

**Notice of Public Meeting**

Wednesday, January 8, 2020  
9:00 a.m.

**FACILITIES & PARKS  
COMMITTEE**

Door County Government Center  
Chambers Room (C102), 1st floor  
421 Nebraska Street, Sturgeon Bay, WI

*Oversight for Facilities and Parks*

**AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of December 11, 2019 Regular Facilities & Parks Committee Meeting**
5. **Correspondence**
6. **Public Comment**
7. **Supervisor Response**
8. **Parks Division**
  - A. Friends of the Door County Parks System Report
  - B. Park Reserve Account Review - "Park Vending Machine"
  - C. Cana Island - Project Update
    - Change Order
    - Completion Schedule 2020
  - D. John Miles Park 2020 CIP Project Review
  - E. Forestville Millpond Drawdown Update
  - F. Master Planning Survey Update
9. **Facilities Division**
  - A. 56 N 4<sup>th</sup> Ave (Former Younkers Site) Building Study - Update
  - B. Emergency Services Facility – Washington Island
    - Request for Proposal "Design Professional-Preliminary Estimates and Cost Estimates" Response - Accept/Review/Possible Award
10. **Fair Board Liaison Report**
11. **Request for Agenda Items for Next Month's Meeting**
12. **Review of Vouchers, Claims and Bills**
13. **Next Meeting Date: Regular Meeting** – Wednesday, January 8, 2019 – 9:00 a.m.
14. **Meeting Per Diem Code**
15. **Adjourn**

*Deviation from order shown may occur*

*In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.*

Posted \_\_\_\_\_, 2019 \_\_\_\_\_

**MINUTES**

Wednesday, December 11, 2019

**FACILITIES & PARKS  
COMMITTEE**Door County Government Center  
Chambers Room (C102), 1st floor  
421 Nebraska Street, Sturgeon Bay, WI*Oversight for Facilities and Parks***Call Meeting to Order**

The Wednesday, December 11, 2019 Facilities and Parks Committee meeting was called to order by Chairman Dan Austad at 9:00 a.m. at the Door County Government Center.

**Establish a Quorum**

Members present: Dan Austad, Helen Bacon, Roy Englebert, Randy Halstead, Susan Kohout, Ken Fisher, and Richard Virlee.

Others Present: CC Grant Thomas, Facilities & Parks Director Wayne Spritka, Parks Superintendent Ben Nelson, Finance Director Steve Wipperfurth, Chief Deputy Pat McCarty, Dan Klansky – Facilities Supervisor, H&HS Director Joe Krebsbach, Dale Wiegand - Friends of the Parks, County Clerk Jill Lau, Steve Rice and Public.

“These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”

**Adopt Agenda / Properly Noticed**

Motion by Fisher, seconded by Englebert to adopt the agenda. Motion carried by unanimous voice vote.

**Approve Minutes of November 13, 2019 Regular Facilities & Parks Committee Meeting**

Motion by Halstead, seconded by Virlee to approve the minutes of the November 13, 2019 regular Facilities & Parks Committee meeting. Motion carried by unanimous voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

- F&P Director Spritka introduced Dan Klansky the new Facilities Supervisor

**Supervisor Response**

N/A.

**Parks Division****Friends of the Door County Parks System Report**

Dale Wiegand, President of the Friends Group, reported the Group has been in contact with Ben Nelson regarding the cave tours. The Friends Group has is taking a couple months off. The Group will meet again in January 2020.

**Property acquisition: PIN 0020206292833D, 4-acre expansion to Meridian County Park- review, discuss**

Motion by Fisher, seconded by Bacon to direct F&P Director Spritka to research the feasibility of purchasing the property. Spritka explained he had received an email offering the County the parcel. There is an easement to the lake deeded to the property. The current owner is asking the County to make an offer. Motion carried by unanimous voice vote.

**Cana Island - Project Update**

Spritka reported the project is moving forward. A report from Immel Construction and Mayo Architects was included in the packet. Spritka presented pictures of the construction process. Roofing and siding have been completed. Repairs to the lighthouse tower were completed. Repair orders and requests have been submitted for sagging power and communication lines. The tentative date for the final walk through is scheduled for January 8, 2020.

### **Forestville Millpond Drawdown Update**

Nelson updated the Committee on the drawdown. As of yesterday, the water level is 9" below the spill over. Each day a staff member is collecting water samples and recording information. Nelson explained the water levels have risen due to the amount of precipitation received. Because of the precipitation the drawdown schedule is approximately one month behind. All samples, to the eye test, have been very clear. There have been several open records requests received related to information about the drawdown. Nelson suggested a presentation to the full County Board. Nelson reported what the cameras installed at the Millpond are recording.

### **Cell Tower – La Salle County Park**

CC Thomas reported the request should be referred to the CATS Committee to review to determine if there is any benefit to the County to have a tower in this location. The first question to answer is there a benefit from a technological and/or service point.

Motion by Virlee, seconded by Kohout to refer this matter to the CATS Committee. Motion carried by unanimous voice vote.

### **Master Planning Survey Update**

Nelson reported the survey closed at the end of November. The survey received 941 responses. Nature based activities was the number 1 response for what persons like to do at the parks. The top park for most used was Cave Point. The questions of should the park system continue to pursue acquisition of more land – almost 85% agreed or strongly agreed; and should there be a designated account – 81% agreed and strongly agreed. Nelson noted he is considering a visit to UW Green Bay's Kress Center to research the feasibility of an indoor sports facility.

### **Facilities Division**

#### **DC Sheriff's Garage Budget Review**

#### **Resolution 2019-\_\_\_ Approval of Design Development Documents Door County Sheriff Department Storage and Evidence Facility**

The Public Safety Committee reviewed the project at this month's meeting. Spritka distributed a spreadsheet outlining costs. Final estimated costs are \$345,500. Budgeted amount is \$350,000. A draft resolution to move to the next phase (Design Development) was included in the meeting packet.

Motion by Fisher, seconded by Englebert to move the project forward and send on to County Board. Motion carried by unanimous voice vote.

### **Health & Human Services - Lease agreement between P.A.T.H. of Door County and the County of Door**

H&HS Director Krebsbach explained the department has received a grant to expand the Youth Connection Center Program. Because of this, additional space is needed. Krebsbach would like to implement the expanded program January 2020. Lease is \$1,800 per month.

Motion by Fisher, seconded by Kohout to approve the lease agreement between P.A.T.H. and Door County. Review of leasing versus owning. Krebsbach noted other county owned facilities are being considered for the program; further review is needed before any ideas are brought forward. Review of lease costs, shared internet, and leased space. Motion carried by unanimous voice vote.

### **F&P - Custodian Hours 2<sup>nd</sup> Shift Recommended Change to the Administrative Manual**

A memo included in the meeting was reviewed. The recommendation is to change the 2<sup>nd</sup> shift custodian hours from 2:30 to 11:00 p.m. to 12:30 to 9:00 p.m.

Motion by Fisher, seconded by Kohout to approve the recommended change. Motion carried by unanimous voice vote.

### **56 N 4<sup>th</sup> Ave (Former Younkers Site) Building Study – Update**

Spritka reported there will be a public meeting tomorrow at 5:30 p.m. in the Jane Greene Room at the Library. Chairman Austad suggested the County take their time on this project; make sure long-term needs are known.

**Emergency Services Facility – Washington Island – Specifications Draft - Design Professional Services-Preliminary Assessments & Cost Estimates**

The draft RFP was included in the meeting packet and was reviewed.

Motion by Fisher, seconded by Kohout to approve the RFP specifications as presented. Motion carried by unanimous voice vote.

**F&P Committee Member(s) Representative(s) to the Fair Board**

CC Thomas explained the recommendation is to have two members of this committee be liaisons to the Fair Board. The representatives are not members of the Fair Board. Englebert and Halstead volunteered to be the liaisons with Kohout and Fisher volunteering to be the alternates.

Motion by Fisher, seconded by Virlee to name Roy Englebert and Randy Halstead as liaisons to the Fair Board and Susan Kohout and Ken Fisher as alternates. Motion carried by unanimous voice vote.

**Request for Agenda Items for Next Month's Meeting**

- Fair Board Liaison Update

**Review of Vouchers, Claims and Bills**

Reviewed.

**Next Meeting Date: Regular Meeting**

Wednesday, January 8, 2019 – 9:00 a.m.

**Meeting Per Diem Code**

1211.

**Adjourn**

Motion by Virlee, seconded by Englebert to adjourn. Time: 10:32 a.m. Motion carried.

Respectfully submitted, Jill M. Lau, County Clerk



**County of Door  
FACILITIES & PARKS DEPARTMENT**

421 Nebraska Street  
Sturgeon Bay, WI 54235

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Wayne J. Spritka  
Facilities & Parks Director  
(920) 746-9959

[dcparks@co.door.wi.us](mailto:dcparks@co.door.wi.us)  
<http://map.co.door.wi.us/parks>

MEMORANDUM

TO: Facilities & Parks Committee Chairman

FR: Wayne J. Spritka *W. J. Spritka*  
Director, Facilities and Parks

SUBJECT: PARK RESERVE ACCOUNT REVIEW

DATE: December 31, 2019

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The Park Division finance reserve accounts contains an account named "Park Vending Machine". Historically, John Miles Park had a vending machine that generated revenue. The machine was removed over five years ago because of vandalism and consistent maintenance to the unit. I am recommending that the balance of the "Park Vending Machine" reserve account be transferred/absorbed into the John Miles Park track maintenance reserve account to assist with future track maintenance and repair cost.

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Copy: Finance Director

**PROJECTED CANA ISLAND PHASE III**  
**PLANNED FUNDS AVAILABLE AND EXPENSES PAID THRU 12-20-19**

<u>Date</u>	<u>Description</u>	<u>Cana Island Preservation Reserve Fund</u>	<u>Unassigned fund Balance- Loan</u>			<u>Totals</u>		
<b>SOURCES OF FUNDS</b>								
<b>3/27/2018</b>	Resolution 2018-08	\$75,000.00	\$365,000.00	\$0.00	\$0.00	\$440,000.00		
	Resolution 2018-	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00		
	Cana Island Reserve Fund Payment 2018	\$100,000.00		\$0.00	\$0.00	\$100,000.00		
		\$0.00	\$0.00	\$0.00		\$0.00		
		\$0.00	\$0.00		\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	<b>Total Funds Available</b>	<b>\$175,000.00</b>	<b>\$515,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$690,000.00</b>		
<b>USES OF FUNDS</b>								
<b>2018</b>	Studio Mayo Architects	\$0.00	\$0.00	\$0.00	-\$20,302.00	-\$20,302.00		
	Gannett	\$0.00	\$0.00	\$0.00	-\$17.26	-\$17.26		
	River Architects	\$0.00	\$0.00	\$0.00	-\$2,565.50	-\$2,565.50		
	Notice of Lakebed Disturbance				-\$47.98	-\$47.98		
	Ayres				-\$9,889.21	-\$9,889.21		
	Subtotal - Paid in 2018	\$0.00	\$0.00	\$0.00	-\$32,821.95	-\$32,821.95		
<b>2019</b>	Studio Mayo Architects	\$0.00	\$0.00	\$0.00	-\$14,865.00	-\$14,865.00		
	Gannett -const Bid RFP	\$0.00	\$0.00	\$0.00	-\$31.91	-\$31.91		
	Ayres	\$0.00	\$0.00	\$0.00	-\$2,069.19	-\$733.84		
	Immel const	\$0.00	\$0.00	\$0.00	-\$543,789.15	-\$543,789.15		
	WPS	\$0.00	\$0.00	\$0.00	-\$660.28	-\$660.28		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Subtotal - Paid in 2019 Year-to-Date	\$0.00	\$0.00	\$0.00	-\$561,415.53	-\$560,080.18		
<b>Remaining</b>	Estimates							
<b>2019</b>	Architect				\$0.00	\$0.00		
	Ayres Engineering				-\$1,500.00	-\$1,500.00		
	Immel Const - Construction Management Fee 6.5%				\$0.00	\$0.00	Immel	
	Design and Development Documents				-\$1,320.38	-\$1,320.38		
	Construction Costs				-\$75,400.31	-\$75,400.31	Immel	
	Contingency 2.5%				-\$17,877.18	-\$17,877.18	DC/Immel	
	Utilities				-\$1,000.00	-\$1,000.00		
	Bond				\$0.00	\$0.00		
	General conditions				\$0.00	\$0.00		
	Builders Risk Insurance				\$0.00	\$0.00		
					\$0.00	\$0.00		
					\$0.00	\$0.00		
					\$0.00	\$0.00		
					\$0.00	\$0.00		
	Subtotal for 2018	\$0.00	\$0.00	\$0.00	-\$97,097.87	-\$97,097.87		
	<b>Total Expenses</b>				<b>-\$97,097.87</b>	<b>-\$690,000.00</b>		
	<b>Total Spent - 2018</b>	<b>\$32,821.95</b>		<b>Total Funds Available</b>		<b>\$690,000.00</b>		
	<b>Total Spent - 2019</b>	<b>\$560,080.18</b>		<b>Total Expenses Estimated</b>		<b>-\$690,000.00</b>		
	<b>Total Spent to Date</b>	<b>\$592,902.13</b>		<b>Total Funds Remaining</b>		<b>\$0.00</b>		

## Cana Island Phase III Construction

Item	Cost	Description
rental Excavator	\$4,094.00	Sides of excavation were giving away when trying to drive the forklift up to the walls to pour. Concrete trucks could have chuted the concrete from further away from the walls .Needed more ground bearing.
Truck rental and service/ Concrete Buckets	\$3,487.00	Water was deeper than expected, needed to modify the 5 ton stake truck to transport labor and materials back and forth. Delivery trucks would not drive through the water.
George's driving time	\$3,422.00	Time dedicated to driving the truck for labor and material transfer back and forth.
Concrete labor productivity	\$4,751.00	Decreased productivity while doing the concrete portion of the job. This is figured from normal productivities to what was recorded on site. Figures out to roughly 3.5 days additional for a 3 man crew.
	\$15,754.00	

**Cana Island Phase 3 Interpretive Center**

<b>Open items need to be completed as of 12/18/2019</b>	<b>Expected Duration</b>	<b>Expected Schedule (weather dependant)</b>
1 Caulking top of wall siding to eave( ridge and eave sides)	1 day	4/20-4/24/2020
2 HVAC- return air, Air to Air exchange, dehumification system, AC system Electric- soffit lights, Floor outlets, Time clock for outside lights, Hook up of	5 days	4/20-4/24/2020
3 exterior HVAC items	2 days	4/20-4/24/2020
4 Excavation/Landscaping for site	4 days	4/20-4/24/2020
5 Filling floor joints/ Sealing the floor/wall base	3 days	4/20-4/24/2020
6 Painting of Back door	1 day	4/20-4/24/2021
7 Final Clean/ Demobilize	2 days	4/20-4/24/2020
8 Punchlist	1 day	4/20/2020

**Current status of building**

Building envelope	97% Needs caulking yet
Building Secure	100%
Casework and Carpentry	100%
Interior finishes	95% Elec, HVAC, and floor sealing
Painting	98% Back Door yet
Electric, HVAC	95%

## DOOR COUNTY CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2020-2024

Department: Facilities & Parks

Submitted By: Director

Project Name: John Miles Park-Entrance Gate, Signs, Ticket Booth

Date: 4/16/2019

Priority: Urgent/Necessary/Growth-Related (**circle one**)

**Description (summarized--detailed project plan, location, and justification to be attached):**  
 Develop and construct a Multimodel Entrance Gate, Park sign upgrade at 14th Ave and 15th Ave.  
 Ticket booth integration into the entrance gate area

**Location (summarized--detailed project plan, location, and justification to be attached):**  
 John Miles Park

**Justification (summarized--detailed project plan, location, and justification to be attached):**  
 Development and construction of an entrance gate, unified park entrance signs consistent with existing signs on 14th Ave.  
 The facility study completed in 2018 identified these items as priority items to eliminate Park entrance confusion,  
 enhance the Park and complete the paving and resurfacing project as a developed complex.  
 1.) easily identifiable main gate 2. Consistent entrance signage

**Expenditures (in thousands)**  
 Provide \$ amounts for all years if applicable.

	2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024
Building Construction/Remodeling/Purchase	90,000	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	-	-	-	-	-
<b>TOTAL</b>	90,000	-	-	-	-

**(Note: The oversight committee is to recommend the funding source before moving the C.I.P. forward.)**

**Funding Source (in thousands)**  
 Provide \$ amounts for all years if applicable.

	Budget 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	90,000	-	-	-	-
Other (prior year carryover)	30,000	-	-	-	-
<b>TOTAL</b>	120,000	-	-	-	-

(all columns are formatted--just enter the amounts with no decimals)