash and counterflash all roofing work.
  - g. Removal of existing roofing, decking, flashings, aluminum gutters, and downspouts.
  - h. Scaffolding, lifts, and equipment
  - i. Temporary roofing

**Bid Package H**

**\$32,200.00**

H. Bid Package H – Wood Roofing

1. Provide Division 07, Thermal and Moisture Protection, Sections 073129.13, 076200, 079200 complete, including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Wood shingles
  - b. Sheet metal flashings and ventings
  - c. Flashing at all roof curbs and pipe penetrations
  - d. Sealants and incidentals required to flash and counterflash all roofing work.
  - e. Removal of existing roofing, decking, flashings, and underlayments.
  - f. Scaffolding, lifts, and equipment
  - g. Temporary roofing

**Bid Package J**

**\$17,441.00**

J. Bid Package J – Steel Windows

1. Provide Division 08, Openings, Sections 080351.53 and 088000 (as it relates to the item d below), including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Repair and reglazing of light tower brass/bronze porthole windows
  - b. Repair of window screens and hardware for light tower porthole windows.
  - c. Removal and refurbishment of existing glazing at light tower lens room.
  - d. Provide new glass panel at light tower lens room.
  - e. Scaffolding, lifts, and equipment
  - f. Temporary enclosures
  
1. Provide Division 07, Thermal and Moisture Protection, Section 079200 as it relates to the work of this contract including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Joint sealants at all windows for a watertight system.

**Bid Package K**

**\$3,274.00**

K. Bid Package K – Wood Windows

2. Provide Division 08, Openings, Section 080352 and 088000 (as it relates to item a below), including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Repair and refurbishment of wood windows.
  - b. Provide new window units.
  - c. Wood window screens, wood vents & louvers, and insulated panels.
  - d. Scaffolding, lifts, and equipment
  - e. Temporary enclosures
  - f. Allowances for window hardware as defined in Section 012100.
  
2. Provide Division 07, Thermal and Moisture Protection, Section 079200 as it relates to the work of this contract including but not limited to all labor, materials and equipment necessary for the following items:
  - b. Joint sealants at all exterior windows for a watertight system.

**Bid Package N**

**\$61,940.00**

N. Bid Package N – Painting

1. Provide Division 05, Metals, Section 050150 complete, including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Surface preparation of historic metals, and metal cleaning.
  - b. Repair of existing steel cladding and framing, platforms, plates, etc.
  - c. Scaffolding, lifts, and equipment
  - d. Temporary heat and enclosures
  
2. Provide Division 09, Finishes, Sections 099000, 099600, and 099700 complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Paintings and coatings of all exterior surfaces
  - b. Staining and finishing of all unfinished wood
  - c. Plain Painting
  - d. Scaffolding, lifts, and equipment
  - e. Temporary heat and enclosures

**Bid Package O**

**Allowance \$10,000.00**

O. Bid Package O – Plumbing

1. Provide Division 22, Plumbing, Sections 220500, 221400, and 223000 complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Clay and PVC drainage piping.
  - b. Excavation, backfill, and drainage stone work.
  - c. Equipment supports and housekeeping pads.
  - d. Sealing of all penetrations.
  - e. Access panels
  - f. Unit prices as indicated in Section 012200.

**Bid Package Q**

**\$3,268.00**

Q. Bid Package Q – Electrical

1. Provide Division 26, Electrical, Sections 260500, 260504, and 260519 complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Demolition of all electrical items being removed from the project.
  - b. Temporary electrical power, lighting, and devices as noted in Division 01.
  - a. Equipment supports and housekeeping pads.
  - b. Sealing of all penetrations.
  - c. Access panels
  - d. Unit prices as indicated in Section 012200.

**Bid Package R**

**Allowance \$32,500.00**

R. Bid Package R – Earthwork

1. Provide Division 31, Earthwork, Sections 312000, 312350, and 312500 complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Excavation, subgrade, and backfill for all structures, slabs, footings, and utilities.
  - b. Topsoil and finished grading
  - c. Erosion control including erosion control plans and all stormwater discharge permits
  - d. Dewatering
  - e. Field quality control testing
  - f. Survey and layout
  - g. Unit prices as indicated in Section 012200.

**Bid Package S**

**\$12,500.00**

- S. Bid Package S – Landscaping
  - 1. Provide Division 32, Exterior Improvements, Sections 323000 and 329219 complete including but not limited to all labor, materials and equipment necessary for the following items:
    - a. Restoration of areas disturbed during construction
    - b. Stone mulch, edging, and landscape fabric
    - c. Seeding
    - d. Maintenance, mulch, and watering

**General Conditions and Supervision**

**\$78,038.00**

General Conditions and Supervision

- 2. Provide Division 01, General Requirements, Sections 010000, 014000, 015000, 017419, 017700 complete including but not limited to all labor, materials and equipment necessary for the following items:
  - a. Full time field supervision of the work.
  - b. Survey and layout
  - c. Signage
  - d. Plan Reproduction/Postage
  - e. Office
  - f. Storage Trailers
  - g. Barricades/Lights
  - h. Temporary Fencing
  - i. Transport Equipment/Materials
  - j. Cleaning
  - k. Construction Waste Management/Recycling
  - l. Truck/Fuel
  - m. Equipment Fuel
  - n. Consumables
  - o. Telephone/Internet/Fax
  - p. Temporary Sanitary Facilities
  - q. Safety/Equipment



**DOOR COUNTY**

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

*Vote ✓*

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Lienau Defeated

2nd Englebert

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

Reviewed by:

*[Signature]*, Corp. Counsel

Reviewed by: *Murphy*, Administrator

**FISCAL IMPACT:** The pay philosophy and performance management plan is the tool to be used going forward for salaries and wages. Employee salary and wages and qualifying benefits then become part of the annual budget 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 24th day of June, 2014 by the Door County Board of Supervisors.

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

**Resolution No. 2014-61**

**DOOR COUNTY PAY PHILOSOPHY**

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

1 **WHEREAS**, The Door County Board of Supervisors, by  
2 adoption of Resolution 2013-74 on December 10, 2013, approved  
3 WIPFLi's Wage Comparability Study and Salary Ranges (Base  
4 Compensation Plan); and

5  
6 **WHEREAS**, WIPFLi LLP was subsequently engaged to assist  
7 in further refining Door County's pay philosophy and developing a  
8 performance management plan. A copy of the recommended pay  
9 philosophy and performance management plan is attached as  
10 Addendum A and incorporated herein by reference; and

11  
12 **WHEREAS**, The Administrative Committee has reviewed and  
13 recommends approval of the aforementioned pay philosophy and  
14 performance management plan.

15  
16 **NOW, THEREFORE, BE IT RESOLVED**, That the Door  
17 County Board of Supervisors does hereby approve and adopt the  
18 recommended pay philosophy and performance management plan,  
19 as set forth in Addendum A.

20  
21 **BE IT FURTHER RESOLVED**, That this resolution shall take  
22 effect and be in force from and after July 1, 2014.

**SUBMITTED BY:  
ADMINISTRATIVE COMMITTEE**

*Dan Austad*  
Dan Austad, Chairman

*David Lienau*  
David Lienau

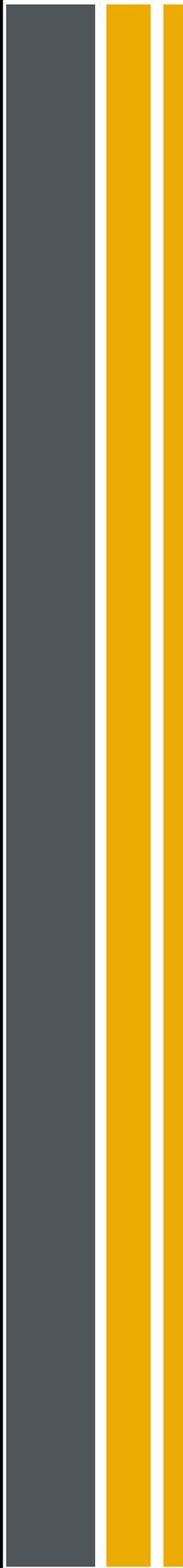
*Kenneth Fisher*  
Kenneth Fisher

*John Neinas*  
John Neinas

*Roy Englebert*  
Roy Englebert

*Richard Virlee*  
Richard Virlee

*Leo Zipperer*  
Leo Zipperer



# **DOOR COUNTY**

## **Base Compensation Administrative Guide**

June 2014

# Door County

## Base Compensation Plan Administrative Guide

### Table of Contents

| Topic                                               | Page |
|-----------------------------------------------------|------|
| PHILOSOPHY .....                                    | 1    |
| JOB DOCUMENTATION.....                              | 2    |
| Definition.....                                     | 2    |
| Purpose .....                                       | 2    |
| Responsibilities.....                               | 2    |
| Process.....                                        | 3    |
| JOB PRICING AND SALARY RANGE STRUCTURE .....        | 4    |
| Definition.....                                     | 4    |
| Purpose .....                                       | 4    |
| Responsibilities.....                               | 4    |
| Process.....                                        | 4    |
| Salary Range Structure .....                        | 5    |
| PAY ADJUSTMENTS.....                                | 6    |
| Definition.....                                     | 6    |
| Purpose .....                                       | 6    |
| Responsibilities.....                               | 6    |
| General Guidelines.....                             | 7    |
| Types of Pay Adjustments .....                      | 7    |
| New Hires .....                                     | 7    |
| Merit Increases .....                               | 7    |
| Annual Merit Increase Considerations for 2015 ..... | 7    |
| Promotion .....                                     | 8    |
| Equity and Administrative Adjustments.....          | 8    |
| Job Reclassification .....                          | 8    |
| Lateral Transfer .....                              | 8    |
| Demotion .....                                      | 8    |
| Exceptions .....                                    | 8    |
| CONFIDENTIALITY .....                               | 9    |
| INTERNAL EQUITY ANALYSIS.....                       | 10   |
| Points Assigned to Factors and Levels.....          | 11   |
| Point Factor Descriptions.....                      | 12   |
| Point Factor Evaluation Form .....                  | 20   |
| POSITION DESCRIPTION QUESTIONNAIRE .....            | 21   |

# PHILOSOPHY

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

It is the Human Resources Director's responsibility to administer the compensation plan consistently and impartially for each employee or candidate. The Administrative Committee serves as the oversight to the administrative process.

Door County is an equal opportunity employer. All employment decisions are based on merit, qualifications, and competence. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability unrelated to ability to do a job, or any other characteristic protected by law. This policy governs all aspects of employment (including compensation), promotion, assignment, discharge, and other terms and conditions of employment.

The objectives below serve as the framework for the Base Compensation Plan:

- Recognize the value each position and employee brings to Door County.
- Pay salaries that are equitable for work being performed.
- Pay salaries consistent with external market rate – striving for on average to meet the market.
- Be equitable in pay across departmental lines.
- Attract and retain fully qualified employees.
- Increase employees' understanding of pay administration.
- Increase manager accountability for administering pay.

These objectives are regularly reviewed and evaluated by the Human Resources Director. Modifications will be made as necessary.

Questions concerning the policies and procedures contained in this plan should be directed to the Human Resources Director.

# JOB DOCUMENTATION

## DEFINITION

---

Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at Door County.

The description focuses on the job, not the employee assigned to the job. Appraisal of the employee's performance is treated as a separate issue.

Door County's job descriptions generally contain the following information: job title; reporting relationships; exemption status; general summary; essential duties and responsibilities; required knowledge, skills, and abilities; education and experience requirements; physical requirements; and working conditions.

## PURPOSE

---

A job description is used to describe every job. It is intended to document the **minimum** requirements of the job as it exists at the present time.

The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions must be prepared and maintained. The importance of job descriptions is stressed to all managers and employees.

Salary adjustments for current employees or hiring rates for new employees are authorized only with a current description.

As a job changes, the job description will be updated to reflect such changes.

## RESPONSIBILITIES

---

Current job documentation is the responsibility of the Human Resources Director in coordination with department managers. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

A copy of the approved formal job description is available for each employee through his or her manager or the Human Resources Director.

## PROCESS

---

Job descriptions are to be kept current and up to date through periodic reviews by managers and employees.

- **New jobs** - If a manager wants to hire for a new job, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a salary range assigned to the job.
- **Revised jobs** - As a job changes, a revised job description may be needed. Managers should review job descriptions with their employees on an annual basis in conjunction with the performance appraisal process.

If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If there are major changes in the duties and responsibilities of a job, the manager and employee must complete a new position description questionnaire. The questionnaire must be forwarded to the Human Resources Director who will develop a new job description. The Human Resources Director will determine if the new job should be placed in a different salary range. The recommendation will be sent forward to the County Administrator. The County Administrator will forward the recommendation to the Administrative/Finance Committee for approval. The manager and employee will be notified regarding the new job description and salary range change, if any.

- **Vacant jobs** - If a job becomes vacant, the manager should review the current job description to determine if there should be any changes prior to an individual being hired to fill the position. Revisions should be made before any action is taken to fill the position.

# JOB PRICING AND SALARY RANGE STRUCTURE

## DEFINITION

---

Job pricing is the process of matching our jobs at Door County to that of the external market. Job groups are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together. The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. It is important to annually review the CPI-U data as well as to review data from local and national compensation surveys in order to age your pay ranges appropriately. Wipfli would be happy to assist you with gathering that information.

## PURPOSE

---

Door County is committed to providing a salary range structure responsive to the external market and that is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

## RESPONSIBILITIES

---

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these suggestions will be made by the County Administrator.

## PROCESS

---

On an annual basis, the Human Resources Director gathers information regarding trends in general pay movement. The Human Resources Director presents this information to the Administrative Committee and recommends and discusses possible changes to the salary range structure. The Administrative Committee reviews and approves recommended changes.

A full review of market data for Door County's jobs will be conducted at least once every three (3) years to (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices. This information will be shared with the Administrative Committee.

The Human Resources Director will also conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range.

## **SALARY RANGE STRUCTURE**

---

The salary range structure consists of a series of overlapping salary ranges. Each salary range is identified through a minimum, midpoint, and maximum salary amount.

- **Minimum** – Normally, the lowest amount Door County will pay an individual for a job assigned to the salary range.
- **Minimum to midpoint area (85% - 96% of midpoint) Steps one (1) through three (3)** – Normally intended for employees who:
  - Are continuing to learn job responsibilities while meeting performance standards.
  - Are fully trained but perform at a level that is less than fully satisfactory.
  - Have not acquired sufficient time in the job to warrant pay at the midpoint level.
- **Midpoint area (97% - 103%)** – Normally represents the salary level for employees who are fully qualified and performing at a fully proficient level over a period of time (market rate).
- **Midpoint area to maximum (104% - 115%)** – Intended for employees whose performance is excellent or outstanding and consistently exceeds performance objectives over a period of time.

# PAY ADJUSTMENTS

## DEFINITION

---

A pay adjustment occurs when Door County adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons.

## PURPOSE

---

To ensure credibility and achievement of Door County's objectives, an effective pay adjustment system has been developed and will be maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance.

## RESPONSIBILITIES

---

Department managers are responsible for initiating appropriate pay adjustments for their employees through the review of performance and communication with the Human Resources Director. The Administrative/Finance Committee approves all pay adjustments. Managers will communicate all approved pay adjustments to employees.

The Human Resources Director is responsible for:

- Monitoring the day-to-day administration of salaries and compensation decisions for consistency with the plan's objectives.
- Maintaining the base compensation plan administrative guide and communicating all changes to department managers and employees.
- Training each department manager to administer the plan within approved guidelines.
- Resolving and coordinating pay adjustment recommendations not consistent with Door County's guidelines.
- Preparing timely recommendations for merit increase guidelines.
- Ensuring that a formal performance appraisal precedes all merit increases.

The Administrative Committee is ultimately responsible for approving all pay adjustments and ensuring overall plan objectives are being met.

## GENERAL GUIDELINES

---

The following are general guidelines for all types of adjustments:

- All pay adjustment recommendations must be submitted in writing to the Human Resources Director or attached to the performance appraisal form as appropriate.
- Pay adjustment recommendations should take into account the internal equity of the proposed salary compared to that of other employees assigned to that same job and in the same salary range.
- Employees not at work at the time of a pay adjustment (i.e., due to leave of absence) will receive their pay adjustment effective on the day they return to work.
- Pay adjustments of any kind cannot be communicated to an employee prior to the manager receiving approval of that action.

## TYPES OF PAY ADJUSTMENTS

---

**New Hires:** The hiring rate is normally the minimum of the salary range for entry-level individuals. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to Door County. This is usually between minimum and midpoint for the position. The proposed rate should not create inequities within Door County. It is important to maintain a careful balance between the needs of Door County and the desires and expectations of the job applicant. The proposed hiring rate will be presented and discussed with the Human Resources Director. Exceptions (hiring rates over mid-point) will be brought to the County Administrator with recommendation for final approval to be made by Administrative Committee.

**Merit Increases:** Merit increases are intended to ensure that performance is recognized and that equity is achieved and maintained. The Human Resources Director will review market conditions and trends to determine merit increases on an annual basis. Recommendations for merit increases should be on the basis of performance and should not move the compensation of an employee past the maximum established for the salary range.

## **PROMOTION**

---

A promotion is the reassignment of an employee from one job to another job that is at least one range higher than the former job. A promotion is generally accompanied by an increase in pay.

Promotional increases are provided to recognize an increase in the scope and responsibility and should be given at the time the new responsibilities are assumed. The amount of the increase should be consistent with the objectives of the base compensation plan, take into consideration the employee's pay level prior to the promotion, and consider internal equity issues.

## **EQUITY AND ADMINISTRATIVE ADJUSTMENTS**

---

An equity adjustment is made to correct inequities due to internal or external conditions and may also be used to bring compensation to the minimum of the range or up to the level of other employees with the same experience, job, and performance.

## **JOB RECLASSIFICATION**

---

As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be evaluated to determine if the job needs to be reclassified into a different salary range.

## **LATERAL TRANSFER**

---

A lateral transfer is the reassignment of an employee from one job to another job in the same salary range and normally does not involve a change in pay. Lateral transfers provide employees with the opportunity to acquire new work experience and generally will be exposed to a different work environment.

## **DEMOTION**

---

Demotion is the reassignment of an employee from one job to another job in a lower salary range with a resulting decrease in the scope and responsibility of an individual employee's job. Demotions may occur for unsatisfactory job performance, in response to an employee request, and for various organizational reasons. It will need to be determined if the compensation of the employee is reduced. This will largely be determined by the current pay level of the employee relative to the salary range as well as internal equity considerations.

## **EXCEPTIONS**

---

In order to make the base compensation plan a more valuable management tool, exceptions which are variances from normal limits and guidelines may be considered when there is justifiable cause. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any recommendation. Exceptions must be reviewed and approved by the Administrative Committee.

## **CONFIDENTIALITY**

Door County will treat all pay and salary range information confidentially. As a general rule, Door County will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, we will remain focused on that employee's specific pay situation. Employees will be provided their individual pay and salary range only. If an employee is considering a job change to a vacant position, the salary range information will be discussed at that time.

Door County compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.