AGENDA

1. Call Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call by County Clerk
4. Presentation of Agenda
5. Correspondence: Unassigned Fund Balance / D. Freix, / R. Sijgers
6. Public Comment
7. Supervisors Response
8. Approval of Minutes of the December 15, 2020 Regular Meeting
9. County Administrator
   • Monthly Report
   • COVID-19: Public Health / Emergency Management Update
10. Pending Business/Updates
11. Resolutions
   • 2021-01 Recognizing Supervisor Erin Tauscher in Service to the County Board
   • 2021-02 Appointment to Fill Vacancy in Supervisory District 7
   • 2021-03 Appointments to Committees, Commissions and Boards
   • 2021-04 Supporting Increased Funding for Aging and Disability Resource Centers
   • 2021-05 Approval of Gift, Grant and/or Donation to the Door County Clerk’s Office
   • 2021-06 Approval of Gift, Grant and/or Donation for Lake Monitoring & Protection Network
   • 2021-07 Approval of Wis. DNR Targeted Runoff Management (TRM) Program Grant Award to SWCD
   • 2021-08 Authorize Application for and Acceptance of Financial Assistance for Kayak Launch at Robert M. Carmody County Park
   • 2021-09 County Snowmobile Trail Aid, 2021-22 Snow Season
   • 2021-10 Transfer of Non-Budgeted Funds for Parking Lot and Sidewalk Repairs at Chaudoir’s Dock Park
   • 2021-11 International Migratory Bird Day
   • 2021-12 WisDOT Equipment Lease Agreement-Brine Making System
   • 2021-13 Intergovernmental Agreement Transfer of PIN 281-62-10000117 to City
   • 2021-14 County Facility on Washington Island Project - Authorization to Proceed with Phase II
   • 2021-15 Amend Table of Organization - Door County Land Use Services Department and Treasurer’s Department
12. Ordinances
   • 2021-01 Ordinance to Repeal and Recreate Ch. 4, §4.01 Door County Code
   • Report Amendment to the Zoning Map of Sturgeon Bay - Jeanquart
   • 2021-02 Amendment to the Zoning Map of Sturgeon Bay - Jeanquart
   • Report Amendment to the Zoning Map of Liberty Grove - Rundle/Johansen
   • 2021-03 Amendment to the Zoning Map of Liberty Grove - Rundle/Johansen
   • Report Wilke Map Amendment – Denial
13. Special Reports
   • Door County Private Well Monitoring Program 2019-2020 Results
   • Door County Department of Health and Human Services - Racial Equity and Diversity Team’s Presentation
   • Educational Component – Racism is a Public Health Crisis
14. New Business
15. Oral Committee Reports
16. Review Committee Minutes
17. Review Vouchers, Claims and Bills
18. Announcements
   • Next Regular County Board Meeting – February 23, 2021 – 10:00 a.m.
19. Meeting Per Diem Code
20. Adjourn

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

Deviations from the order shown may occur.
Posted __________, 2021 by _____
The following information on the General Fund is being provided to the Door County Board of Supervisors pursuant to Rule 19:

**Audited**

Unassigned Fund Balance--General Fund as of 12/31/2019 $19,198,050.48

**2020 Approved Changes to Unassigned Fund Balance:**

- Transfer from Unassigned Fund Balance included in 2020 Budget - for Jail Door CIP Project (130,000.00)
- Transfer from Unassigned Fund Balance included in 2020 Budget - for Human Services Reserve (792,538.00)
- Transfer of Non-Budgeted Funds - 56 N 4th Ave Building 2019 Property Tax Bill - Resolution 2020-31 (18,004.00)
- Transfer of Non-Budgeted Funds - Email Archival Solution - Resolution 2020-33 (23,416.67)

(963,958.67)

Available Unassigned Fund Balance 12/31/2020 $18,234,091.81

**Unaudited**

Steve Wipperfurth, Finance Director

<table>
<thead>
<tr>
<th>Unassigned Fund Balance</th>
<th>As of 12/31/2017</th>
<th>As of 12/31/2018</th>
<th>As of 12/31/2019</th>
<th>As of 12/31/2020</th>
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<tr>
<td>$14,841,408.21</td>
<td>$16,996,928.24</td>
<td>$15,634,828.24</td>
<td>$18,234,091.81</td>
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Unassigned Fund Balance is designed to serve as a measure of the fund’s financial resources available for appropriation and has a direct impact on bond ratings and borrowing power of the county.

Current Unassigned Fund Balance $18,234,091.81

General Fund Budgeted Expenditures - 2020 $33,688,152.00

All Other Budgeted Funds Requiring Tax Levy - 2020 $27,199,151.00

The County’s current unassigned fund balance of $18,234,091.81 represents approximately 29.94728% of its governmental funds budgeted expenditures. This level of funding is above the 12%-15% reserve funding levels set forth in Resolution 72-03 adopted August 26, 2003.

From the policy: 12% is the base per County Board Policy at which point the County would never want to let the unassigned fund balance reserved for working capital go below.

**Note:**

The amount above (below) the upper limit of 15% which, if above, could be a consideration for unforeseen expenditures $9,100,996.36

15% Upper Limit would equate to an unassigned fund balance of $9,133,095.45

12% Lower Limit would equate to an unassigned fund balance of $7,306,476.36
My reading of Joel Kitchens' press release is that providing publishers more opportunities "...to receive compensation for printing legal notices..." is going to result in greater taxpayer costs for counties and municipalities.


My suggestion is that if the legislative goal is actually to make legal notices more widely available via internet posting on newspaper websites, the logical legislative means to provide for that, needs to be to allocating that same public funding to counties and municipalities to provide that service and avoid higher taxpayer costs by allowing our government subdivisions to self-publish these legal notices on existing government run websites. Keep the local tax money in house, so-to-speak, as there is no need to pay more for private sector services that could be readily publicly provided.

The ridiculous and specious argument that all small towns may not have a local newspaper is easily and completely dismissed by the fact that every county and municipality likely already has a government managed website and can actually better provide for the claimed intent of the proposed legislation, than this apparent and outrageous transfer of public dollars to private interests, which in itself carries the stench of an apparent conflict of interest for legislators, through potentially getting more favorable news coverage or fewer critiques from the press. This has an appearance of another quid pro quo. The Wisconsin Newspaper Association favors it? Any wonder why that is?

This legislation as I understand it, also exactly fits the definition of blatant fascism, i.e., government enacting legislation to funnel more public money to benefit private commercial interests. Our Legislative Committee must, in the public interest, immediately resolve to formally oppose Kitchens and Cowles on this proposed and needless legislation.

Amend the rules and statutes to allow governmental unit on-line publishing of legal notices and provide the necessary appropriations to make it a reality.

Peace and Resolve,

Donald Freix
PO Box 396
Fish Creek, WI 54212

920 868 9513
From: FreixCompany 2012 <draftdepot04@yahoo.com>
Sent: Thursday, January 14, 2021 6:00 PM
To: County Board; Bultman, Bob; LAU, JILL; Corp Counsel Dept Account; PABICH, KEN
Subject: RESOLUTION DEMANDING SENATOR JACQUE RESIGN IMMEDIATELY

Legislative Chair Bultman and Entire County Board

I am requesting that this correspondence addressed to the entire Board be included in the upcoming regular meeting informational packet and that the County Board of Supervisors and the County Administrator direct Corporation Counsel to immediately draft a Resolution directed to our State Senator Andre Jacque to demand that he immediately resign his legislative seat and furthermore that the State of Wisconsin revoke any accumulated or future retirement benefits and/or Wisconsin health insurance coverage presently enjoyed by him and his family as of the time of this request.


The Door County Legislative Committee, I feel, unquestionably has sufficient cause to act on this request at once.

Kindest Regards,

Donald Freix
PO Box 396
Fish Creek, WI 54212
LAU, JILL

From: FreixCompany 2012 <draftdepot04@yahoo.com>
Sent: Saturday, January 16, 2021 7:14 PM
To: County Board; Bultman, Bob; LAU, JILL; Corp Counsel Dept Account; PABICH, KEN; NORDIN, COLLEEN; STERNARD, TAMMY; KANE, DAN
Cc: Debra Fitzgerald; David Eliot; Danny Allen; Myles Dannhausen; Bryan Mazur; Paul Schmitt; Tim Kowols; Chris Clough; Door County Advocate; Rep. Kitchens; Rep. Hintz; Sen. Cowles; Sen. Jacque
Subject: First They Came for the Communists and I said Nothing

To the Door County Legislative Committee and to the Door County Board of Supervisors

I'm forwarding follow up information regarding my very recent request for the Door County Board of Supervisors to bring at minimum a Resolution demanding that State Senator Andre Jacque immediately resign his legislative seat, as I am extremely saddened and thoroughly disappointed with the lack of reporting by our local 1st Amendment privileged free press who seem to have closed up shop with regard to honestly covering the widely available revelatory information that has come to light about the terrorist attack, by Americans on our US Capitol on January 6, 2020.

This media failure to report to the public as a Constitutionally regarded Fourth Estate, their responsibility that comes with the privilege granted with a freedom, to uphold our democracy on par with a virtually constructed but factually independent fourth branch of government, puts an even greater burden on you, our elected local government, in this county, to declare your alliance either to terrorists and those who would aid and comfort them perpetuating false narratives or to upholding and protecting the US Constitution that you have sworn an oath to perform, so help you God.

Kindly review the links to reputable sources for letters, records of financial backing (even from local groups receiving state grants) and a heartfelt statement from a US military veteran in the linked Youtube video, less than two minutes long, who now serves in the US Congress.

Forgiving home-grown terrorists and excusing their inside sympathizers for acts of blatant sedition leaves the door open wide for more of the same. Saying nothing will leave all of us wishing we had spoken up when they come for us.

Assigning responsibility and accountability for domestic terrorism is neither left or right politics. This is neither the time nor place for abandoning your responsibility to take an official stand by invoking feckless excuses such as "both sides do this."

Financial backers of the attempted January 6, 2020 coup:
15 WI State legislators arguably giving aid and comfort to seditionists:
https://wisconsinexaminer.com/2021/01/14/these-15-state-legislators-asked-pence-not-to-certify-election-results/

Congressman: DC Riots Were The Birth Of A Domestic Terrorist Movement
https://www.youtube.com/watch?v=DO1Sd5cAyRk

I would be happy to join as a listed agenda participant, not restricted to public comment, in any debate about the emergency response on the political level I am suggesting is unavoidable in the face of recent events and where doing nothing and saying nothing officially from our local elected leaders, sad enough nothing from the local media, amounts to complicity and cooperation, green-lighting further terrorist activity.
Peace and Resolve

Donald Freix
PO Box 396
Fish Creek, WI 54212

920 868 9513
Good Morning Door County Board and Staff,

Thanks again for the opportunity to speak yesterday and I am expanding a bit here, in order to further clarify my public comments, audio attached below, whereas yesterday, I didn't want to delay the rest of the Administrative Committee meeting and speak to any greater length than I did.

On actual affordable and usable broadband service, if the county first sought legislative relief from state statutes, which I believe disallow any governmental unit from competing with private sector providers for something like internet service, and then partnered, perhaps with Kewaunee Co and sought grant funding to establish a first in the state demonstration project to provide usable, regulated and cost controlled internet service to every household in the counties, economic growth and a tax base would bloom beyond anyone's current imagination.

Regulated broadband internet service is indispensable and should become by law a wholly owned public utility in much the same way that our highways and roads are subsidized and maintained. I'm not getting a salary to imagine and suggest this and push for it, which begs the question as to why the county is sponsoring one dime of taxpayer assistance to the DCEDC. Free market capitalism isn't meeting pandemic level health care, housing or broadband needs.

I have digitally recorded audio of Rep Joel Kitchens on WDOR a few days ago promoting the same distrust and claims of illegalities in the conduct of our Wisconsin elections that Sen Jacque claimed in his and his 14 WI legislative colleagues letter of January 5, to Vice President Pence. There is a digital link to that Jan 5, letter in the Wisconsin Examiner story that you've all been apprised of via an earlier email message from me.

Failure or refusal of the Door County Board of Supervisors to demand Andre Jacque resign his seat immediately for cause under the 14th Amendment, Section 3, amounts to this county board essentially condoning and excusing behavior contrary to the oath of office you have all sworn.

Thanks for your attention to this expansion on my public comment yesterday.

Kindly consider this message and the attached digital audio, a third instance of correspondence to the board for inclusion in this month's regular meeting packet for the public record.

Peace and Resolve

Donald Freix
PO Box 396
Fish Creek, WI 54212
All,

Below is an excerpt of an article in today's NY Times about rollout Problems in Florida. This is one reason I am requesting accountability reporting (spreadsheet with total doses received by the County to date, vaccinations per group and percentage per group - just to mention a few - by our Door County Health officials. The updates should be available daily and communicated through the local media to the public. To my knowledge the allocations by the state are according to the County's population, so any vaccine that goes outside this group is not available to our residents. This is more critical in the early stages when vaccine availability just starts ramping up slowly. I would also appreciate it if someone can clarify what proof people receive (vaccine passport) after vaccination that is valid for travel.

It is my understanding that the vaccination ID card issued with the first vaccination cannot be used for that. Please also let us know when the State has its group 1B (finally) defined (expected before end January?)

Transparency would add to trust and is a good step to avoid situations like this (see below).

While we are in the early stages of the rollout, this is the time to do it.

Happy New Year .......we all need it and lets all work try to make it that way!

Thank you for your attention.

Robert Sijgers

The state has no residency requirement for people to get the vaccine in their home county — or to be Florida residents at all. News reports in Argentina have recounted how wealthy people vacationing in Miami managed to get vaccinations.

More worrying to officials have been private institutions distributing the vaccine to people who are not in any of the priority groups. MorseLife Health System, a nursing home and assisted living facility in West Palm Beach, is under investigation by the Florida inspector general and the health department after The New York Post and The Washington Post reported that it steered vaccines to rich donors.
From: Robert Sijgers <rob.sijgers@gmail.com>
Sent: Tuesday, January 12, 2021 3:15 PM
To: Lienau, David; Lundahl, Megan; Norton, Nissa; Heim Peter, Alexis; Vogel, Dale; Virlee, Richard 'Biz'; Gauger, Elizabeth; Enigl, David; Chomeau, Vinni; Bultman, Bob; Englebert, David; Gunnlaugsson, Joel; Thayse, Todd; Counard, Kara; Robillard, Nancy; Kohout, Susan; Tauscher, Erin; Austad, Daniel; Wotachek, Laura; Fisher, Kenneth; County Clerk; County Administrator
Cc: Robert Sijgers; Christine Reid; letters@ppulse.com
Subject: Covid 19 Rollout

210112 - Door County Board Covid Correspondence III

Re: Vaccine Rollout.
My previous Covid related correspondence mentioned serious rollout problems in Florida. I write to you today again as the following headline caught my eye about serious problems close to home (Milwaukee Sentinel):

“Bizarre, disorganized: Data show state behind most of Midwest on COVID-19 vaccinations; some health care workers say they’re in the dark”

Not very comforting words! Let’s look closer to home: Door County.

Key questions here are: WHAT IS THE ROLLOUT PLAN ??? and WHO IS IN CHARGE??? (In other words, who is Mr. or Ms. “The Buck stops here”?)

Not an unreasonable question for a trillion $ plus - and counting - program I would say. Also not unreasonable after nearly one year for preptime. Many, many of our DC residents are also in the dark about the Plan (if there is one - please enlighten us). What makes it even more astounding/challenging is, that guidelines on a national and state level are changing rapidly. If there is no plan it is hard to nail down the effect of those changes which contributes more to the chaos.

Can all of this happen in Door County? Well THIS is the time to prove that we have it under control and literally can save lives!

While there are efforts made to inform the public (e.g. Podcasts, Pulse articles), the question is, how many people do you think you reach with those? Is somebody coming home from a fulltime job at the end of the day and listening to a half hour podcast? That is assuming that he or she even knows about the podcast. In one of the recent podcasts Mr. Heise mentioned plans for an online form. As I don’t know his thoughts or the intent of the form it is hard to further comment on it. However once we start relying on people having computer access, I see the potential problem that the most vulnerable again are left out in the cold. Many of those, either struggle with computers or have no access to them. They could get help in the past by going to the library, however these are now all closed I believe.

Part of the plan should be a serious effort to close the communication gap with the public. There should be daily spreadsheet updates via the media as a minimum, with columns like 1) vaccines received, 2) vaccines administered by group. There should also be a percentage column to indicate the percentage to date to show progress. 3) number and percentage of people per group offered the vaccine but refused it. (This would free 2 doses up for each such case for the most vulnerable in the group or next group. These are just a few possibilities. The spreadsheet would be a management tool to give the team in charge an indication of where we are and where we are going in the whole process. Also an important communication tool for the public that helps with accountability and transparency issues.

The state gives frequent updates about shipments received per manufacturer, however the trail seems to go dark when searching for shipments received by a County?

An important side note when using the spreadsheet as one of the management tools is that if we allow non residents to get vaccinated before residents things can go haywire unless we know the number of non residents and have an unlimited supply of vaccines. Either way it is hard to manage a moving target. I believe this is especially a concern for Door County with an estimated 2M visitors....WHERE IS THE PLAN???

To put things in perspective, DC population is about 28,500, if we subtract the number in the youngest age group (15%) - 4,275, - they are not approved currently for vaccination, then we are looking at approx. 24,000 residents to get vaccinated. A manageable number if we establish clear ground rules e.g. THE PLAN. This number is probably on the high side as this includes people who
refuse to get vaccinated (another column in the spreadsheet). Additional graphs would help as it shows easily a trend. I don’t know how many people will refuse the shot, but if preliminary figures from the west are an indication, those numbers could be substantial.
A survey (LAPD) showed that close to 40% were either hesitant or did not want to be vaccinated. AARP is also doing a survey (some of you might know about) trying to get more insight. Perhaps our state district representatives with their considerable staff, could redirect some of their energy and money used for chest thumping mailbox stuffers? THIS is the time to show the constituents how much you really care!!! After all, the virus did not pop up yesterday!
The spreadsheet should help with transparency and add to the public’s impression that the rollout process is equitable. I believe it is also very important to have a FAQ sheet published and updated as required so people don’t have to time consuming searches for answers. Perhaps a separate stuffer (so people can fall back on it if they throw out the paper). Perhaps in the weekly Pulse, Debra, Myles? A separate stuffer could also be fairly easily distributed to employers. As I don’t have Mr. Heise’s contact info, perhaps Debra or Myles, you can forward this as I would value his input.
Let’s make DC a shining rollout example.

I write this now in the hope that most of these questions can be answered before or during the next Board meeting.

Thank you for your attention to my concerns and the concerns of many other residents.
Robert Sijgers (a really concerned resident)

US Covid update in perspective:
Total US cases: 22.7M (approx. 6.8% of population - Worldwide 91M cases.
US population is approx. 4% of world population.
US Deaths:376k
Call Meeting to Order
The December 15, 2020 Door County Board of Supervisors meeting was called to order at 10:00 a.m. by County Board Chair David Lienau at the Door County Government Center County Board Room.

Chairman Lienau led the Pledge of Allegiance to the Flag.

Roll Call by County Clerk to Establish a Quorum
Roll call was taken – 16 County Board Members were physically present – Daniel Austad, Bob Bultman, David Englebert, Roy Englebert, David Enigl, Ken Fisher, Elizabeth Gauger, Joel Gunnlaugsson, Alexis Heim Peter, Susan Kohout, David Lienau, Megan Lundahl, Nancy Robillard, Todd Thayse, Richard Virlee, and Laura Vlies Wotachek. 3 County Board Members appeared virtually – Kara Counard, Nissa Norton, and Dale Vogel. 1 Member was excused - Vinni Chomeau. District 7 is vacant.

Presentation of Agenda
Motion by Virlee, seconded by Vlies Wotachek to approve the agenda. Motion carried by voice vote.

Correspondence
- Unassigned Fund Balance
- Email from Robert Sijgers

Public Comment
No one from the public commented.

Supervisors Response
N/A.

Approval of Minutes of the November 11, 2020 Budget/Annual Meeting and November 20, 2020 Special Meeting
Motion by Fisher, seconded by Virlee to approve the minutes of the November 11, 2020 budget/annual meeting and the November 20, 2020 special meeting. Motion carried by voice vote.

County Administrator Monthly Report
The monthly report was included in the meeting packet and was reviewed by Administrator Pabich.

COVID-19: Public Health / Emergency Management Update
Public Health Officer Sue Powers reported numbers are down but at this time we can not afford to relax any restrictions. Quarantine time has been modified in certain situations. A vaccine has been approved. DC Public Health is enrolled as a COVID vaccine provider. The vaccine will be rolled out in tiers; hospitals and clinics will be prioritized.

Emergency Management Director Dan Kane reported total COVID testing numbers. Planning for vaccine continues.

Pending Business/Updates
No pending business or updates were presented.

Resolutions
2020-100 In Appreciation – Jay Zahn, County Treasurer
Motion by Thayse, seconded by R. Englebert to approve Resolution 2020-100 – Expression of thanks and appreciation for Jay’s 30 years of service and dedication to the residents of Door County and wishes for a long and active retirement.
Chairman Lienau read the resolution aloud.

Motion carried by voice vote.

**2020-101 Appointments to Committees, Commissions and Boards**
Motion by Fisher, seconded by Norton to approve Resolution 2020-101 – Confirmations of the appointments of Steve Kase to the Housing Authority Board – 5 year term; Bridget Bowers to the Library Board – extension of term to April 2024; and Donald Sitte to the Veterans Service Commission – 3 year term.

Motion carried by voice vote.

**2020-102 Resolution in Support of Increased County Child Support Funding**
Motion by Robillard, seconded by Kohout to approve Resolution 2020-102 – Requesting the state funding for county child support agencies be increased by $4M GPR in each fiscal year of the 2021-23 Wisconsin state budget.

Motion carried by voice vote.

**2020-103 Approval of Door County Land and Water Resource Management Plan**
Motion by Fisher, seconded by Bultman to approve Resolution 2020-103 – Approval of the 2021-2030 Door County Land and Water Resource Management Plan.

County Conservationist Erin Hanson presented a PowerPoint which included acknowledgements, the Land and Water Resource Management Planning Program, the contents of the Plan, and resource needs and goals. The plan creation has been a years long process.

Motion carried by voice vote.

**2020-104 2021 Land Use Services Department Private On-Site Wastewater Treatment System (“POWTS”) Fees**
Motion by Enigl, seconded by R. Englebert to approve Resolution 2020-104 – Approval of the new fee schedule for Private On-site Wastewater Treatment System (POWTS).

Motion carried by roll call vote with 19 Members voting Yes; 1 Member excused - Chomeau; District 7 vacant.

**2020-111 Cana Island Project - Authorization to Proceed with Phase IV**
Motion by Austad, seconded by Kohout to approve Resolution 2020-111 – Authorization to proceed with Phase IV of the Cana Island Project. Phase IV will complete the project and will consist of restoration of the light keeper’s house and the light tower interior. The implementation of Phase IV is contingent upon sufficient funds from the Door County Maritime Museum, donations and/or grants being available.

Motion carried by voice vote.

Administrator Pabich explained several policies were drafted when COVID hit; with the pandemic continuing resolutions 105 and 106 extend the sunset dates; resolution 107 clarifies how Special Paid Leave is implemented.

**2020-105 Amend Resolution 2020-84 – COVID-19 Paid Leave First Responder & Public Safety Positions to Extend its Effective Date**
Motion by Virlee, seconded by Vlies Wotachek to approve Resolution 2020-105 – Amends and extends the effective date of Resolution 2020-84 until the emergency conditions related to COVID-19 no longer exist or through December 31, 2021, whichever occurs first.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member excused - Choumeau; District 7 vacant.

**2020-106 Amend Resolution No. 2019-71 – Alternative Work Schedules to Extend the Sunset Date**
Motion by Gunnlaugsson, seconded by Kohout to approve Resolution 2020-106 - Amends and extends the sunset date of Resolution 2019-71 to December 31, 2021. The proposal regarding flexible work schedule
opportunities for staff was to be piloted in 2020 to determine whether such practices should be adopted. The pandemic did not allow for a real test of the practices, the extension will allow that to occur.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member excused - Chomeau; District 7 vacant.

2020-107 Amend March 16, 2020 Door County COVID-19 Public Health Emergency Supplemental Paid Leave Administrative Order

Motion by Kohout, seconded by Gunnlaugsson to approve Resolution 2020-107 – Amends the March 16, 2020 Door County COVID-19 Public Health Emergency Supplemental Paid Leave Administrative Order in regard to employees who terminate their employment during or 90 days after the COVID19 public health emergency. If the employee has used time from the Supplemental Paid Leave (SPL) Bank, they will be subject to a 90 day ‘look back’ period in which the paid time off (PTO) that would normally be paid out at separation will be subject to a one-to-one day reduction for SPL days used; if all PTO is exhausted the employee would pay back an hourly rate for SPL hours used.

Concerns were expressed for employees who have exhausted their PTO banks and who would potentially have to pay back the SPL hours with an hourly rate.

Motion by Kohout, seconded by Bultman to strike “should no accrued time exist for a one-to-one day reduction, you will be responsible for paying the County the equivalent of SPL hours used based on your hourly rate of pay at time of use”.

Motion to amend carried by roll call vote with 11 Members voting Yes – Bultman, Counard, R. Englebert, Gunnlaugsson, Heim Peter, Kohout, Lienau, Lundahl, Norton, Robillard, and Vlies Wotachek; 8 Members voting No – Austad, D. Englebert, Enigl, Fisher, Gauger, Thayse, Virlee, and Vogel; 1 Member excused – Chomeau; District 7 vacant.

Motion, as amended, carried by roll call vote with 16 Members voting Yes – Austad, Bultman, Counard, D. Englebert, R. Englebert, Gauger, Gunnlaugsson, Heim Peter, Kohout, Lienau, Lundahl, Norton, Robillard, Thayse, Vlies Wotachek, and Vogel; 3 Members voting No – Enigl, Fisher, and Virlee; 1 Member excused – Chomeau; District 7 vacant.

2020-108 Transfer of Non-Budgeted Funds Under § 65.90, Wis. Stats. A&E Services - Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per § 980.08, Wis. Stats.

Motion by D. Englebert, seconded by Robillard to approve Resolution 2020-108 – Approval of the transfer of up to $15,000 from the Door County Continency Expense account for civil engineering services related to investigating and evaluating development of an appropriate residential option in the county for Sexually Violent Persons while on supervised release.

CC Thomas informed the Board that a placement may be pending on or around April 13, 2021.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member excused – Chomeau; District 7 vacant.

The Board recessed at 11:43 p.m. and reconvened at 12:17 p.m.

2020-109 PSC of Wisconsin - Energy Innovation Grant Program – Facility(ies) Assessment

Motion by Austad, seconded by Norton to approve Resolution 2020-109 – Authorizing the application for, acceptance of, and administration of a Wisconsin 2020 Energy Innovation Program grant of up to $13,900. The grant will be used to hire CESA 10 to assess Door County facilities to evaluate current facilities and facility systems and identify energy efficient options and potential energy efficient projects and related costs.

Administrator Pabich explained this will be used for an energy assessment for county facilities.

Motion carried by voice vote.
2020-110 Authorization to Retain Design Professional and Proceed with Phase I - Door County’s (Emergency & Other) Services Facility on Washington Island Project
Motion by Austad, seconded by Heim Peter to approve Resolution 2020-110 – Approval of the implementation of Phase I (schematic design and design development) of the Washington Island Project and the retaining of the Samuels Group, Inc. as design professional for the Project. A report to and authorization from the County Board will be required in order to proceed with Phase II.

Motion carried by roll call vote with 18 Members voting Yes; 1 Member voting No – D. Englebert; 1 Member excused - Chomeau; District 7 vacant.

2020-112 Acquisition of Real Property for Public Park or Recreational Area
Motion by Austad, seconded by R. Englebert to approve Resolution 2020-112 – Approval of the acquisition of two parcels in the Town of Forestville donated by James P. Harris and Suzanne H. Harris for public uses or purposes, i.e., creating a park or recreation area.

Supervisor Austad noted the Facilities & Parks Committee recommends accepting the land donation. The only request is that no hunting is allowed on the property. The 43 acres borders the Ahnapee River. The property is wetlands and could be used for a natural area with potential walking trails.

Motion carried by roll call vote with 17 Members voting Yes; 2 Members voting No – D. Englebert, and Virlee; 1 Member excused – Chomeau; District 7 vacant.

2020-113 Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Grant
Motion by Gunnlaugsson, seconded by Norton to approve Resolution 2020-113 – Authorization for the Emergency Management & Communications Director to apply for, accept, and administer a Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Grant up to $21,087.00. The grant will be used for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event.

Motion carried by roll call vote with 19 Members voting Yes; 1 Member excused - Chomeau; District 7 vacant.

2020-114 Door County Emergency Services - Stryker Medical Equipment Lease Agreement
Motion by Gunnlaugsson, seconded by Vlies Wotachek to approve Resolution 2020-114 – Approval of the Stryker Medical Equipment Lease Agreement. The ES Department must keep each ambulance in the fleet equipped with a significant number of supplies and pieces of equipment which are not only expensive to purchase and keep current but also require yearly maintenance fees. It was determined that using the lease program offered by Stryker Medical (current supplier) would accomplish these tasks in the most fiscally and operationally advantageous way. Entering into this agreement compared to buying the medical equipment over a 5-year time span will provide and estimated cost savings of $311,934.

Budgeted funds, both in 2020 and 2021, under equipment replacement, offsets the lease expenses. This is a 5-year lease contract. Existing equipment will be traded in which offsets the lease costs and is built in to the contract. Equipment will be the same in all rigs. Under the lease, annual maintenance and inspections will be performed along with updates to firmware where/when needed. The budget process caused a review of the equipment replacement process. Initially, the thought was to replace equipment on a 9-year cycle and budget accordingly. Upon review it was found that leasing equipment rather than purchasing was a better route to take as all rigs would have updated equipment, all the same equipment, all at one time.

Supervisor Fisher was excused at 12:33 p.m.

Motion carried by roll call vote with 16 Members voting Yes; 2 Members voting No – D. Englebert, and Enigl; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

2020-115 Authorization for the Submission of a Community Development Block Grant (CDBG) Application
Administrator Pabich explained historically communities had a revolving loan fund. The performance of the program across the state was poor. The State of Wisconsin went through a process to close the program. The State allowed communities to apply for a qualifying project whereas the community could get their funds back. If the community doesn’t submit a qualifying project by the deadline of January 2021 the designated community monies are deposited into one large fund and awarding of the monies becomes very competitive. The County did submit a qualifying project with the old West side School, unfortunately that project did not move forward. Other
opportunities were reviewed with no projects qualifying. With the deadline approaching to submit, the original developer of the West side School was contacted. The developer is proposing a new project with less units which would be a qualifying project for the funds. Administrator Pabich reviewed the process and the necessity to pass the next 5 resolutions on the agenda.

Motion by Vlies Wotachek, seconded by Kohout to approve Resolution 2020-115 – Approval and authorization of the preparation and filing of an application for the Former West Side School Redevelopment Project and authorization of the implementation of the project. The housing proposed should have at least 51% of the units available for Low to Moderate Income individuals

This is Federal monies available under the Community Development Block Grant program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources. This grant will be on the County's books for recording purposes only: grant dollars in – grant dollars out. No fiscal impact to the county.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Enigl; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

2020-116 Adoption of Citizen Participation Plan
Motion by Vlies Wotachek, seconded by Bultman to approve Resolution 2020-116 – Adoption of the Citizen Participation Plan required by the State of Wisconsin for recipients of Community Development Block Grant (CDBG) monies. The purpose is to encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Enigl; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

2020-117 Approving the Formation of a Citizen Participation Committee for the Community Development Block Grant (CDBG) Program
Motion by Norton, seconded by Heim Peter to approve Resolution 2020-117 – A resolution forming a five-member Citizen Participation Committee for the Community Development Block Grant Program. Committee Members – Susan Kohout, Laura Vlies Wotachek, Steve Jenkins, Chris Sullivan-Robinson, and Seth Wiederanders.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Enigl; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

2020-118 Door County Residential Anti-Displacement and Relocation Assistance Plan - CDBG CL-HSG
Motion by Heim Peter, seconded by R. Englebert to approve Resolution 2020-118 – Adoption of the Residential Anti-Displacement and Relocation Assistance Plan. Required for recipients of CDBG funds, the goals are to minimize the direct and indirect displacement of persons from their homes and activities that occur under the plan.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Enigl; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

2020-119 Prohibit the use of Excessive Force Against, & Physically Barring of Entrances/Exits For, Non-Violent Civil Rights Demonstrations
Motion by Norton, seconded by Counard to approve Resolution 2020-119 – A resolution prohibiting the use of excessive force by law enforcement agencies within the County’s jurisdiction against any individual engaging in nonviolent civil rights demonstrations. Enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations. County officials and employees will assist in the orderly prevention of all such excessive force by implementing the authority and enforcement procedures in Title I of the Housing and Community Development Act of 1974. The County encourages the DC Sheriff’s Office to implement this resolution by amending any applicable DCSO procedures inconsistent with it.
Motion carried by roll call vote with 18 Members voting Yes; 2 Members excused – Chomeau, and Fisher; District 7 vacant.

Ordinances
No ordinances were presented.

Special Reports
Diversity, Equity and Inclusion (Awareness to Action)
Administrator Pabich provided a general overview. How do we want to frame our discussions moving forward; internally with workforce and committees, county board, and community? HR Director Hendee reviewed areas specific to Human Resources; information was included in the meeting packet. CC Thomas reviewed the possible persons and/or organizations who could make presentations and facilitate conversations. Administration is looking for guidance from the Board as to a direction to pursue. This may be an opportunity to examine ourselves as an organization, bring in speakers to educate us, to learn and to do better. Administrator Pabich noted internally education and policy updating will continue. The Board will look at bringing in speakers to address diversity, equity and inclusion.

New Business
No new business was presented.

Oral Committee Reports
- Supervisor Austad reported Kayak launches do pay a fee

Review Committee Minutes
Reviewed.

Review Vouchers, Claims and Bills
Reviewed.

Announcements
- Next Regular County Board Meeting – January 26, 2021 – 10:00 a.m.

Meeting Per Diem Code
125.

Adjourn
Motion by Enigl, seconded by Heim Peter to adjourn. Time: 2:05 p.m. Motion carried by voice vote.

Recorded by County Clerk Jill M. Lau
MEMORANDUM

TO: County Board of Supervisors
FROM: Ken Pabich, County Administrator
DATE: January 26, 2021
RE: Monthly Report

The monthly reports provide an overview of significant operational or capital projects for the organization that are above the ordinary day to day operations of the organization.

Operational Projects
- Millpond Project:
  - What: The County is drawing down the Millpond to compact the sediment over a two-year period.
  - Status: No significant updates to provide; however please note, a lawsuit (summons and complaint) was filed by the Friends of the Forestville Dam, Inc. and others against Door County on January 18, 2021.
    Corporation Counsel is in process of reviewing the pleadings, working with the County’s insurance carrier, and will respond accordingly.

- Special Studies:
  - Emergency Communications Network Study:
    - What: Federal requirements are scheduled to change in 2028 which means we will need to replace our existing communication network. The new system will be some form of a digital design and will require additional infrastructure. This study identifies what these needs are.
    - Status: Draft report will be presented at the next CATs meeting.

Capital Projects:
- Washington Island Government Facility:
  - What: County Board authorized the purchase and conversion of an existing building (known as the old Dairy building) to provide services on Washington Island.
  - Status: Resolution to authorize taking the project to bid is on the agenda.

- 56 N 4th Ave. (former Younkers Building):
  - What: We are interested in determining the best long-term use for the building.
  - Status: We are working to get the Library Foundation and Miller Art Foundation to work with the City and County developing a vision. Meetings with the Foundations are scheduled in January.

- John Miles Park Entrance:
  - What: A new entrance gate was approved in the 2020 CIP plan for John Miles Park.
  - Status: Deferred until 2021.

- Housing for Sexually Violent Persons (Section 980):
  - What: State law requires that Counties provide a housing option for individuals that are released from prison. If we do not have an option, the state may place them and the County is responsible for the charges (and we must still find a site).
  - Status: We have an engineer researching the Justice Center property and we are publishing bids for housing units this month. We have two individuals that have been approved for release, so this project is an important priority for us to complete.
New Projects for 2021:

- Compensation Plan Review:
  - What: We are reviewing our compensation plan to ensure it is at market.
  - Status: Project is scheduled to start in February.

- Broadband Study:
  - What: We partnering with DCEDC and other communities, to identify our existing coverage and ways for us to address our broadband needs.
  - Status: DCEDC will be the lead and is planning to start the project in the first quarter of this year.

- Register of Deeds Document Conversion:
  - What: We are digitizing the remaining documents in the Register of Deeds office.
  - Status: Project is scheduled to start in February.

- Finance Accounts Payable:
  - What: We want to implement a paperless system for our accounts payable.
  - Status: Project is scheduled to start in the first quarter.

- Emergency Communications Tower (Fish Creek):
  - What: The tower in Fish Creek is critical to our overall communication network. Our equipment is on a shared tower which now has too much interference. We budgeted to place a new tower up on a new site.
  - Status: Project will be discussed at the next CATs meeting.

- CDBG Westside School Housing Project:
  - What: We are providing grant funds to assist with the conversion of the old Westside School in the City of Sturgeon Bay to develop 15 rental units of which 51% must be available to low or moderate-income individuals (LMI). Since these are federal funds, we are responsible for administering the grant and reporting to the State.
  - Status: Application for the project will be submitted by the end of January.

- Cana Island:
  - What: Phase 4 Construction documents are under development; this project is funded by a grant and donation dollars sought by the DCMM.
  - Status: DCMM is working on fund raising.

- Redistricting:
  - What: Every ten years, we are required to complete our supervisory district maps.
  - Status: Please see the attached reference materials.

January 2021 Door County Gift, Grant or Donations

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Type</th>
<th>Received From</th>
<th>Description or Purpose</th>
<th>Amount or Estimated Value</th>
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<tbody>
<tr>
<td>01/13/21</td>
<td>UW Extension</td>
<td>Donation</td>
<td>Sturgeon Bay Kiwanis</td>
<td>Parenting the First Year and Parenting the Second &amp; Third Years Newsletters - Printing</td>
<td>200.00</td>
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<tr>
<td>01/19/21</td>
<td>Library</td>
<td>Donation</td>
<td>Branch Libraries</td>
<td>Donations and Book Sale Money</td>
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<tr>
<td>01/20/21</td>
<td>Veterans</td>
<td>Grant</td>
<td>WI Dept. of Veterans Affairs</td>
<td>Veterans relief, Outreach, and Transportation</td>
<td>10,000.00</td>
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<tr>
<td>01/12/21</td>
<td>Facilities &amp; Parks</td>
<td>Donation</td>
<td>The Friends of Door County Parks</td>
<td>Donation (Ck#1068) for 1/2 the cost of Forestville Dam County Park Sign</td>
<td>1,475.00</td>
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<tr>
<td>01/12/21</td>
<td>Sheriff</td>
<td>Grant</td>
<td>State of WI - Dept of Justice</td>
<td>Pre-Booking Diversion Grant</td>
<td>12,988.05</td>
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<tr>
<td>01/12/21</td>
<td>sheriff</td>
<td>Grant</td>
<td>State of WI - Dept of Justice</td>
<td>Coronavirus Emergency Supplemental Grant (CESF)</td>
<td>26,966.40</td>
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<tr>
<td>01/11/21</td>
<td>Human Services - General</td>
<td>Donation</td>
<td>Employees</td>
<td>Misc Games and Food Donations to YCC</td>
<td>25.00</td>
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Wisconsin’s Projected 2020 Redistricting Timeline

May 12, 2017

Below is a timeline of important dates in the process of redrawing the state’s legislative and congressional districts based on the 2020 Census. This page is available as a downloadable pdf file.

April 1, 2020: Census Day

November 3, 2020: Last state elections in old districts

December 31, 2020: Seats in US House apportioned to states

February 1, 2021: Earliest possible date for census data to be delivered to states

March 2021: Earliest possible date for counties to receive detailed census data

April 6, 2021: Last municipal elections in old districts

March – June 2021: Tentative county board district plans

April – May 2021: Earliest date for municipalities to create ward plans

June 2021: Deadline for tentative county board plans

August – September 2021: Latest possible date for municipal ward plan creation

September – October 2021: Creation of city aldermanic and final county board districts

October 2021: Creation of ward database

November 2021: Earliest ward-based legislative redistricting can begin

February – March 2022: Legislative and congressional redistricting

February 15, 2022: First municipal primary in new districts

March 2022: Deadline for legislative redistricting

Spring 2022: Any special legislative elections are held in new districts

April 5, 2022: First municipal general election in new districts

April 15, 2022: Nomination papers for elections in new districts can begin circulation

June 1, 2022: Deadline for filing nomination papers for state and federal office

August 9, 2022: First primary election in new districts

November 8, 2022: First general election in new districts

January 3, 2023: First legislature under new districts inaugurated

Timeline adapted from Redistricting in Wisconsin by Michael Keane, Legislative Reference Bureau, April 1, 2016.
shall serve staggered terms, the board shall, by ordinance, provide for a division of supervisors into 2 classes, one class to be elected for one-half of a full term and the other class for a full term and thereafter the supervisors shall be elected for a full term. The board shall publish the ordinance as a class 1 notice, under ch. 985, or as a notice, as described under s. 59.14 (1m) (b), before publication of the notice of the election at which supervisors are to be elected.

(c) Compensation. The method of compensation for supervisors shall be determined by the board.

(d) Vacancies. A board may determine the procedure for filling a vacancy.

(2) MILWAUKEE COUNTY. In each county with a population of at least 750,000,

(a) Composition: supervisory districts. Within 60 days after the population count by census block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, the board shall adopt and transmit to the governing body of each city and village wholly or partially contained within the county a tentative county supervisory district plan to be considered by the cities and villages when dividing into wards. The tentative plan shall specify the number of supervisors to be elected and shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population and consisting of contiguous whole wards or municipalities, except as authorized in sub. (3) (b) 2. Except as otherwise provided in this paragraph, the board shall develop and adopt the tentative plan in accordance with sub. (3) (b) 1. The tentative plan shall not include provision for division of any census block, as utilized by the U.S. bureau of the census in the most recent federal decennial census, unless the block is bisected by a county boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population.

The board shall adopt a final plan by enacting an ordinance in accordance with sub. (3) (b) 2 to 4. Changes to the final plan shall be governed by par. (d) and sub. (3) (c).

(b) Election; term. For an election that is held before 2016, supervisors shall be elected for 4-year terms at the election to be held on the first Tuesday in April in each even year preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election. For an election that is held in 2016 and thereafter, supervisors shall be elected for 2-year terms at the election to be held on the first Tuesday in April in each even year preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election.

(c) Compensation. Each supervisor shall be paid by the county an annual salary set by the board. The board may provide additional compensation for the chairperson, such that his or her salary may be an amount of up to 150 percent of the salary of a supervisor, and for the chairperson of the board's finance committee, such that his or her salary may be an amount of up to 125 percent of the salary of a supervisor. Beginning with the term that commences in April 2016, the total dollar value of the annual salary and benefits that may be paid to a supervisor, other than the board chairperson and finance committee chairperson, may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census and may be increased for a new term as provided in subds. 2. and 3., subject to the limit specified in subd. 4. Section 66.0505 applies to this paragraph.

2. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that does not exceed the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor's salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect.

3. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that exceeds the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor's salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect, except that such an increase may not take effect unless it is ratified by a majority vote of the electors in the county voting in a referendum on the proposed salary increase.

4. A supervisor may not receive any other benefits or compensation, including health insurance and pension benefits, not specifically authorized or required by law. The maximum total dollar value of the salary and benefits that a supervisor, other than the chairperson of the board and the chairperson of the finance committee, receives in any year may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census.

(d) Changes during decade. 1. ‘Number of supervisors; redistricting.” The board may, not more than once prior to November 15, 2010, decrease the number of supervisors after the enactment of a supervisory district plan under par. (a). In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the amended redistricting plan is adopted, except as authorized in sub. (3) (b) 2. In the amended plan, the board shall adhere to the requirements under sub. (3) (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In the amended plan, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. The chairperson of the board shall file a certified copy of any amended plan adopted under this subdivision with the secretary of state.

2. ‘Election; term.’ Any amended plan enacted under subd. 1. becomes effective on the first November 15 following its enactment, and first applies to the spring election following the plan’s effective date. Any amended plan enacted under subd. 1. shall remain in effect until the effective date of a redistricting plan subsequently enacted under par. (a). Supervisors elected from the districts created under subd. 1. shall serve for 4-year terms and shall take office on the 3rd Monday in April following their election.

(3) OTHER COUNTIES. (a) Classification: maximum number of supervisors. Counties with a population of less than 750,000 and more than one town are classified and entitled to a maximum number of supervisors as follows:

1. Counties with a population of less than 750,000 but at least 100,000 shall have no more than 47 supervisors.

2. Counties with a population of less than 100,000 but at least 30,000 shall have no more than 39 supervisors.

3. Counties with a population of less than 30,000 but at least 25,000 shall have no more than 31 supervisors.

4. Counties with a population of less than 25,000 and containing more than one town shall have no more than 21 supervisors.

5. If the population of any county is within 2 percent of the minimum population for the next most populous grouping under this paragraph, the board thereof, in establishing supervisory districts, may employ the maximum number for such districts set for such next most populous grouping.

(b) Creation of supervisory districts. Within 60 days after the population count by census block, established in the decennial federal census of population, and maps showing the location and
numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, each board shall propose a tentative county supervisory district plan setting forth the number of supervisory districts proposed by the board and tentative boundaries or a description of boundary requirements, hold a public hearing on the proposed plan and adopt a tentative plan. The proposed plan may be amended after the public hearing. The tentative plan shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population. The board shall solicit suggestions from municipalities concerning the development of an appropriate plan. Except as authorized in this subdivision, each district shall consist of whole wards or municipalities. Territory within each supervisory district to be created under the tentative plan shall be contiguous, except as allowed by law for municipalities. The board shall provide with the plan a written statement to the municipality affected by each proposed division specifying the approximate location of the territory from which a ward is sought to be created for contiguity purposes and the approximate population of the ward proposed to effectuate the division. The tentative plan shall not include provision for division of any census block unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population. The board shall transmit a copy of the tentative plan that is adopted to each municipal governing body in the county.

2. Within 60 days after every municipality in the county adjusts its wards under s. 5.15, the board shall hold a public hearing and shall then adopt a final supervisory district plan, numbering each district. Territory within each supervisory district created by the plan shall be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or village, or both, may be combined with one or more noncontiguous wards, or one or more wards consisting of island territory as defined in s. 5.15 (2) (f) 3. may be combined with one or more noncontiguous wards within the same municipality, to form a supervisory district.

3. The populations of supervisory districts under the tentative plan shall be determined on the basis of the federal decennial census and any official corrections to the census issued on or before the date that the tentative plan is adopted to reflect the correct population of the county and municipalities and blocks within the county on April 1 of the year of the census. The populations of supervisory districts under the final plan shall be determined on the basis of the federal decennial census and any official corrections to the census to reflect the correct populations of the county and the municipalities and blocks within the county on April 1 of the year of the census. If the corrections as they affect any municipality are issued prior to division of the municipality into wards under s. 5.15, or if a municipality is not divided into wards, prior to adoption of the final plan.

4. The chairperson of the board shall file a certified copy of the final districting plan with the secretary of state. Unless otherwise ordered under sub. (6), a plan enacted and filed under this paragraph, together with any authorized amendment that is enacted and filed under this section, remains in effect until the plan is superseded by a subsequent plan enacted under this subsection and a certified copy of that plan is filed with the secretary of state.

(c) Changes during decade; municipal boundary adjustments.

1. After the enactment of a plan of supervisory districts under par. (b), the board may amend the plan to reflect a municipal incorporation, annexation, detachment or consolidation. The number of supervisory districts in the county shall not be changed by any action under this paragraph, unless the amendment is required to make the district substantially equal.
shall call a referendum concurrently with the next spring or general election in the county that is held not earlier than 70 days after the determination is made. The question proposed at the referendum shall be: “Shall the board of supervisors of .... County be decreased from .... members to .... members?” If one or more alternative valid petitions are filed within 14 days after the last day that an original petition may be filed, the question relating to the number of supervisors shall appear separately. The first question shall be: “Shall the size of the county board of supervisors of .... County be decreased from its current membership of .... members?” Any subsequent question shall be: “If so, shall the size of the board be decreased to .... members?” Each elector may vote in the affirmative or negative on the first question and may then vote in the affirmative on one of the remaining questions. If the first question is not approved by a majority of the electors voting on the question, any subsequent question is of no effect. If the question is approved by a majority of the electors voting on the question, or, if more than one question is submitted, if the first question is approved by a majority of the electors voting on the question, the board shall enact an ordinance prescribing revised boundaries for the supervisory districts in the county. The ordinance shall be enacted in accordance with the approved question or, if more than one question is submitted, in accordance with the choice receiving a plurality of the votes cast. The districts are subject to the same requirements that apply to districts in any plan enacted by the board under par. (b). If the board has determined under sub. (1) (b) to adopt staggered terms for the office of supervisor, the board may change the expiration date of the term of any supervisor to an earlier date than the date provided under current ordinance if required to implement the redistricting or to maintain classes of members. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

3. ‘Limitation.’ If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further action may be taken by the board or by petition under this paragraph in that county until after enactment of the next decennial supervisory district plan by the board under par. (b).

4. ‘Election; term.’ Any redistricting plan enacted under subd. 1. takes effect on November 15 following its enactment and first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county. Any reduction in the number of supervisory districts under subd. 2. that is approved at a spring election shall be enacted in the form of a redistricting plan no later than November 15 following that election and shall first apply to the election of supervisors at the next spring election immediately preceding the expiration of the terms of office of supervisors in the county, and any reduction in the number of supervisory districts under sub. 2. that is approved at a general election shall be enacted in the form of a redistricting plan no later than the 2nd succeeding November 15 following that election and shall first apply to the election of supervisors at the next spring election following that November 15 immediately preceding the expiration of the terms of office of supervisors in the county. Any redistricting plan enacted under subd. 1. or 2. shall remain in effect until the effective date of any subsequent redistricting plan enacted under sub. (3) (c) or until the effective date of a redistricting plan subsequently enacted under par. (b). Supervisors elected from the districts created under subd. 1. or 2. shall serve for 2-year terms and shall take office on the 3rd Tuesday in April following their election.

(d) Election and term of supervisors. Supervisors are county officers, shall be elected for 2-year terms at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the 3rd Tuesday in April of that year.

(e) Vacancies. If a vacancy occurs on the board, the board chairperson, with the approval of the board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. The board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(b) Compensation. Each supervisor shall be paid a per diem by the county for each day that he or she attends a meeting of the board. Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

(g) Mileage. Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board under s. 59.22 as the standard mileage allowance for all county employees and officers.

(b) Limitation on compensation. Except for services as a member of a committee as provided in s. 59.13 no supervisor shall be paid for more days’ attendance on the board in any year than is set out in this schedule: in counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 750,000, 30 days.

(i) Alternative compensation. As an alternative method of compensation, in counties having a population of less than 750,000, including counties containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county including all committee services, except the per diem allowance for services in acquiring highway rights–of–way set forth in s. 44.09 (4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par. (g) for each day’s attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

(j) Supplementary compensation. The board, in establishing an annual salary, may enact an ordinance providing for a per diem for all committee meetings attended in excess of 40 committee and board meetings.

(4) COMPATIBILITY. No county officer or employee is eligible for election or appointment to the office of supervisor, but a supervisor may also be a member of a committee, board or commission appointed by the county executive or county administrator or appointed or created by the county board, a town board, a mosquito control district, the commission of his or her city, the board of trustees of his or her village or the board of trustees of a county institution appointed under s. 46.18.

(5) COUNTIES HAVING ONLY ONE TOWN. In all counties containing only one town, the board shall consist of the members of the town board and one supervisor from every village. A supervisor from a village shall be elected at the time the other village officers are elected. A majority of the members shall constitute a quorum of the county board. Each supervisor shall receive compensation and mileage as provided in sub. (3) (f) and (g). The chairperson of the board elected under s. 59.12 (1) may be, but need not be, the same person who is elected chairperson of the town board under s. 60.21 (3) (a).
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INTRODUCTION

The processes associated with reapportionment and redistricting are mandated by federal and state law. "Reapportionment" refers to the allocation of political seats among governmental units and traditionally refers to the allocation of congressional seats among the fifty states. "Redistricting" refers to the establishment of boundaries for political units such as state legislative and county districts.

Under Wisconsin statute 59.10, county governments in Wisconsin are required to redistrict following the federal decennial census ("decennial redistricting"). Section 59.10 also allows for redistricting one additional time in the period between decennial redistricting. Redistricting in this interim period will be referenced as "mid-term redistricting" throughout this handbook.

In order to meet the requirement of decennial redistricting and to understand the mechanics of mid-term redistricting, county officials need to have knowledge of the relevant legal, technical and procedural aspects of redistricting. This handbook provides a general overview of redistricting to assist county officials in this process.

The first chapter sets forth the statutory procedures for county redistricting in Wisconsin and includes a discussion of the creation of municipal wards within county districts as well as the rules governing mid-term redistricting. The second chapter discusses the creation of wards by municipalities and the interrelationship between ward creation and the county redistricting plan. The third chapter addresses legal issues surrounding redistricting with a particular emphasis on equal population and minority representation. The fourth chapter provides timelines and guidelines for counties in meeting the redistricting requirements. The final chapter provides a summary of the law as it relates to mid-term redistricting.

NOTE: This handbook is intended to be a general guide to understanding the county redistricting process and the statutes and legal principles that govern it. Before starting the redistricting process, county officials should review applicable state laws. The handbook is not intended as, and shall not constitute, legal advice. The Wisconsin Counties Association suggests that you seek guidance from the county corporation counsel regarding any legal questions you may have.
CHAPTER 1: PROCEDURE FOR DECENNIAL REDISTRICTING

REAPPORTIONMENT & REDISTRICTING

The United States Constitution requires a national census every ten years ("decennial census") and that the results of the census be used to reapportion representatives in Congress among the states according to population. The census and reapportion requirements are found in Article I, Section 2, Clause 3 of the Constitution, which states:

Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers... The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative...

After reapportionment, each state must perform redistricting. Redistricting is the process of redrawing the lines of districts from which public officials are elected. Decennial redistricting takes place after each decennial census. As explained in more detail on page 21, redistricting may also occur after the decennial census ("mid-term redistricting") if the county board has decided to decrease the number of supervisors. The purpose of reapportionment and redistricting is to preserve the one person-one vote fairness principle.

BASIC PROCEDURE FOR DECENNIAL REDISTRICTING UNDER WIS. STAT. § 59.10(3)

Under Wis. Stat. § 59.10(3), counties begin the decennial redistricting process with a "clean slate." All existing district and ward lines are erased, and a county is able to draw new lines based on the results of the decennial census to reflect any population shifts. However, as indicated in the discussion below and in the legal issues section later, a county’s ability to redistrict is governed by traditional concepts of redistricting, which include compactness, contiguity, and substantial equivalence of population.

The legislature has adopted a three-step procedure for the creation of county board districts following publication of the results of the decennial federal census. The procedure is set forth in Wis. Stat. § 59.10(3) and applies to all Wisconsin counties with the exception of Milwaukee County and Menominee County.

STEP 1: Adoption of a Tentative County Supervisory District Plan.

Under Wis. Stat. § 59.10(3)(b), each county board is required to do the following as part of the creation and adoption of a tentative county supervisory district plan. This must be completed within 60 days after the results of the federal census (including the publication of maps showing the location and numbering of census blocks) become available from the federal government or are published by a state agency, but no later than July 1, 2021:

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1 Census blocks are uniquely numbered geographic areas used by the Census Bureau for basic demographic information, with boundaries determined by physical features or political borders. They are the smallest level of geography in which basic demographic information is available, including total population by age, sex, and race. They serve as the building blocks for all geographic areas in which the Census Bureau compiles data. They vary widely in population and physical size. Every physical location in the country is part of a census block. Census Bureau website, https://www.census.gov/newsroom/blogs/random-samplings/2011/07/what-are-census-blocks.html (accessed June 5, 2019).
(a) propose a tentative county supervisory district plan establishing the number of supervisory districts proposed by the board and tentative boundaries for each district;
(b) hold a public hearing on the proposed plan; and
(c) adopt a tentative plan.

Rules for Drawing Lines and Substantially Equal Population
Each proposed supervisory district is required to consist of whole wards or municipalities. The tentative plan must divide the county into a number of districts equal to the number of supervisors (no multi-member districts), and all districts must be substantially equal in population. Territory within each district must be contiguous, and whenever possible, a county must place whole contiguous municipalities or contiguous parts of the same municipality (wards) within the same district.\(^3\) If the board seeks to divide a municipality, the board is required to provide a written statement to the affected municipality with the tentative plan that specifies the approximate location of the territory from which a ward is to be created and the approximate population of the ward. Additionally, census blocks may not be divided unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population.

Intergovernmental Cooperation
Counties are required by Wis. Stat. § 59.10(3)(b)1 to work with municipalities in connection with the creation of the tentative plan. The statute requires a county board to “solicit suggestions from municipalities concerning the development of an appropriate plan.”

Finalization and Distribution
The tentative plan may be amended after the public hearing and prior to its finalization and adoption. Once adopted, the board is required to transmit the tentative plan to each municipal governing body in the county.

ANTICIPATED TIMELINE FOR STEP 1: April 2021 through May 2021

STEP 2: Creation of Wards/Adjustment of Ward Lines by Municipalities

Upon receipt of the tentative plan and written statement regarding the creation of a ward, if any, from a county, a municipality has 60 days to create wards or adjust its ward lines in accordance with the tentative county supervisory redistricting plan. A municipality is required to:

(a) make a good faith effort to accommodate the tentative plan for the county or counties in which it is located; and
(b) to divide itself into wards in a way that permits the creation of supervisory districts that conform to the population requirements of the tentative plan.

The municipal clerk is required to forward a copy of the ward plan to the county within five (5) days after the municipality has enacted or adopted an ordinance or resolution creating wards in accordance with the tentative supervisory redistricting plan.

ANTICIPATED TIMELINE FOR STEP 2: June 2021 through July 2021

\(^2\) “Contiguous,” for county supervisory district purposes, includes territory connected by corners.

\(^3\) There are two recognized exceptions to the contiguity requirement. In the case that one or more wards located within a city or village is wholly surrounded by another city or water or both, the wards may be combined with noncontiguous wards. Wards consisting of island territory (which is defined as territory surrounded by water, or noncontiguous territory which is separated by the territory of another municipality or water, or both, from the major part of the municipality to which it belongs), may be combined with noncontiguous wards of the same municipality.
STEP 3: Adoption of a Final County Supervisory District Plan

Public Hearing, Adoption, Numbering of Wards
A county board is required to hold a public hearing and to adopt a final supervisory district plan within 60 days after every municipality in the county adjusts its wards. The final plan must assign numbers to each district.

Contiguity Requirement
 Territory within each supervisory district created by the plan must be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or water, or both, may be combined with one or more noncontiguous wards. In addition, one or more wards consisting of island territory as defined in Wis. Stat. § 5.15(2)(f)3 may be combined with one or more noncontiguous wards within the same municipality, to form a supervisory district.

Submission to Secretary of State by County Board Chair
The county board chair is required to file a certified copy of the final supervisory districting plan with the Secretary of State. Once the plan is enacted and filed with the Secretary of State, including any authorized amendment that is also enacted and filed, the plan remains in effect until it is superseded by a subsequent plan enacted under Wis. Stat. § 59.10 and a certified copy of that plan is filed with the Secretary of State.

ANTICIPATED TIMELINE FOR STEP 3: August 2021 through September 2021
CHAPTER 2: CREATION OF WARDS

The second step of the decennial county supervisory redistricting process involves the creation of wards and/or adjustment of ward lines in accordance with the tentative county supervisory district plan. This process is instrumental to the ability of counties to implement and, ultimately, finalize county supervisory redistricting plans. The following is a summary and explanation of the process for creating wards, as well as the enforcement mechanisms available to counties to require the creation of wards if municipalities do not meet their statutory obligations.

WHAT ARE WARDS?
A “ward” means a town, village, or city subdivision created to facilitate election administration and establish election districts (aldermanic, supervisory, legislative, and congressional) that are substantially equal in population.

RULES GOVERNING THE CREATION OF WARDS
General Rules
With the exceptions outlined below, every city, village, and town in Wisconsin is required, through its common council or village or town board, to be divided into wards. The boundaries of and number assigned to each ward are intended to be as permanent as possible. Where possible and practicable, each ward is to consist of whole census blocks. Wards are to be kept compact and observe the community of interest of existing neighborhoods and other settlements. Wards are confined to a single municipality and may only be in one county supervisory board district.

Wards do not have to be equal in population. They are, however, subject to the population limits as set forth in Wis. Stat. §5.15(2)(b) which are included below:

- In any city in which the population is at least 150,000, each ward must contain not less than 1,000 nor more than 4,000 inhabitants.
- In any city in which the population is at least 39,000 but less than 150,000, each ward must contain not less than 800 nor more than 3,200 inhabitants.
- In any city, village, or town in which the population is at least 10,000 but less than 39,000, each ward must contain not less than 600 nor more than 2,100 inhabitants.
- In any city, village, or town in which the population is less than 10,000, each ward must contain not less than 300 nor more than 1,000 inhabitants.

The division of a municipality into wards is made by the common council, village board, or town board. Municipal wards are to be created by ordinance or resolution of the municipal governing body. The ordinance or resolution must number all wards in the municipality with unique whole numbers in consecutive order, designate the polling place for each ward, and describe the boundaries of each ward.

Once established, the boundaries of each ward are required to remain unchanged until:

- A further decennial federal census of population indicates that the population of a ward is above or below the applicable population range; or
- The ward boundaries are required to be changed to permit creation of supervisory or aldermanic districts of substantially equal population or to enhance the participation of

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4 A list of all U.S. Census Bureau block numbers assigned to each ward, any partial blocks assigned to wards and a map with revised ward boundaries must be appended to the ordinance or resolution. The ordinance or resolution and the appended lists and maps must be filed with the county clerk of each county in which the municipality is located within five days after passage.
members of a racial or language minority group in the political process and their ability to elect representatives of their choice.

If the population of a ward increases above the maximum of its permitted population range or if the population of a ward must be decreased for one of the reasons immediately above, the ward must be divided into two or more wards in compliance with Wis. Stat. § 5.15(2)(b). If the population of a ward decreases below the minimum of its population range or if the population of a ward must be increased for one of the reasons immediately above, the ward must, if possible, be combined with an adjoining ward, or the underpopulated ward and one adjoining ward must be combined and together subdivided into two or more wards.

Notwithstanding the general rule regarding the creation of wards, no city electing its common council at large in which the total population is less than 1,000, and no village or town in which the total population is less than 1,000, is required to be divided into wards. However, any such city, village, or town may divide itself into wards if the creation of wards facilitates the administration of elections. Likewise, no village or town located in a county having only one town (Menominee County) is required to be divided into wards.

Creation of Wards Consistent with the Population Requirements of the Tentative County Supervisory District Plan

Every municipality is required to make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located. If a municipality is unable to accommodate the tentative plan, the municipality is nonetheless required to divide itself into wards in a way that creates municipal districts that are in accordance with the population requirements of the tentative plan.

Furthermore, if the legislature, in the process of redistricting legislative or congressional districts, establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the municipality’s ordinance or resolution, the municipal governing body must, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution must designate the polling place for any ward that is created to affect the legislative act. However, counties or cities are not compelled to alter or redraw supervisory or aldermanic districts.

Aldermanic Districts

Aldermanic Districts are built using the same wards as county supervisory districts. Aldermanic districts have to be substantially equal in population. When a municipality creates its ward plan, it therefore not only has to accommodate the tentative plan for supervisory districts, but also has to allow for the creation of equal aldermanic districts.

COUNTY ENFORCEMENT OF MUNICIPAL DIVISION REQUIREMENTS

If a municipality does not divide itself into wards as required by statute, the county in which the municipality is located, or any elector of the municipality may petition the circuit court in which the municipality is located and submit a proposed ward division plan for the municipality. The plan must be submitted to the circuit court within 14 days following the expiration of the 60-day period in which the municipality has to adjust its wards following its receipt of a tentative supervisory district plan from a county following the decennial census.

If the circuit court finds that the existing division of the municipality does not comply with statutory requirements for redistricting, the circuit court will review the plan submitted by the petitioner and, after reasonable notice to the municipality, may adopt the plan or any other plan that complies with statutory requirements. The plan adopted by the circuit court is temporary and remains in effect until the municipality enacts or adopts a ward plan that complies with statutory requirements.

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5 Pursuant to article IV, section 3, of the constitution.
CHAPTER 3: LEGAL ISSUES IN REDISTRICTING

ONE PERSON, ONE VOTE IN COUNTY ELECTIONS

The "one person, one vote" requirement arises under the equal protection clause of the United States Constitution and requires that members of a local elected body be drawn from districts of substantially equal population. Exact equality of population is not required.

PRINCIPLES OF ONE PERSON, ONE VOTE

Measuring Population Equality

"Substantially equal in population" is measured utilizing the following statistical methods:

1. **Ideal District Size.** Population equality is determined by calculating a district’s deviation from ideal district size. Ideal district size is determined by dividing the total population by the number of seats involved. Deviation is determined by calculating the extent to which an actual district is larger (has a "+" deviation) or smaller (has a "-" deviation) than the ideal district size. For example, the 2000 census reveals that ABC County has a total of 100,000 people with 10 supervisors, one for each district. The ideal population for each district is calculated as follows:

   \[
   \frac{100,000}{10} = 10,000 \text{ people per district}
   \]

2. **Calculating Relative Deviation from Ideal District Size.** Relative deviation is used to determine whether the 10% deviation rule (discussed below) has been achieved. Relative deviation is calculated by dividing the population deviation from the ideal population by the ideal population and is expressed in terms of a percentage. For example, if there is a 500-person deviation from the ideal population of 10,000 people, the relative deviation is calculated as follows:

   \[
   \frac{500}{10,000} = .05 \text{ or } 5\%
   \]

3. **Overall Range.** Once the relative deviation is calculated for each individual district, the overall deviation range is determined. This statistic is calculated by determining the difference between districts with highest and lowest relative deviation. For example, if the highest and lowest deviations are +5% and -4% respectively, the overall range is 9%. Overall range is most commonly used in evaluating whether a district plan meets the one-person one-vote equal population standard.

Acceptable Deviation

1. **The 10% Rule.** The general rule that courts have applied in evaluating the constitutionality of redistricting is that districts should have a total population deviation of no more than 10% between the most populated district and the least populated district. Deviations below 10% in overall range are generally presumed to be constitutional. Deviations above 10% in overall range are presumed to be unconstitutional.

   Courts have made exceptions to the 10% rule where a local government can demonstrate that legitimate reasons exist for the deviation. As such, the 10% rule is not hard and fast and must be considered in the particular facts and circumstances facing a local government in redistricting.

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6 States may rely on total population (not only registered or eligible voters) to satisfy the one person, one vote requirement when drawing districts. See *Evenwel v. Abbott*, 136 S.Ct. 1120 (2016).
However, a redistricting plan with a deviation of 16.5% is unconstitutional because it substantially deviates from the 10% range that is presumed to be constitutional.7

2. Justifying Deviations Greater Than 10%. A county can justify a deviation greater than 10% based on traditional redistricting concepts. These concepts include drawing districts that are compact and contiguous (all parts connected and touching), keeping political subdivisions intact, protecting incumbents, preserving the core of existing districts, and complying with the Voting Rights Act.

In addressing acceptable deviations involving local government redistricting, the United States Supreme Court in Abate v. Mundt, 403 U.S., 182, 185 (1971) recognized that slightly greater deviations may be acceptable in the case of local governments due to their often-smaller size and specific circumstances:

The facts that local legislative bodies frequently have fewer representatives than do their state and national counterparts and that some local legislative districts may have a much smaller population than do congressional and state legislative districts, lend support to the argument that slightly greater percentage deviations may be tolerable for local government apportionment schemes. Of course, this Court has never suggested that certain geographic areas or political interests are entitled to disproportionate representation. Rather, our statements have reflected the view that the particular circumstances and needs of a local community as a whole may sometimes justify departures from strict equality.

In summary, the key for local officials to satisfy the one person, one vote standard is to develop supervisory district plans that keep the overall range below 10%. When district plans exceed this threshold, local officials should be prepared to justify the overall deviation by showing that the districts were created based on legitimate, consistently applied and nondiscriminatory redistricting policies.

MINORITY POPULATIONS AND CONSIDERATIONS OF RACE IN REDISTRICTING
Dilution and Methods of Dilution
Vote dilution, as opposed to vote denial, refers to the use of redistricting plans and other voting practices that unlawfully minimize or cancel out the voting strength of racial and other minorities. Three techniques frequently used to dilute minority voting strength are “fracturing,” “stacking,” and “packing.” Fracturing refers to fragmenting concentrations of minority population and dispersing them among other districts to ensure that all districts are majority white. Stacking refers to combining concentrations of minority population with greater concentrations of white population, again to ensure that districts are majority white. Packing refers to concentrating as many minorities as possible in as few districts as possible to minimize the number of majority-minority districts.

Section 2 of the Voting Rights Act: Prevention of Unlawful Voting Practices

1. General Purpose. Section 2 of the Voting Rights Act is designed to prevent dilution of voting strength of racial and other minorities through redistricting. Section 2 provides that a voting practice, such as redistricting, is unlawful if it “results” in discrimination, i.e., if, based on the totality of circumstances, it provides minorities with “less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice.” A court must look to the “totality of circumstances” in determining whether a voting rights violation of Section 2 has occurred. Factors to be considered include, but are not limited to, bloc voting, a history of discrimination, depressed levels of minority employment, income disparity, and a lack of minorities elected to office.

Section 2 does not create a right of proportional representation for minorities, i.e. a right to have members of a protected class elected in numbers equal to their proportion in the population. The ultimate question to be answered under a Section 2 challenge is whether the minority has been denied an equal opportunity to participate and elect candidates of his or her choice.

2. **Scope**. Section 2 of the Voting Rights Act can apply to any jurisdiction in any state. It enables a person filing suit to prove a violation of Section 2 if, as a result of the challenged practice or structure, plaintiffs did not have an equal opportunity to participate in the political process and to elect representatives of their choice.

When it was first enacted, the Voting Rights Act prohibited discrimination based on “race or color.” In 1975, Congress extended the protection of the act to language minorities, defined as American Indians, Asian-Americans, Alaskan Natives, and persons of Spanish heritage. Consequently, under Section 2, a governing body may not create districts that result in the denial or abridgment of any U.S. citizen’s right to vote on account of race, color, or status as a member of a language minority group.

3. **Establishing a Section 2 Violation**. In *Thornburg v. Gingles*, 478 U.S. 30, 44 (1986), the United States Supreme Court developed a three-part test that a minority group must meet in order to establish a vote dilution claim under Section 2 of the Voting Rights Act. The test requires that a minority group prove that (1) it is sufficiently large and geographically compact to constitute a majority in a single-member district; (2) it is politically cohesive; and (3) in the absence of special circumstances, bloc voting by the white majority usually defeats the minority’s preferred candidate. Stated another way, if these three conditions are present, the presumption is that a minority district must be established.

In creating a majority-minority district, the percentage of minorities required to provide minority voters with a fair chance to elect their candidate must be considered. In making this determination, information about differences between the majority and minority population regarding voter registration, past voter participation, and, especially, voting age population needs to be examined. The goal is to create a district with an effective voting majority of minority voters. There is no fixed percentage of minority population that translates into an effective voting majority in all cases. Rather, that percentage depends on the totality of circumstances. The percentage of minority voters assigned to a district must be based on empirical evidence rather than an arbitrarily applied formula. Also, those responsible for redistricting must follow the traditional redistricting principles of compactness, contiguity, and respect for political subdivisions. Lacking empirical evidence or focusing solely on creating a majority-minority district can result in a racial gerrymander – a district that is drawn solely or predominantly on account of race.

In order to satisfy the first factor, the minority must make up 50% plus 1 of the voting age population (VAP) in a district on the theory that only those of voting age have the potential to elect candidates of their choice within the meaning of Section 2. The Supreme Court affirmed this view in *Bartlett v. Strickland*, 129 S.Ct. 1231 (2009) by holding that: “Only when a geographically compact group of minority voters could form a majority in a single-member district has the first Gingles requirement been met.”

With respect to the compactness element of the first factor, the Supreme Court has ruled that a district complies with Section 2 if it “is reasonably compact and regular, taking into account traditional redistricting principles such as maintaining communities of interest and traditional boundaries.” Most courts have applied an “eyeball” test to determine compactness, i.e., if a district looks reasonably compact and is similar in shape to other districts drawn by the jurisdiction it is deemed compact within the meaning of Section 2 and the first Gingles factor.
In order to satisfy the cohesion factor, the Supreme Court held in *Gingles* that political cohesion can be shown by evidence “that a significant number of minority group members usually vote for the same candidates.” Elsewhere in the opinion, the Court said that racial bloc voting and political cohesion could be established “where there is ‘a consistent relationship between [the] race of the voter and the way in which the voter votes.’” Most courts have applied a common-sense rule that if a majority of minority voters vote for the same candidates a majority of the time, the minority is politically cohesive.

The third *Gingles* factor (whether white bloc voting is “legally significant”) is satisfied if the majority votes sufficiently as a bloc to enable it “usually” to defeat the minority’s preferred candidate. The fact that some minority candidates may have been elected does not foreclose a Section 2 claim. Instead, where a challenged scheme generally works to dilute the minority vote, it cannot be defended on the ground that it sporadically benefits minority voters.

**Shaw v. Reno: Restricting Considerations of Race**

The United States Supreme Court has placed strict limits on the manner in which race may be considered in redistricting. In *Shaw v. Reno*, 509 U.S. 630 (1993), the Court found that where racial considerations predominate in the redistricting process to the subordination of traditional non-race-based factors, the redistricting will be subject to a strict scrutiny test. The state or local government must demonstrate that race-based factors were used in furtherance of a compelling state interest, such as compliance with the Voting Rights Act and where the local government applied race-based factors in a “narrowly tailored” manner to achieve this interest.

Decisions following Shaw have established the following principles in redistricting: (1) race may be considered as a factor along with other traditional factors; (2) race may not be considered as the predominant factor in redistricting to the detriment of traditional redistricting principles; (3) bizarrely shaped districts are not unconstitutional *per se* but may be evidence that race was the predominant consideration in redistricting; (4) if race is the predominant consideration in redistricting, it may be constitutional if it is “narrowly tailored” to address a compelling government interest, i.e., the redistricting will use race no more than as necessary to address the compelling government interest. In 2015, the U.S. Supreme Court reaffirmed these principles, and held that voters may present statewide evidence of discrimination to prove that an individual district was drawn in a racially discriminatory manner. This means that voters may present evidence that a statewide discriminatory redistricting policy was applied to the specific district being challenged in court.

In light of *Shaw* and the cases that followed it, local governments should be careful to adopt and apply redistricting criteria that fairly consider race as well as traditional redistricting factors. These criteria should include:

- Using identifiable boundaries;
- Using whole voting precincts, where possible and feasible;
- Maintaining communities of interest;
- Basing the new plan on existing precincts;
- Adopting precincts of approximately equal size;
- Drawing precincts that are compact and contiguous;
- Keeping existing representatives in their precincts; and
- When considering race, narrowly tailoring to comply with the Voting Rights Act.

While the Supreme Court, in *Shaw v. Reno*, has limited the use of race in redistricting, it recognizes that race should not be excluded altogether. It remains impermissible for counties and other governmental entities to use redistricting to unlawfully minimize or cancel out minority voting interests. Rather, race should

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have equal standing with traditional districting principles when legislators or other government officials develop district plans.

**GERRYMANDERING**

Gerrymandering is the process where the majority party draws an election district map with district boundary lines that give itself an unfair and undeserved numerical vote advantage during each election. This numerical advantage is obtained by maximizing the number of districts with a majority of voters from the majority party. Here, majority party refers to the party with a majority of seats in the state legislature, which usually but not always corresponds to the party that received the majority of total votes in the previous election. Exceptions are possible due to gerrymanders.

A gerrymandered redistricting map concentrates minority party voters into the fewest possible number of election districts (packing), distributes minority party voters among many districts so their vote will not influence the election outcome in any one district (vote dilution), and/or divides incumbent minority party legislator districts and constituents up among multiple new districts with a majority of majority party voters (fracturing). In some gerrymander cases, multiple minority party incumbents are forced to run against each other in the same district. Bizarre election district boundaries are drawn to connect distant disjointed areas with thin strips of land running through unpopulated areas such as industrial parks and cemeteries, down highways and railroad tracks, and through bodies of water such as rivers, lakes, and the ocean.

While racially gerrymandered districts and districts that violate the "one person, one vote" principle are unconstitutional, the Supreme Court held that partisan gerrymandering claims are not justiciable. This means that opponents of districts gerrymandered for partisan purposes may not challenge them in court. Wisconsin’s county board supervisors are elected in nonpartisan elections, so partisanship should not be an issue in drawing county board supervisor districts. However, critics of potential redistricting plans may refer to gerrymandering because the litigation has been controversial.

**DETERMINATION OF COUNTY BOARD SIZE IN DECIENNIAL REDISTRICTING**

Related to the issue of equal representation is the issue of county board size. Wisconsin counties may increase or decrease the size of their boards during redistricting following the decennial census. Once a board determines its size, district lines can then be drawn in accordance with traditional redistricting principles, substantial equal population requirements, and minority and race considerations. Redistricting is the best time for county leaders to evaluate the size of their county boards since the number of seats in an electoral body are a key component in determining what each seat will look like.

The maximum number of county board supervisors any county may have is governed by statute. The classification plan establishing the maximum number of supervisors is detailed in Wis. Stat. § 59.10(3) as follows:

a. Counties having a population of less than 750,000 but at least 100,000: 47 supervisors.

b. Counties having a population of less than 100,000 but at least 50,000: 39 supervisors.

c. Counties having a population of less than 50,000 but at least 25,000: 31 supervisors.

d. Counties having a population of less than 25,000 and containing more than one town: 21 supervisors.

If the population of any county is within 2% of the minimum population for the next most populous grouping, the county board, in establishing supervisory districts may employ the maximum number for districts set for the next most populous group.

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CHAPTER 4: GUIDELINES TO DECENNIAL REDISTRICTING

Redistricting is a complex process. The following guidelines will assist counties in moving forward with redistricting and in meeting their statutory obligation under Wis. Stat. § 59.10(3). Included are general time frames within which each step in the process should be completed.

STEP ONE: Determine the Board Size and Appoint a Redistricting Committee
February 2021 and March 2021

As part of the redistricting process, county boards need to determine the number of districts that will be incorporated in the redistricting plan that, by definition, will determine the size of the board (county boards are single member districts). If the board size is to remain the same, no action should be taken. If the board size is going to increase or decrease, the county board should adopt a resolution establishing the new number of districts and board size.

County boards must then decide who will be responsible for overseeing the process of drawing district lines. The whole board can work in this capacity, but it is more efficient to select a redistricting committee that is tasked with the responsibility of drawing district lines. There are no restrictions on who may serve on a redistricting committee. A committee may, therefore, include county board members, representatives of affected municipalities, and citizens. Considering the integral role that municipalities play in the redistricting process and the obligation of counties to solicit suggestions from municipalities in the development of the plan, it is beneficial to have one or more representatives from municipalities on the committee.

The redistricting committee is not responsible for actually drafting the redistricting plans. The actual drafting will be done by county staff or a qualified consultant retained by the county to draw the district lines. The redistricting committee is responsible for establishing the guidelines that will govern the redistricting process and reviewing and making alterations to draft plans prepared by the consultant or staff.

STEP TWO: Establish Guidelines for Redistricting
March 2021

The redistricting committee is responsible for establishing the principles that will guide the redistricting process. The primary focus of the consultant will be on establishing a redistricting plan that focuses on substantial equal, contiguous, and compact districts. The redistricting committee should determine the extent to which other traditional concepts of redistricting will be reflected in the plan including preservation of political subdivisions, communities of interest and cores of prior districts, protection of incumbent interests, and consideration of minority interests, when appropriate. Additional considerations include municipal ward size restrictions, development of aldermanic districts, and other municipal redistricting concerns. The redistricting committee will need to guide the consultant in the development of plans to ensure that the guidelines chosen by the redistricting committee will be reflected in the plan.

STEP THREE: Develop a Tentative Plan
April 2021 through May 2021

Following receipt of census information, counties need to proceed forward with the preparation of a tentative plan. As indicated above, counties have 60 days under statute to complete this process from receipt of the census information.
Suggested Timeline
The following is a general timeline to assist in moving forward with the process:

1. Test the 2011 county plan. Using the 2020 census data, test the existing county plan. It may be possible to use the existing county plan as the basis for the tentative plan.

2. Draft plan options (about two weeks).

3. Review and revise plan (about two weeks).

4. Select a tentative plan.

5. Solicit municipal input (for split municipalities).

6. Hold a public hearing (early May).

7. Adopt tentative plan (May county board meeting).

Tips for Developing a Tentative Plan

1. When developing the tentative county plan, try to create districts that use whole contiguous municipalities and whole contiguous parts of municipalities. To be contiguous, the municipalities and/or parts of municipalities must have a common boundary or corner.

2. In the event that municipalities need to be divided, try first to divide those municipalities that are required to otherwise divide themselves under law, i.e., those with populations over 1,000. Only divide smaller municipalities when it is absolutely necessary in order to create supervisory districts that comply with the principle of one person, one vote.

3. Whenever it becomes necessary to divide a municipality, the county must submit a request to the municipality in writing, stating the size of the required ward and location for contiguity purposes. The county plan should not impose ward lines. It should inform the municipality of the types of wards it needs for county supervisory district purposes. The county should work with the municipality to create wards that meet both the county and municipal needs.

4. Special efforts must be made when working with cities that elect the members of the common council from districts. In these cases, the wards must serve both the county supervisory district purposes and the aldermanic district purposes. Careful work and negotiation with municipalities is advisable in this process.

5. The ultimate goal of any county redistricting plan should be 0% deviation from the norm; however, only districts which are substantially equal in population are required. With advances in mapping and redistricting software and technology, deviations below 10% (and potentially significantly lower considering the circumstances) should be readily achievable.

6. Amend the plan following the public hearing to address any issues that warrant consideration.
STEP FOUR: Create Municipal Wards
June 2021 through July 2021

As indicated above, every municipality in a county is required to make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located. If a municipality is unable to accommodate the tentative plan, the municipality must still divide itself into wards in a way that creates county supervisory districts that are in accordance with the population requirements of the tentative plan.

STEP FIVE: Finalize and Adopt the Redistricting Plan
August 2021 through September 2021

The following is a timeline for completing the redistricting process following receipt of ward plans from municipalities:

1. Adjust the tentative plan to accommodate ward plan changes.
2. Hold a public hearing (August county board meeting).
3. Enact a final plan (September county board meeting).

STEP SIX: Effectiveness of the New Plan and Application to Elections

Any decennial redistricting plan takes effect on November 15, 2021 (following its enactment by the county board). The plan first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county.
CHAPTER 5: MID-TERM REDISTRICTING

Section 59.10(3)(cm) governs mid-term redistricting, i.e., changes made during the decade following the decennial redistricting. Importantly, the only action that may be taken mid-term is a reduction in board size and corresponding redrawing of district lines to reflect the reduced board size. There are also circumstances involving municipal boundary adjustments when a board may, or may be required to, adjust districts to reflect such things as annexation or incompatibility of wards with legislative or congressional districts. However, the board may not increase or reduce the number of districts in such cases. The traditional concepts of redistricting and legal concerns outlined in this handbook apply in creating mid-term districts.

REDUCTION IN BOARD SIZE

Procedure for Mid-Term Redistricting to Reduce Board Size: Initiation by the Board

1. **Timing and Procedure.** Under Wis. Stat. § 59.10(3)(cm), a county board may, any time after the enactment of the decennial supervisory district plan, decrease the number of supervisors. Following the adoption of a resolution to reduce the size of the board, the board is required to redistrict, readjust, and change the boundaries of supervisory districts, so that (1) the number of districts equals the number of supervisors; (2) the districts are substantially equal in population according to the most recent countywide federal census; (3) the districts are in as compact a form as possible; and (4) the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the redistricting plan is adopted. In the redistricting plan, the board must adhere to statutory requirements with regard to contiguity and must, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In mid-term redistricting, the original numbers of the districts in their geographic outlines, to the extent possible, must be retained. Mid-term redistricting may be done once in between decennial redistricting.

2. **A Board May Not Mid-Term Redistrict if a Petition for Redistricting or Referendum for Mid-Term Redistricting is Pending.** A county board may not enact a mid-term redistricting plan during the review of a petition or referendum to decrease the size of the county board. However, if the electors of the county reject a change in the number of supervisory districts by referendum, the board may proceed with mid-term redistricting as outlined above.

Petition and Referendum to Reduce Board Size Mid-Term

1. **Timing.** The electors of a county may, by petition and referendum, decrease the number of supervisors at any time after the first election is held following enactment of a decennial supervisory district plan. This means that the electors cannot initiate action to revise the board’s decennial supervisory district plan until after the April 2022 elections, i.e., “the first election held following enactment of the supervisory district plan.”

2. **Procedure**

   - **Initial Petition** A petition for a change in the number of supervisors may be filed with the county clerk. Prior to circulating a petition to decrease the number of supervisors in any county, the petitioner must register with the county clerk, giving the petitioner’s name and address and indicating the petitioner’s intent to file such a petition. No signature on a petition is valid unless the signature is obtained within the 60-day period following registration. The petition must specify the proposed number of supervisors to be elected.
Alternate Petition: Within 14 days after the last day for filing an original petition, any other petitioner may file an alternative petition with the county clerk proposing a different number of supervisors to be elected. If the petition is valid, the alternative proposed in the petition must be submitted for approval at the same referendum. An alternative petition is subject to the same registration and signature requirements as an original petition.

Petition Requirements: Each petition must conform with the requirements of Wis. Stat. § 8.40 and must contain a number of signatures of electors of the county equal to at least 25% of the total votes cast in the county for the office of supervisor at the most recent spring election preceding the date of filing. The county clerk is responsible for determining the sufficiency of a petition.

Referendum: Once the county clerk determines that one or more petitions are sufficient, the county clerk must call a referendum concurrently with the next spring or general election in the county that is held not earlier than 70 days after the determination is made. If the referendum is approved by a majority of the electors voting on the referendum, the board must enact an ordinance prescribing revised boundaries for the supervisory districts in the county in accordance with the referendum. The districts created by the board are subject to the same requirements that apply to decennial redistricting. The county clerk must file a certified copy of any redistricting plan enacted under this subdivision with the Secretary of State.

Limitation on Mid-Term Redistricting to Reduce Board Size: Only Once a Decade
Under Wis. Stat. § 59.10(cm)(3), if the number of supervisors in a county is decreased by the board or by petition, no further action may be taken by the board or by petition until after enactment of the next decennial supervisory district plan by the board.

Mid-term Changes Due to Municipal Boundary Adjustments: No Changes in the Number of Supervisory Districts
After the enactment of a decennial supervisory plan, the board may amend the plan to reflect a municipal incorporation, annexation, detachment, or consolidation. The number of supervisory districts in the county may not be changed by any action under this paragraph.

On the other hand, a board must amend the county supervisory district plan to reflect any renumbering of the wards specified in the plan when a municipality enacts or adopts a revised division ordinance or resolution pursuant to Wis. Stat. § 5.15(4)(a)¹. Such amendment must be made within 60 days after the enactment or adoption of the revised division ordinance.

In both of these scenarios, the districts under the amended plan must be substantially equal in population according to the most recent countywide federal census, as compact a form as possible, and consist of contiguous municipalities or contiguous whole wards in existence at the time at which the redistricting plan is adopted. The original numbers of the districts in their geographic outlines must be retained to the extent possible. An amended plan becomes effective on the first November 15 following its enactment.

¹ Section 5.15(4)(a), Wis. Stats., provides, in relevant part that:

If the legislature, in an act redistricting legislative districts under article IV, section 3, of the constitution, or in redistricting congressional districts, establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the ordinance or resolution of the municipality, the municipal governing body shall, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution shall designate the polling place for any ward that is created to effect the legislative act. Nothing in this paragraph shall be construed to compel a county or city to alter or redraw supervisory or aldermanic districts.
To: Administrator Ken Pabich

From: Aaron LeClair

Date: January 19, 2021

RE: Emergency Services COVID-19 Vaccine Staffing

Door County Emergency Services, in partnership with Public Health, Emergency Management, Door County Fire Chief Coalition, and Door County Medical Center, began COVID-19 vaccination planning on November 20, 2020. This planning came to fruition as our vaccination operations began on January 13, 2021.

Door County Public Health’s vaccination operation will function as a drive through, using the apparatus bay at Emergency Services Sturgeon Bay station (916 N 14th Ave), for the predictable future. Emergency Services staff will be an essential part of Public Health’s ability to provide the vaccinations for the next six months. In addition to the multiple volunteers, Public Health staff, Emergency Services will need to allocate 10 personnel per clinic. To accommodate this increased staffing demand, we are using any personnel at our disposal, EMT, AEMT, Paramedic, Captains, Director, part-time, and full-time. In addition to our daily operations, this will be an all hands on deck operation that is critical to the safety and well-being of our county’s population.

The planning group plans to have three clinics per week in four-hour increments. Accounting for set up and take down we are tentatively planning on 150 additional staff hours per week. Over the course of 24 weeks this equals 3,600 hours that were not budgeted for 2021. My initial worst case estimate of our participation in this essential program is a financial impact of $133,525. This estimate accounts for all payroll and associated costs (FICA/WRS/Workers Compensation).

I will keep you apprised of detailed costs.
DOOR COUNTY POLICY – TEMPORARY REDUCED SCHEDULE, LAYOFF - DUE TO COVID-19

Door County may consider a reduced work schedule, or a layoff. As these are heavily fact-dependent cases, discussions and decisions will commence with Administration, including but not limited to, County Administrator, Human Resources with consultation of Corporation Counsel and comply with all applicable laws.

Any employee experiencing a hardship due to COVID-19 as it relates directly to your ability to report for work at the regularly scheduled times/shift should initiate discussions with their direct supervisor as soon as practical.

- Layoffs – the position will be separated from employment. Should benefits apply to the position the appropriate separation process will be followed.

- Reduced Schedule – reviewed on a case-by-case basis (consideration for exempt v. non-exempt) will decide the course of action. Any benefit package associated with the reduction will be reflected in the employee/employer proration. A reduction in exempt employee’s pay must meet the minimum salary requirement.
<table>
<thead>
<tr>
<th>Allocation of CARES Act Funding for COVID-19 Related Expenses</th>
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<tr>
<td>Submitted for Reimbursement on November 18, 2020</td>
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| Initial Allocation CARES Funds                  | 465,778.00 |
| Additional Allocation from V.Forestville       | 6,385.72   |
| T.Union                                       | 680.14     |
| T.Sturgeon Bay                                | 13,429.00  |
| T.Nasewaupee                                  | 2,573.60   |
| T.Jacksonport                                 | 1,358.20   |
| T.Gardner                                     | 8,576.51   |
| T.Lincoln                                     | 3,477.92   |
| V.Sister Bay                                  | 451.03     |
| T.Clay Banks                                  | 3,873.00   |
| Total Allocation CARES Funds                  | 506,583.12 |

| Additional CARES Funds received on 12/17/2020    | 49,433.99  |
| Total Allocation CARES Funds                    | 556,017.11 |

| Total Expenses Submitted on 9/15/2020           | -237,890.48|

| Claims to be Submitted on 11/18/2020            |
| COVID-19 PPE Expenses                          | -36,758.13 |
| Air Filters - County Buildings                 | -30,675.00 |
| Sheriff Salaries                               | -123,207.34|
| Open Meeting                                  | -29,880.00 |
| Audio/Video upgrades County Board Rooms       | -92,695.89 |
| SPL Hours                                     | -310,627.87|
| Emergency Family Medical Leave Expansion Act  | -44,528.23 |
| Dispatch Portable Position                    | -40,482.00 |
| Tables and accessories for meeting rooms       | -12,444.30 |

| Estimated Available Balance                    | -403,172.13|
ROLL CALL

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<th>Board Members</th>
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THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Erin Tauscher was duly elected to the Door County Board of Supervisors in April, 2020, and served through December 20, 2020; and

WHEREAS, Supervisor Tauscher represented District 7, encompassing the City of Sturgeon Bay, Wards 1 and 2; and

WHEREAS, Supervisor Tauscher served on several committees and boards including Legislative, Technology Services, County Ambassador, Health & Human Services, Sister City Informal Advisory Group, and Sustainability Committee; and

WHEREAS, Supervisor Tauscher also served as Chairperson of the Aging & Disability Resource Center Advisory Board.

NOW, THEREFORE, BE IT RESOLVED, That the County Board of Supervisors, assembled this 26th day of January, 2021, extends to Erin Tauscher, our sincere thanks and appreciation for her service to the people of Door County, and wish her the best in her future endeavors.

SUBMITTED BY:

________________________
David Lienau, Chairman
Door County Board of Supervisors
TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, There is a vacancy on the Door County Board of Supervisors for District 7; and

WHEREAS, Appointment of a successor is to be made by the Door County Board Chairperson, with the approval of the County Board.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the appointment of Morgan Rusnak as County Board Supervisor for District 7 for the term ending April 18, 2022.

SUBMITTED BY:

_________________________  Dave Lienau, Chairman  
Door County Board of Supervisors

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

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 26th day of January, 2021 by the Door County Board of Supervisors.

_________________________  Jill M. Lau  
County Clerk, Door County
Resolution No. 2021-03

APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

WHEREAS, “All appointments to boards and commissions by the County Administrator shall be subject to the confirmation of the County Board” per Section 59.18(2)(c), Wisconsin Statutes; and

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

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

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

SUBMITTED BY:

David Lienau, Chairman
Door County Board of Supervisors

Ken Pabich
County Administrator

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Recommended Appointments to Committees, Commissions and Boards

Term expires:

COUNTY AMBASSADOR (County Board Chairman Appointment)
Susan Kohout (filling County Board Supervisor position vacancy).................April 2021

LEGISLATIVE COMMITTEE (County Board Chairman Appointment)
Laura Vlies Wotachek (filling County Board Supervisor position vacancy) ........April 2021

TECHNOLOGY SERVICES COMMITTEE (County Board Chairman Appointment)
Morgan Rusnak (filling County Board Supervisor position vacancy) ...............April 2021

SUSTAINABILITY COMMITTEE (County Board Chairman Appointment)
Morgan Rusnak (filling County Board Supervisor position vacancy) ...............April 2021

SISTER CITY INFORMATION ADVISORY GROUP (County Board Chairman Appointment)
Morgan Rusnak (filling County Board Supervisor position vacancy) ...............April 2021

HEALTH & HUMAN SERVICES BOARD (County Administrator Appointment)
Morgan Rusnak (filling County Board Supervisor position vacancy) ...............April 2021

AGING & DISABILITY RESOURCE CENTER ADVISORY BOARD (HHS Board Rep)
(County Administrator Appointment)
Vinni Chomeau (filling County Board Supervisor position vacancy) ...............April 2021
RESOLUTION SUPPORTING INCREASED FUNDING FOR AGING AND DISABILITY RESOURCE CENTERS

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Aging and Disability Resource Centers (ADRC) are the first place to go to get accurate unbiased information on all aspects of life related to aging or living with a disability; and

WHEREAS, ADRC services include providing information and assistance, options and benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling; and

WHEREAS, in Wisconsin, there are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists that work with an ADRC; and

WHEREAS, ADRCs serve the fastest growing demographic of our state’s population; and

WHEREAS, the funding method for ADRCs has not been revised in more than a decade, and funding for ADRCs has not increased since 2006; and

WHEREAS, it has become evident that ADRC funding needs revision for a number of reasons, including:

- The current inequitable distribution of funding among ADRCs.
- The need to increase funding so that all ADRCs may effectively meet their mission, as outlined in the Scope of Services contract addendum; and

WHEREAS, the Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group in 2017 to discuss ADRC funding; and

WHEREAS, the stakeholder advisory group identified a number of issues with the current funding formula, such as:

- Dollars are distributed based on the date of ADRC establishment - older ADRCs (Generation One) receive more funding than ADRCs established at a later date (Generation Two and Three ADRCs);
- The current formula does not take into account elements associated with health and social inequity that require a greater need for ADRC services;
- The current formula does not adjust with need – Wisconsin’s aging and disability populations continue to grow and are expected to grow significantly over the next 20 years;
- The current formula does not account for needed cost of living adjustments; and

WHEREAS, a significant state GPR investment is needed to implement the recommendations of the stakeholder advisory group; and

WHEREAS, such a significant state investment would provide consistency in ADRC funding statewide, cover the services required and recommended in the Scope of Services contract addendum, and equalize services among ADRCs; and

WHEREAS, the work of the stakeholder advisory group complements the work of the Governor’s Task Force on Caregiving..
RESOLUTION SUPPORTING INCREASED FUNDING FOR AGING AND DISABILITY RESOURCE CENTERS

NOW, THEREFORE, BE IT RESOLVED that the Door County Board of Supervisors does hereby support the following increases in the 2021-23 state biennial budget to ensure access to critical services provided by ADRCs to Wisconsin’s aging and disability populations:

- Provide an additional $27,410,000 GPR in funding to our state’s ADRCs. It is important to note that the proposed change in the ADRC allocation methodology cannot occur unless the full $27.4 million is allocated.

- Provide additional funding to expand/equalize ADRC services across the state:
  - Expand Dementia Care Specialist Funding Statewide: $3,320,000
  - Fully Fund Elder Benefit Specialists Statewide: $2,300,000
  - Expand Caregiver Support and Programs: $6,000,000
  - Expand Health Promotion Services: $6,000,000
  - Expand Care Transition Services: $6,000,000
  - Fund Aging and Disability Resources in Tribes: $1,180,000
  - Fully Fund Aging and Disability Resource Support Systems: $2,650,000; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Tony Evers, DOA Secretary Joel Brennan, Interim DHS Secretary Karen Timberlake, the Wisconsin Counties Association and all area legislators.

SUBMITTED BY: The Health and Human Services Committee

Megan Lundahl, Chairperson  Nissa Norton
Vinni Chomeau
Susan Kohout
James F. Heise, MD
Christa Krause
Mark Moeller
Robert Rau

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 26th day of January, 2021 by the Door County Board of Supervisors.
Resolution No. 2021-05

APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE DOOR COUNTY CLERK’S OFFICE

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Section 59.52(19) Wisconsin Statutes empowers the County Board to accept donations, gifts, or grants of money for any public governmental purpose within the powers of the County; and

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

WHEREAS, Rule of Order #38, entitled ‘Donations, Gifts or Grants’, authorizes a department to accept donations, gifts or grants in amounts up to $999.00. An oversight committee may accept donations, gifts or grants in amounts up to $4,999.00. County Board shall be provided notice of any donation, gift or grant equal to or in excess of $5,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis; and

WHEREAS, The Wisconsin Elections Commission has offered a County CARES for Elections Subgrant (a subgrant of the 2020 HAVA CARES Act Grant) in the amount of $9,291.10 to the County Clerk’s Office. The purpose of said grant is to help Door County address additional costs associated with the national emergency related to coronavirus; costs spent to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle; and

WHEREAS, The Administrative Committee has voted to support accepting the above described grant.

NOW THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the County Clerk’s Office to accept the County CARES for Elections Subgrant, issued by the Wisconsin Elections Commission, as described above.

BE IT FURTHER RESOLVED, That the County Election Security Subgrant will be administered by the County Clerk’s Office, subject to Administrative Committee oversight.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

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<th>David Lienau, Chairperson</th>
<th>Joel Gunnlaugsson</th>
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<td>Susan Kohout</td>
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FISCAL IMPACT: The Grant funds will be used for the specified purpose; no additional County funds are required because of the acceptance of this Grant.

STW

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 20th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve: Adopted

1st: Defeated

2nd: No: Exc:

Reviewed by:
________________________, Corp. Counsel

Reviewed by:
________________________, Administrator

District 7

AUSTAD
BULTMAN
CHOMEAU
COUNARD
D. ENGLEBERT
R. ENGLEBERT
ENIGL
FISHER
GAUGER
GUNNLAUGSSON
HEIM PETER
KOHOUT
LIENAU
LUNDAHL
NORTON
ROBILLARD
THAYSE
VIRLEE
V LIES WOTACHEK
VOGEL

ROLL CALL

Board Members Aye Nay Exc.

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Resolution No. 2021-06

APPROVAL OF GIFT, GRANT AND/OR DONATION FOR LAKE MONITORING & PROTECTION NETWORK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

WHEREAS, Rule of Order # 38, entitled 'Donations, Gifts or Grants', requires County Board be provided notice of any donation, gift or grant equal to or in excess of $5,000 prior to acceptance; and

WHEREAS, The Soil and Water Conservation Department (SWCD) has received a Lake Monitoring & Protection Network (LMPN) Grant from the Wisconsin Department of Natural Resources (WDNR) funding in the amount of $12,371.23. The purpose of said Grant is to provide funding for aquatic invasive species ("AIS") Education, Prevention, and Planning.

WHEREAS, No new budget funds are being requested. No match monies are required; and

WHEREAS, The Land Conservation Committee has voted to accept the aforesaid Grant.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby accept the WDNR LMPN funding of $12,371.23.

BE IT FURTHER RESOLVED, That the aforesaid Grant shall be administered by the SWCD as fiscal manager subject to oversight by the Land Conservation Committee.

SUBMITTED BY:
LAND CONSERVATION COMMITTEE

Ken Fisher, Chair

Todd Thayse

Bob Bultman

Mike Vandenhouten

Vinni Chomeau

Richard Virlee

Roy Englebert

Reviewed by:
___________________________, Corp. Counsel

Reviewed by:
___________________________, Administrator

FISCAL IMPACT: The Grant funds will be used for the specified purpose; no additional County funds are required. STW

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2021-07
APPROVAL OF WIS DNR TARGETED RUNOFF MANAGEMENT ("TRM") PROGRAM GRANT AWARD TO SWCD

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

WHEREAS, Rule of Order #38, entitled ‘Donations, Gifts or Grants’ requires, among other things, County Board be provided notice of any donation, gift or grant in excess of $4,999.00 prior to acceptance; and

WHEREAS, The Soil & Water Conservation Department (SWCD) has been awarded a small-scale water quality Targeted Runoff Management ("TRM") Program Grant through the Wisconsin Department of Natural Resources ("Wis DNR") for the Twin Harbor Creek Headwater Protection in the amount of $220,000; and

WHEREAS, this Wis DNR TRM Program Grant brings the total of such grants awarded to the SWCD to 5 small-scale and two large-scale totaling $6,717,755 since 2003; and

WHEREAS, A Wis DNR TRM Grant is a competitive financial award to protect water quality. Grant funds will be used to cost-share structural best management practices to control polluted runoff and cost-share design assistance. The SWCD will enter into a contractual agreement with the landowner to disburse the funds. The landowner must comply with program conditions (i.e. pay the project costs they have agreed to cover, install all best management practices (BMP’s) to which they have agreed, and maintain the BMP’s in sound operating condition for a minimum of 10 years) and maintain compliance with Statewide water quality standards and prohibitions; and

WHEREAS, The Land Conservation Committee (LCC) has reviewed and voted to accept the aforesaid grant.

NOW THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the acceptance of the water quality Targeted Runoff Management Program Grant totaling $220,000.

BE IT FURTHER RESOLVED, That the aforesaid grant and donation shall be administered by the SWCD, subject to LCC oversight.

SUBMITTED BY:
Land Conservation Committee

Ken Fisher, Chair

Todd Thayse

Bob Bultman

Mike Vandenhousten

Vinni Chomeau

Richard Virlee

Roy Englebert

Reviewed by:
, Corp. Counsel

Reviewed by:
, Administrator

FISCAL IMPACT: The funds from this grant are “pass-thru” funds, and they require no financial match from Door County; as such, there is no fiscal impact on the 2021 budget.

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2021-08

AUTHORIZE APPLICATION FOR AND ACCEPTANCE OF FINANCIAL ASSISTANCE FOR KAYAK LAUNCH AT ROBERT M. CARMODY COUNTY PARK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

WHEREAS, Rule No. 38 of the Rules of Order provides, in pertinent part, as follows: “An oversight committee may accept donations, gifts or grants. County Board shall be provided notice of any donation, gift or grant in excess of $5,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis.”; and

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

WHEREAS, Door County hereby formally requests financial assistance (i.e., a grant) through the Wisconsin Department of Natural Resources’ (DNR’s) Recreational Boating Facilities Grant for Robert M. Carmody County Park ADA Kayak Launch in an estimated amount of $8,282.00. There is a 50% county match required for this grant; and

WHEREAS, The Door County Facilities & Parks Department has sufficient funds available to meet the financial obligation of the grant (i.e., 50% match); for the kayak launch; and

WHEREAS, The Facilities & Parks Committee has approved the application for and acceptance of financial assistance (i.e., a grant) through the DNR’s Recreational Boating Facilities Grant for the ADA Kayak Launch project at Robert M. Carmody County Park.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the Facilities & Parks Director, subject to the oversight by the Facilities & Parks Committee, to: act on behalf of Door County, prepare and submit a Recreational Boating Facilities grant application, accept any grant award, sign necessary documents, administer any Recreational Boating Facilities grant, and take any and all action necessary to complete the proposed project.

BE IT FURTHER RESOLVED, That Door County will comply with the project grant award contract mandates.

SUBMITTED BY:
FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson

Roy Englebert

David Enigl

Ken Fisher

Susan Kohout

Alexis Heim Peter

Nancy Robillard
Resolution No. 2021-09
COUNTY SNOWMOBILE TRAIL AID, 2021-22 SNOW SEASON

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County is interested in the development and maintenance of snowmobile trails and related facilities for public snowmobile purposes; and

WHEREAS, Aid to counties for snowmobile purposes is available under Section 23.09(26), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the application for funds under Section 23.09(26), Wisconsin Statutes, for aid to counties for snowmobile purposes.

BE IT FURTHER RESOLVED, That the Door County Facilities and Parks Director or their designee, subject to the oversight of the Door County Facilities and Parks Committee, is hereby authorized to act on behalf of Door County and; a) apply (to the State of Wisconsin, Department of Natural Resources and/or any other source) for aid under Section 23.09(26), Wisconsin Statutes; b). negotiate; c) execute documents; and take all actions necessary to receive the aid and undertake and complete funded projects.

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Roy Englebert
David Enigl

Alexis Heim Peter
Susan Kohout
Nancy Robillard

Ken Fisher

FISCAL IMPACT: Snowmobile trail grant funds are utilized up to the amount of the grant received. There should be no fiscal impact. STW

Reviewed by:
Corp. Counsel

Reviewed by:
Administrator

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2021-10
TRANSFER OF NON-BUDGETED FUNDS FOR PARKING LOT AND SIDEWALK REPAIRS AT CHAUDOIR’S DOCK PARK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, In accordance with Sec. 65.90(5)(a) Wis. Stats. 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, The Facilities & Parks Committee, based on input from the Facilities and Parks Department, deems it appropriate and necessary to repair the upper and lower parking lots and sidewalks of Chaudoir’s Dock County Park Boat Launch (hereafter “repairs”) at an approximate cost of twenty-seven thousand dollars ($27,000); and

WHEREAS, The Facilities and Parks Committee, based on input from the Facilities and Parks Department, requests the transfer of up to twenty-seven thousand ($27,000) from the Boat Launch Reserve (Account #100.32115) to the Boat Launch Expense (Account #100.37.5202.52315) to effectuate these repairs; and

WHEREAS, The Finance Committee recommends the transfer of up to twenty-seven thousand ($27,000) from the Boat Launch Reserve (Account #100.32115) to the Boat Launch Expense (Account #100.37.5202.52315) to effectuate these repairs.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the transfer of up to twenty-seven thousand dollars ($27,000) from the Boat Launch Reserve (Account #100.32115) to the Boat Launch Expense (Account #100.37.5202.52315) for repairs to the upper and lower parking lots and sidewalks of Chaudoir’s Dock County Park Boat Launch.

SUBMITTED BY:  FINANCE COMMITTEE

_________________________  __________________________  __________________________  __________________________
David Englebert, Chairperson        Nancy Robillard      Daniel Austad                   Laura Vlies Wotachek

_________________________  __________________________
Alexis Heim Peter                   Dale Vogel

_________________________
Susan Kohout

Reviewed by: _______________ , Corp. Counsel
_________________________
Reviewed by: _______________ , Administrator

FISCAL IMPACT: The fiscal impact is a decrease of $27,000.00 to the Boat Launch Reserve which leaves a balance of $353,649.55.

STW

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

ROLL CALL

AUSTAD
BULTMAN
CHOMEAU
COUNARD
D. ENGLEBERT
R. ENGLEBERT
ENIGL
FISHER
GAUGER
GUNNLÀUGSSON
HEIM PETER
KOHOUT
LIENAU
LUNDAHL
NORTON
ROBILLARD
THAYSE
VIRLEE
VLIES WOTACHEK
VOGEL

District 7

Aye Nay Exc.

BOARD ACTION

Vote Required:  Two-thirds of Entire Membership

Motion to Approve

1st
2nd

Adopted
Defeated

Yes: ___ No: ___ Exc: ___
Resolution No. 2021-11  
INTERNATIONAL MIGRATORY BIRD DAY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, Many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, These migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, Migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, Public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, Citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, Since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, Hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, While IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby proclaim the second Saturday in May, as International Migratory Bird Day in the County of Door.

BE IT FURTHER RESOLVED, That the County Board urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairman
Roy Englebert
David Enigl
Ken Fisher

Alexis Heim Peter
Susan Kohout
Nancy Robillard
Resolution No. 2021-12
WISDOT EQUIPMENT LEASE AGREEMENT-
BRINE MAKING SYSTEM

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

WHEREAS, The Highway & Airport Committee has considered and approved the Wisconsin Department of Transportation (“WisDOT”) High Capacity Brine Maker System Equipment Lease Agreement (“Lease Agreement” (attached hereto as Addendum A and incorporated herein by reference as if fully set forth); and

WHEREAS, It is deemed advantageous for Door County to enter into WisDOT’s High Capacity Brine Maker System Equipment Lease Agreement.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve WisDOT’s High Capacity Brine Maker System Equipment Lease Agreement.

BE IT FURTHER RESOLVED, That the Highway Commissioner or designee, subject to the general oversight of the Highway & Airport Committee, shall administer WisDOT’s High Capacity Brine Maker System Equipment Lease Agreement.

SUBMITTED BY: HIGHWAY & AIRPORT COMMITTEE

Roy Englebert, Chairman

David Englebert

Joel Gunnlaugsson

Laura Vlies Wotachek

Ken Fisher

Reviewed by: ______________, Corp. Counsel
Reviewed by: ______________, Administrator

FISCAL IMPACT: The Door County Highway Department operations are financed and operated in a manner similar to private business enterprises. Any cost associated to the Brine Maker System will come from the Highway operations. STW

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
High Capacity Brine Maker System
Equipment Lease Agreement

This Equipment Lease Agreement (the “Agreement”) is made and entered on November 9, 2020, by and between the State of Wisconsin Department of Transportation (“Lessor”) and Door County (“Lessee”) (collectively referred to as the “Parties”).

WHEREAS, Section 84.07 of the statutes requires the Department of Transportation to maintain the state trunk highway and state expense, specifically including the treatment, removal and control of snow and ice, and allows the Department to contract with any county highway committee to have all or certain parts of the work of maintaining the state trunk highways within or beyond the limits of the county, including interstate bridges, performed by the county, and authorizes any county to enter into such contract; and

WHEREAS, Section 84.07(2) of the statutes requires the Department to pay the actual cost of the maintenance, including the allowance for materials and the use of county machinery and overhead expenses agreed upon in advance, for such county maintenance; and

WHEREAS, Section 84.01(15) of the statutes requires the Department to maintain the national system of interstate highways and the federal aid highway system, or arrange for such maintenance by subdivisions of the state; and

WHEREAS, Section 84.07(5) of the statutes requires the Department to work cooperatively with county highway departments to determine an appropriate level of state work sufficient to fully utilize manpower and equipment needed for winter maintenance; and

WHEREAS, the Department is owner of one or more High Capacity Brine Maker Systems for production of material used in the treatment and control of snow and ice on highways for the protection of such equipment; and

NOW THEREFORE, the Parties do agree as follows:

1. EQUIPMENT: Lessor hereby leases to Lessee the following equipment:
   a. High Capacity Brine Maker: TBD
   b. Storage Tanks: TBD

2. LEASE TERM: The lease will start on November 9, 2020, or the date the Equipment is installed, and will end on November 9, 2030, or 10 years to the day after the Equipment was first installed (Lease Term).

3. LEASE PAYMENTS: Lessee agrees to pay to Lessor as rent for the Equipment the amount of $1.00 each year in advance on the first day of each year payable to “Transportation Fund” at:

   Attn: Bureau of Highway Maintenance
Brine Maker Lease
DOT- Door County
November 9, 2020

Wisconsin Department of Transportation
4822 Madison Yards Way, Madison, WI 53707-7910

or at any other address designated by Lessor.

4. DELIVERY AND INSTALLATION: Lessee is responsible for all costs associated with the site and utility preparation for the installation of the equipment accordance with all local codes, regulations, and laws. Lessor shall be responsible for all expenses and costs: i) at the beginning of the Lease Term, of shipping the Equipment to Lessee’s premises; ii) of installing the equipment in a location and manner appropriate for its use; and iii) in the event of a breach of this Agreement, of shipping the Equipment back to Lessor.

5. DEFAULTS: If Lessee fails to perform or fulfill any obligation under this Agreement, Lessee shall be in default of this Agreement. Subject to any statute, ordinance or law to the contrary, Lessee shall have seven (7) days from the date of notice of default by Lessor to cure the default. In the event Lessee does not cure a default, Lessor may at Lessor’s option (a) cure such default; or (b) declare Lessee in default of the Agreement. If Lessee shall become insolvent, cease to do business as a going concern or if a petition has been filed by or against Lessee under the Bankruptcy Act or similar federal or state statute, Lessor may immediately declare Lessee in default of this Agreement. In the event of default, Lessor may, as permitted by law, re-take possession of the Equipment. Default of this Agreement is not considered a conclusion of the lease term for purposes of transferring ownership of the Equipment.

6. POSSESSION AND SURRENDER OF EQUIPMENT IN DEFAULT: Lessee shall be entitled to possession of the Equipment on the first day of the Lease Term. In the event of default, Lessee shall surrender the Equipment to Lessor by delivering the Equipment to Lessor or Lessor’s agent in good condition and working order, ordinary wear and tear excepted, as it was at the commencement of the Agreement.

7. USE OF EQUIPMENT: Lessee shall only use the Equipment in a careful and proper manner and will comply with all laws, rules, ordinances, statutes and orders regarding the use, maintenance of storage of the Equipment. Furthermore, Lessee agrees to comply with APPENDIX A (“Memorandum of Understanding Concerning Use of High Capacity Brine Maker System”) regarding the use, maintenance, and storage of the Equipment. In the event of an actual or apparent conflict between the terms of those documents, Lessee agrees to notify Lessor and to work cooperatively to resolve any apparent conflict in terms.

8. CONDITION OF EQUIPMENT AND REPAIR: Lessee or Lessee’s agent has inspected the Equipment and acknowledges that the Equipment is in good and acceptable condition.

9. MAINTENANCE, DAMAGE AND LOSS: Lessee will, in accordance with Appendix A, keep and maintain the Equipment clean and in good working order and repair during the Lease Term. In the event the Equipment is lost or damaged beyond repair, Lessee shall
Brine Maker Lease
DOT- Door County
November 9, 2020

pay to Lessor the replacement cost of the Equipment divided by the number of full and partial years remaining in the lease term; in addition, the obligations of this Agreement shall continue in full force and effect through the Lease Term.

10. INSURANCE: Lessee shall be responsible to maintain insurance on the Equipment with losses payable to Lessor against fire, theft, collision, and other such risks as are appropriate and specified by Lessor. Upon request by Lessor, Lessee shall provide proof of such insurance.

11. ENCUMBRANCES, TAXES AND OTHER LAWS: Lessee shall keep the Equipment free and clear of any liens or other encumbrances, and shall not permit any act where Lessor’s title or rights may be negatively affected. Lessee shall be responsible for complying with and conforming to all laws and regulations relating to the possession, use or maintenance of the Equipment. Furthermore, Lessee shall promptly pay all taxes, fees, licenses and governmental charges, together with any penalties or interest thereon, relating to the possession, use or maintenance of the Equipment.

12. LESSORS REPRESENTATIONS: Lessor represents and warrants that it has the right to lease the Equipment as provided in this Agreement and that Lessee shall be entitled to quietly hold and possess the Equipment, and Lessor will not interfere with that right as long as Lessee pays the Rent in a timely manner and performs all other obligations under this Agreement.

13. OWNERSHIP: The Equipment is and shall remain the exclusive property of Lessor during the lease period. Upon conclusion of the lease term, ownership of the Equipment shall transfer to Lessee.

14. SEVERABILITY: If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. ASSIGNMENT: Neither this Agreement nor Lessee’s rights hereunder are assignable except with Lessor’s prior, written consent.

16. BINDING EFFECT: The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the legal representatives, successors and permitted assigns of the Parties.

17. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

18. NOTICE: Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service to:
ADDENDUM A to Resolution 2021-12

Brine Maker Lease
DOT- Door County
November 9, 2020

Lessor:
Bureau of Highway Maintenance
Wisconsin Department of Transportation
4822 Madison Yards Way, Madison, WI 53707-7910

Lessee:
Door County Highway Department
1001 S. Duluth Avenue
Sturgeon Bay, WI 54235

Equipment will be located at:
Door County Highway Department
1001 S. Duluth Avenue
Sturgeon Bay, WI 54235

Either party may change such addresses from time to time by providing notice as set forth above.

19. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

20. AMENDMENTS: This Agreement may be modified in writing and must be signed by both Lessor and Lessee.

21. CUMULATIVE RIGHTS: Lessor’s and Lessee’s rights under this Agreement are cumulative, and shall not be construed as exclusive of each other unless otherwise required by law.

22. WAIVER: The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. The acceptance of rent by Lessor does not waive Lessor’s right to enforce any provisions of this Agreement.

23. INDEMNIFICATION: Except for damages, claims or losses due to Lessor’s acts or negligence, Lessee, to the extent permitted by law, will indemnify and hold Lessor and Lessor’s property, free and harmless from any liability for losses, claims, injury to or death of any person, including Lessee, or for damage to property arising from Lessee using and possessing the Equipment or from the acts or omissions of any person or persons, including Lessee, using or possessing the Equipment with Lessee’s express or implied consent.

24. ADDITIONAL TERMS & CONDITIONS: Lessee agrees to comply with APPENDIX A ("Memorandum of Understanding Concerning Use of High Capacity Brine Makers") regarding
Brine Maker Lease  
DOT- Door County  
November 9, 2020

the use, maintenance, and storage of the Equipment. Lessee shall comply with all requirements of Section 85.17 of the statutes, Storage of Highway Salt, in the use, and location of the Equipment.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

LESSOR (WISDOT):

________________________________________

(Name)

(Position, if applicable)

LESSEE (Door County):

________________________________________

(Name)

(Position, if applicable)
Appendix "A"

"Memorandum of Understanding concerning use of High Capacity Brine Maker System"

This Memorandum of Understanding (MOU), issued November 9, 2020 is designed to establish a shared basis of agreement and procedures that the County of Door (County) and the Wisconsin Department of Transportation (Department) agree to follow for the use, storage, maintenance and chloride uses of the High Capacity Brine Maker System financed by the Department and transferred for ownership purposes to the County. The new brine machine will be installed at 1001 S. Duluth Avenue, Sturgeon Bay, WI 54235.

Specific Provisions: this section should identify factors specific to the individual piece(s) of equipment. (Examples are provided below.)

• High Capacity Brine Maker
  - Acquisition Costs $125,000
  - Equipment ID _____ TBD ________
  - Make/Model Description - TBD ____________
  - MOU Agreement life is assumed to be _______10 years ___________.
  - Disposal date of this equipment _______November 9, 2030___________.
  (Spare and replacement parts shall not be included in the acquisition costs.)

• Storage Tanks
  - Acquisition Costs $22,000
  - Equipment ID _____ TBD ________
  - Make/Model Description - _____ TBD ____________
  - MOU Agreement life is assumed to be _______10 years ___________.
  - Disposal date of this equipment _______November 9, 2030___________.
  (Spare and replacement parts shall not be included in the acquisition costs.)

General Provisions

• Full transfer of the above referenced equipment to Door County will take place after 10 full winter seasons from the time of delivery. However, if the County wants to dispose of this equipment prior to the end of its estimated life, the County and the Department must agree on the financial terms associated with
this disposal. (*Regional staff may contact the statewide bureau for additional guidance.*) The Department will not be charged depreciation for the above referenced equipment.

• The County will follow all relevant procedures and guidelines in the State of Wisconsin Department of Transportation Highway Maintenance Manual. By agreeing to receive the state funded High Capacity Brine Maker System the County is agreeing to the terms in this MOU with respect to the brines created by the High Capacity Brine Maker.

• Because the equipment was originally state financed, the Department will only be charged for brine costs under the following scenarios for use of this equipment:

**Charging Policy to the State for cost pooling (per gallon charge):**

- **Not eligible in cost pool (per gallon charge):**
  1. Building depreciation financed in whole or part by the state.
  2. Additives (should be charged for direct bill)
  3. State salt (this can be calculated by using 2.29 lbs/gallon)
  4. Equipment purchased by the state in whole or part
  5. Labor including fringe already paid though administration such as patrol supervisors and shop overhead such as shop supervisors
  6. Utilities that are not directly metered to production of brine
  7. Transportation of brine to storage tanks (may use Activity Code 070)

- **ONLY Eligible Items in cost pool (per gallon charge) for state used brine**
  1. Building and Grounds Allocation
  2. County salt if used (calculated at 2.29 lbs/gallon)
  3. Any supplementary equipment used in the brining operations, such as a loader, can be charged to the cost pool using the published Statewide Equipment Rates.
  4. Brining Equipment purchased by the county may be depreciated in the cost pool based on the guidance given in the Uniform Cost Accounting Manual.
  5. Maintenance and repairs of the brining equipment
  6. Labor and Fringe (not reimbursed elsewhere)
  7. Utilities if separately metered.

In accordance with 2 CFR 200, the variance carryforward method will be used in order to meet SS 84.07(2)(a).

**Direct Charging:**

- Brine for state system only:
  1. Use state salt
  2. Charge labor to RMA, Activity Code 072
  3. Deicer additives – Charge/Credit RMA, Activity Code 072
4. Water – Charge gallons times price per gallon to RMA, Activity Code 072, if a separate water meter is attached to brine maker. Otherwise water is paid for in the-buildings and grounds cost pool.
5. Equipment Maintenance – Charge to RMA, Activity Code 072
6. Transportation to outlying sheds for only the brine used on state highway system - Charge to RMA, Activity Code 070

- The Department shall not be charged for any costs associated with the making and supplying of brine to a municipality within the County. County salt and non-state system purchased deicer additives will be used for brine supplied to municipalities.

- The High Capacity Brine Maker System provided under this MOU shall not be used to provide brine to municipalities outside the county or to other counties if they are not using brine on the state system within their county.

- The Department will reimburse the county according to the procedures established in the Highway Maintenance Manual unless otherwise addressed in this MOU.

- All eligible state-related expenses for this equipment will be reimbursed through the Routine Maintenance Agreement. Typical eligible expenses include but are not limited to regular maintenance, insurance, purchased storage, and minor repair. (The County and the Region may need to discuss and agree how to distribute certain costs between them.)

- This equipment will be stored in a secure location when not in use. (If needed, storage providing cover and protection from the weather may need to be considered.)

- State trunk highway needs are given priority whenever conditions demand this equipment be employed.

County receiving high capacity brine maker will agree to:

1. Send all state highway plow operators to a chloride use education class TBD between the state and the county.
2. Increase brine use and education, while maintaining an acceptable level of service, with the goal of reducing the use of salt on the state system by 20% the first year and up to 50% longer term. The Department recognizes significant county capital investments may be needed to purchase or modify dispensing equipment, and therefore understands the exact timeframe for a county to convert to a more liquid application model for winter maintenance, and thereby achieve salt reduction goals, will vary. The salt reduction analysis will be based on the County’s 5-year historical usage prior to this agreement and adjusted for winter severity. It is the department’s discretion to determine whether the county is adequately working towards our mutual goal of significantly reducing salt use and demonstrating continued reduction of salt use.
3. Pilot a liquid-only plow route (LOR) by year-two using methods in application rate and additives that adheres to liquid brine application best practices based on research results and documented experiences of other counties that have been implementing LOR.
4. Assist the department in the development of BMP’s to be shared statewide on anti-icing, pre-wetting and liquid only deicing.
5. Agree to review and consider the use of route optimization for county and state highway systems.
6. Track annual salt use reductions by increased use of brine per winter section and plow driver to
determine salt savings in percent and provide documentation to support salt use reductions.
Specifically, the amount of material used per storm, per season, per crew member, and per
specific route, shall be documented and provided to the Department.

• If replacement of this High Capacity Brine Maker System at the end of its agreement life is desired by
the County, Door County is responsible for all equipment replacement costs. The acquisition, operating,
and maintenance costs for the replacement equipment will be paid by the County and then reimbursed by
the State through the procedures described in the Highway Maintenance Manual.

The parties below agree that the provisions as outlined above clearly define the roles and
responsibilities for usage, maintenance and repair, billing, and replacement of the High Capacity
Brine Maker System financed by the state and transferred after ten (10) full winter seasons for
ownership purposes to Door County.

_________________________________________  _______________________
Door County Highway Commissioner/Committee  Date

_________________________________________  _______________________
(WisDOT) Regional Highway Operations Engineer  Date

_________________________________________
State Highway Maintenance Engineer  Date
Resolution No. 2021-13
Intergovernmental Agreement
Transfer of PIN 281-62-10000117 to City

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

WHEREAS, The City of Sturgeon Bay (“City”) and Door County (“County”) may, consistent with § 66.0301, Wis. Stats., contract with each other for the joint exercise of any power or duty authorized by law; and

WHEREAS, The proposed Intergovernmental Agreement (attached hereto and incorporated herein by reference as if set forth in full) represents a collaborative and cooperative effort by the City and County to support activities related to economic development; and

WHEREAS, Economic development activities serve the public interest, and qualify as a public use and purpose; and

WHEREAS, The Finance Committee has considered and favorably views disposition of the subject parcel as described herein.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the proposed Intergovernmental Agreement.

BE IT FURTHER RESOLVED, That the County Administrator, subject to the Administrative Committee’s oversight, will administer the Intergovernmental Agreement.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairman

Dan Austad

Joel Gunnlaugsson

Richard Virlee

Reviewed by: Jill M. Lau, Corp. Counsel
Reviewed by: Susan Kohout, Administrator

FISCAL IMPACT: The payment of $10,840.19 less the $577.57 due back to the City would cover the delinquent taxes for the years 2016 thru 2019. The County will receive 50% of net proceeds of the sale of both parcels. STW

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 26th day of January, 2021 by the Door County Board of Supervisors.
INTERGOVERNMENTAL AGREEMENT
[Conveyance of Real Property for Purposes Related to Economic Development]

This Agreement is made this ____ day of __________, 2020 by and between Door County (“County”), and the City of Sturgeon Bay (“City”), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including activities related to economic development; and

Whereas, this Agreement is deemed to be of benefit to each of the parties and is consistent with their powers or duties under law.

IT IS THEREFORE AGREED AS FOLLOWS:

1. This is an intergovernmental Agreement consistent with, and a cooperative arrangement as allowed by, Section 66.0301, Wisconsin Statutes.

2. This Agreement shall become effective and binding when it is fully executed and delivered.

3. Activities related to economic development are in the public interest, and constitute a public use and purpose for which public funds may be spent and property acquired or conveyed.

4. County acquired Door County PIN 281-62-10000117 (hereafter “subject parcel”) through foreclosure of tax liens by action in rem under Section 75.521, Wisconsin Statutes.

5. Pursuant to Section 59.52(6)(a) & (c), Wisconsin Statutes, the County Board may: take and hold land acquired under Chapter 75, Wisconsin Statutes; sell or convey (or contract to sell or convey) any County land (not donated and required to be held for special purpose); and may transfer County land to (among other entities) any municipality within the County for public use or purposes of any nature.

6. The subject parcel is deemed to be appropriate for purposes related to economic development. Specifically, City has acquired Door County PIN 2816210000103 (hereafter “adjacent parcel”). City and County have determined that combining the subject parcel and adjacent parcel will improve the salability of each parcel, will create improved access to streets, and will result in the highest and best use, and maximize the value, of the site.

7. The City will pay the County ten thousand eight hundred and forty dollars and nineteen cents. ($10,840.19). This sum represents tax liens together with interest thereon and the reasonable costs that the County incurred to initiate the in rem proceedings. Of this amount, five hundred seventy-seven dollars and fifty-seven cents ($577.57) are special assessments that will go to the City.

8. County will transfer the subject parcel, via quit claim deed, to the City. The County Clerk is hereby directed to execute the documents, after review and approval by County Corporation Counsel, necessary to facilitate this transfer.

9. If the parcels are combined, sold and redeveloped (without the existing structure) any net proceeds of the sale will be divided equally between the County and the City. Determine the net proceeds from the sale of the properties by subtracting from the sale price all of the following:

   a. Costs of sale of the property;

   b. 2020 taxes and assessments; and

   c. The amount paid by the City to the County under ¶ 7 supra, which will be repaid to the City.
Otherwise, the issue of net proceeds and net proceeds disposition will need to be resolved before any contemplated sale of the parcels (individually or combined).

10. This Agreement is purposefully goal-oriented and not overly prescriptive. The parties do not want to limit their own or a developer’s ability to use creativity and expertise to come up with the most viable strategies to further the goal of meeting the need for affordable and attainable housing.

11. Each party is responsible to designate an employee or official (“contact person”), who is responsible for administration of this Agreement. The contact persons are as follows:

a. City of Sturgeon Bay:

Josh Van Lieshout, City Administrator
Phone: 920-746-6905
E-Mail: jvanlieshout@sturgeonbaywi.org

b. Door County:

Ken Pabich, County Administrator
Phone: 920-746-2303
E-Mail: kpabich@co.door.wi.us

Contact person may be changed upon prior written notice to the other party.

12. The parties hereto agree to exercise good faith, make reasonable efforts, and take whatever cooperative action is necessary to fulfill the intent and purposes of this Agreement.

13. Any notices required or permitted hereunder shall be given in writing and shall be delivered (a) in person, with proof of service, (b) by certified mail, postage prepaid, return receipt requested, (c) by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

a. City:

   City Administrator
   City Hall
   421 Michigan Street
   Sturgeon Bay, WI 54235

b. County:

   County Administrator
   County Government Center
   421 Nebraska Street
   Sturgeon Bay, Wisconsin 54235

Any notice shall be effective upon delivery.

14. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this Agreement shall not constitute a waiver of any subsequent breach.

15. If a dispute between any party hereto arises out of or relating to this Agreement, and cannot be settled through direct discussions, each party agrees to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.
16. If any covenant, condition, provision, or term of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this Agreement shall not be affected thereby, but each covenant, condition, provision, or term of this Agreement shall be valid and in force to the fullest extent permitted by law.

17. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, Door County, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.

18. This Agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.

19. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this ___ day of __________, 2021. Accepted and agreed this ___ day of __________, 2021.

_________________________________________  
Ken Pabich  
Door County Administrator

______________________________________________  
Josh VanLieshout, Administrator  
City of Sturgeon Bay
Data Current through 13th November 2020

Parcel Number: 2816210000117 - C OF STURGEON BAY
PLSS Section-Town-Range: NW of NE 5-27-26
Property Address:
Owner Name: DOOR COUNTY
Co-Owner:
Mailing Address:
   421 NEBRASKA ST
   STURGEON BAY, WI 54235
Legal Description (See recorded documents for a complete legal description):
   SUBD. 10 COM W LN N14TH AVE & S LN SUBD 10 N88DW217.70'BG N88D W147.90'N18DW329.08'N50DE 30'S18DE52.54'S82DE146.50'N58DE79.52'S307.54'BG.

School District: Sturgeon Bay

Valuations: 2020
   Acres: 1.27
   Land Value: $126500
   Improved Value: $0
   Forest Value: $0

Taxes: 2019
   Real Estate Tax: $3016.53
   Special Tax: $232.78
   Forest Tax: $0.00
   Est Fair-Market Value: $139800
Resolution No. 2021-14

COUNTY FACILITY ON WASHINGTON ISLAND PROJECT
AUTHORIZATION TO PROCEED WITH PHASE II

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, This Project has been the subject of myriad resolutions, including Resolution No. 2019-12 (adopted 01-22-2019); Resolution No. 2020-05 (adopted 01-28-2020); Resolution No. 2020-61 (adopted 07-28-2020); and Resolution No. 2020-110 (adopted 12-15-2020); and

WHEREAS, Phase I of this Project, authorized by Resolution No. 2020-110, has been completed; and

WHEREAS, The Facilities & Parks Committee, at its January 19, 2021, meeting, recommended that Phase II (as described in Addendum A, attached hereto and incorporated herein by reference as if fully set forth) of this Project proceed; and

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby deem Phase I of this Project to be complete.

BE IT FURTHER RESOLVED, That Phase II of the Project may proceed, and that there be a report to and authorization from the Door County Board of Supervisors before moving forward with Phase III.

BE IT FURTHER RESOLVED, That Phase II of this Project will be administered by the Facilities & Parks Director, and subject to the general oversight of the Facilities & Parks Committee.

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Alexis Heim Peter

Roy Englebert
Susan Kohout

David Enigl
Nancy Robillard

Ken Fisher

FISCAL IMPACT: Funding for Phase I and Phase II is included in the 2021 budgeted amount of $1,820,000 for this project. STW

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
**Phased Service Planning**

Architectural & Engineering Services - Renovation Historic Washington Island Dairy

**SUMMARY**

Door County intends to renovate the Historical Washington Island Dairy located at 1309 Range Line Road, Washington Island, WI. A preliminary evaluation of the renovation has been completed.

**SERVICES AND DELIVERABLES**

**PHASE I:**

A. Schematic design phase services.
   1. Design professional consults with Door County and determines project goals and requirements.
   2. Design professional develops study drawings, documents or other media that illustrates the concepts of design and include spatial relationships, scale, and form for Door County to review.
   3. Research and address zoning requirements or jurisdictional restrictions.
   4. A final schematic design, including site plan, floor plan, sections, an elevation, overall dimensions, and other illustrative materials.

B. Design development phase services.
   1. Use the initial design documents from the schematic design phase and take them a few steps further.
   2. Lay out mechanicals, electrical, plumbing, structural and architectural details.
   3. Specify design elements, such as material types, location of windows, and location of doors.
   4. Floor plans, sections, and elevations with full dimensions.
   5. Cost estimate.

*** REPORT TO COUNTY BOARD ***

**PHASE II:**

C. Construction document phase services.
   1. Specific and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
   2. This phase must produce a set of drawings that include all pertinent information required for the general contractor to price and construct the project.

D. Competitive bidding phase services.
   1. Assistance with preparation of necessary bid documents to be provided to prospective bidders for the project.
2. Help with selection of general contractors that should be given an opportunity to bid on the project based on their experience, their reputation for quality, on-time and on-budget performance, and their financial credibility.

3. Pre-bid meeting for potential general contractors.

4. Review of the bids received to assess the relative merits of each and assist Door County in awarding the contract.

5. Construction contract [it is anticipated that modified standard AIA or EJCDC contract documents will be used.]

*** REPORT TO COUNTY BOARD ***

Phase III:

E. Construction phase services.

1. Construction contract administration.

2. The design professional’s core responsibility during this phase is to assist the general contractor to construct the project as specified in the construction documents as approved by Door County.

3. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.

4. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

5. The end result being a successfully contracted and built project.

F. This project is expected to be completed by Fall 2021.

*** FINAL REPORT TO COUNTY BOARD ***
## PROJECTED W-I EMS Facility

### PLANNED FUNDS AVAILABLE AND EXPENSES PAID THRU 1-19-21

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FIRST FLOOR:
- All existing floor to remain.
- Paint all walls in modified areas.
- Match all existing base and window trim.
- Furniture shown N.I.C. only include.
- Full height lockers and built-in bench in pricing.
- New rubber tile and integral treads and risers at new stair and ramp.
- Metal liner panel on walls and ceiling at rescue squad bay.

EXISTING recognised:
- Existing lift/stair
- Existing kitchenette
- Existing toilet - men
- Existing toilet - women
- Existing linen - men
- Existing linen - women
- Existing history - monument
- Existing history - mural
- New tile floor and shower walls
- New tile floor and shower walls
- Paint remaining
- New rubber tile and integral treads and risers at new stair and ramp
- Metal liner panel on walls and ceiling at rescue squad bay

NEW WORK FIRST FLOOR
- All existing floor to remain.
- Paint all walls in modified areas.
- Match all existing base and window trim.
- Furniture shown N.I.C. only include.
- Full height lockers and built-in bench in pricing.
- New rubber tile and integral treads and risers at new stair and ramp.
- Metal liner panel on walls and ceiling at rescue squad bay.

DECONTOAMINATION WASH
- Provide wall tile at shower walls
- New tile floor and shower walls
- Paint remaining
- New rubber tile and integral treads and risers at new stair and ramp
- Metal liner panel on walls and ceiling at rescue squad bay

LOCKERS
- Office
- Lounge
- Existing kitchenette
- Existing toilet - men
- Existing toilet - women
- Existing linen - men
- Existing linen - women
- Existing history - monument
- Existing history - mural
- New tile floor and shower walls
- Paint remaining
- New rubber tile and integral treads and risers at new stair and ramp
- Metal liner panel on walls and ceiling at rescue squad bay

EXISTING LIFT/STAIR
- Lift
- Public Lobby
- Conf.
- County Office
SECOND FLOOR:
- All existing finishes to remain.
- EPDM fully adhered roofing on rescue squad bay.

DEMO EXISTING WINDOWS AND DOORS
WASHINGTON ISLAND EMS FACILITY
1309 RANGELINE ROAD
WASHINGTON, WI 54246

CSCHEMATIC
EXISTING HISTORIC ISLAND DAIRY LOCATION

1 NORTH ELEVATION
1/8" = 1'-0"
WASHINGTON ISLAND - EMS FACILITY ADDITION
Resolution No. 2019-12

WASHINGTON ISLAND EMERGENCY SERVICES FACILITY PROJECT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County is the donee of a parcel of land, i.e., PIN 028-02-36342934B1, situated in the Town of Washington, Door County, Wisconsin (hereafter "subject parcel"); and

WHEREAS, The construction and operation of a facility (or facilities) for emergency medical and other services are public uses to which the subject property may be put; and

WHEREAS, It is appropriate and necessary to proceed with design development phase services for the Washington Island Emergency Services Facility Project (hereafter "Project")

WHEREAS, Retention of a design professional (architect/engineer) for design development phase and, if authorized to proceed, construction documents phase, competitive bidding phase, and construction phase, services for the Project is reasonably necessary; and

WHEREAS, Capital planning for this project has been done, as part of County's current Capital Improvement Plan, and funds totaling $800,000 have been set aside for the Project; and

WHEREAS, The Project serves public purposes, and it is deemed to be advantageous to the County to proceed with the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors, that the County Administrator or his designee(s), subject to the general oversight of the Facilities and Parks Committee, is authorized to proceed with the design development phase of the Project...including the retention of a design professional (architect/engineer).

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that up to $30,000, may be expended for the design development phase of the Project.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that the design development documents and estimate of the cost of the work will be submitted to the County Board for review and approval before proceeding with the construction documents, competitive bidding, and construction phases.

SUBMITTED BY:
Facilities & Parks Committee

[Signatures]

[Review and certification by Clerk and Administrator]
Resolution No. 2020-05

EMERGENCY SERVICES FACILITY- WASHINGTON ISLAND
PRELIMINARY ASSESSMENT AND COST ESTIMATE

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County ("County") requested proposals from design professionals (architects / engineers) for a preliminary assessment and cost estimate related to the establishment of an Emergency Services Facility on Washington Island; and

WHEREAS, This preliminary assessment and cost estimate involves two potential sites (i.e., PIN 028-02-36342934B1 and PIN 028-02-36342944A2) and comparison between renovating an existing structure or new construction; and

WHEREAS, Compliant proposals were received from Jewell Associates Engineering, Inc. and The Samuels Group, Inc., and, after review and deliberation, it is recommended that The Samuels Group, Inc. be awarded the contract for a fee of fifteen thousand dollars ($15,000); and

WHEREAS, The Washington Island Emergency Services Facility is identified as a capital project within County’s current Capital Improvement Plan ("CIP"), with a capital budget of eight hundred thousand dollars ($800,000); and

WHEREAS, Funds have not been appropriated for this preliminary assessment and cost estimate in the 2020 budget, and the Finance Committee is recommending the transfer of eighteen thousand dollars ($18,000) from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); and

WHEREAS, Pursuant to 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;

WHEREAS, The Washington Island Emergency Services Facility will serve a public purposes, and it is deemed to be advantageous to the County to proceed with the preliminary assessment and cost estimate referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors, that The Samuels Group, Inc. is awarded the contract, for a fee of fifteen thousand dollars ($15,000), to perform the preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that up to eighteen thousand dollars ($18,000) be transferred from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); be expended for the preliminary assessment and cost estimate as described above.
Resolution No. 2020-05

EMERGENCY SERVICES FACILITY - WASHINGTON ISLAND

PRELIMINARY ASSESSMENT AND COST ESTIMATE

BE IT FURTHER RESOLVED, That the County Administrator or his designee(s), subject to the general oversight of the Facilities and Parks Committee, is authorized to proceed with the preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, That the results of the preliminary assessment and cost estimate will be reported back to the Door County Board of Supervisors before proceeding further with the Washington Island Emergency Services Facility.

SUBMITTED BY: FINANCE COMMITTEE

David Englebert, Chair
Nancy Robillard

Susan Kohout
Laura Vlles Wotachek

Richard Virlee

Alexis Heim Peter

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve

Adopted □
Failed □

1st
2nd

Yes: 12
No: 1
Exc: 2

FISCAL IMPACT: The fiscal impact is a decrease of up to $18,000.00 to the Emergency Services Washington Island Building Reserve account, which would leave a balance of $782,000.00 in this account. STW

Certification:

Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2020-61

ACQUISITION OF REAL PROPERTY - PIN 0280236342944A2

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Pursuant to Section 59.52(6), Wisconsin Statutes, a county board may acquire real property (land and improvements) for public uses or purposes of any nature; and

WHEREAS, The Facilities & Parks Committee recommends, based in part on the preliminary assessments and cost estimates provided by The Samuels Group, Inc., acquisition of Door County PIN 028-02-36342944A2, 1309 Rangeline Road, Town of Washington, Door County, Wisconsin (hereinafter "subject property"), for purposes of a county-owned emergency (and other) services facility(ies);

WHEREAS, The broad parameters of County’s agreement to acquire the subject property follows:

- Purchase price not to exceed $800,000; and
- Seller, for five (5) years, will: retain the ability to maintain and harvest the existing lavender fields; be able to make use of the shed situated near the lavender fields; be allotted a defined number of parking spaces for its use; and be able to access the lavender fields by way of the existing grass road (situated along the northerly property boundary).

The process of finalizing the terms and conditions, drafting and execution of any necessary agreement, and consummating the sale will move forward upon adoption of this resolution.

WHEREAS, The Finance Committee is, recommending that up to Eight Hundred Thousand dollars ($ 800,000.00) be transferred as follows: $785,000.00 from the ES Washington Island Building Reserve (#100.32159) and $15,000.00 from ES Central Station Reserve to the Emergency Services Washington Island Property Land Acquisition Expense Account (#100.06.1161.69908.6752) for the purpose of funding County’s acquisition of the subject property.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors hereby authorizes the acquisition of Door County PIN 028-02-36342944A2, 1309 Rangeline Road, Town of Washington, Door County, Wisconsin for purposes of developing a county-owned emergency (and other) services facility(ies).

BE IT FURTHER RESOLVED, By the Door County Board of Supervisors that up to Eight Hundred Thousand dollars ($ 800,000.00) be transferred as follows: $785,000.00 from the ES Washington Island Building Reserve and $15,000.00 from ES Central Station Reserve to the Emergency Services Washington Island Property Land Acquisition Expense Account (100.06.1161.69908.6752) for the purpose of funding County’s acquisition of the subject property.

BE IT FURTHER RESOLVED, That the County Administrator or his designee is, subject to the oversight of the Facilities & Parks Committee, empowered to: negotiate, execute documents and take whatever other action is necessary to consummate Door County’s acquisition of the subject property consistent with this resolution.

SUBMITTED BY: Facilities & Parks Committee

Daniel AUSTAD, Chairperson

Roy ENGLEBERT

Susan KOHOUT

Nancy ROBILLARD

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2020 by the Door County Board of Supervisors.

Jill M. Lau
Clerk, Door County
Resolution No. 2020-110

AUTHORIZATION TO RETAIN DESIGN PROFESSIONAL AND PROCEED WITH PHASE I - DOOR COUNTY'S (EMERGENCY & OTHER) SERVICES FACILITY ON WASHINGTON ISLAND PROJECT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County's (Emergency & Other) Services Facility on Washington Island Project ("Project") has been the subject of two prior resolutions (Resolution No. 2019-12, adopted January 22, 2019 and Resolution No. 2020-61, adopted July 28, 2020); and

WHEREAS, Door County intends to move forward with this Project and it is therefore necessary to retain the services of a design professional (i.e., architect/engineer) to proceed with Phase I (schematic design and design development), Phase II (construction documents and competitive bidding) and Phase III (construction); and

WHEREAS, Following a competitive and qualifications-based selection process, it is recommended that the Samuels Group Inc. be retained as Door County's design professional for the Project (See: Request for Proposals, Instructions, Specifications, Purchase of Services Agreement, and Samuels 16 Group Inc. Negotiated Proposal); and

WHEREAS, It is deemed appropriate to move forward with Phase I of the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors, that the Samuels Group Inc. be retained as Door County's design professional for the Project.

BE IT FURTHER RESOLVED, that Phase I of the Project may proceed, and that there be a report to and authorization from the Door County Board before moving forward with Phase II.

BE IT FURTHER RESOLVED, That this Project will be administered by the County Administrator or their designee(s), subject to the general oversight of the Facilities and Parks Committee.

SUBMITTED BY:

FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Roy Englebert
Heim Peter
Ken Fisher

Susen Kohout
Alexis Heim Peter
Nancy Robillard

FISCAL IMPACT: Funding for these professional fees is included in the 2021 budgeted amount of $1,820,000 for this project. STW

Certification:

I, Jill Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 15th day of December, 2020 by the Door County Board of Supervisors.

Jill Lau,
County Clerk, Door County
Resolution No. 2021-15
Amend Table of Organization - Door County Land Use Services Department and Treasurer’s Department

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, The current/proposed Table of Organization for the Door County Land Use Services Department and Treasurer’s Department, and position descriptions for the GIS Technician and Chief Deputy Treasurer, are attached hereto as Addendum A, and incorporated herein by reference as if fully set forth, and

WHEREAS, it is hereby deemed to be advisable, and consistent with §§ 59.25 & 70.09, Wis. Stats., to amend the Table of Organization for the Door County Land Use Services Department, amend the Table of Organization for the Door County Treasurer’s Department, and approve the position description for the Deputy Treasurer, as proposed.

NOW, THEREFORE, BE IT RESOLVED, By the Door County Board of Supervisors that the recommended changes to the Table of Organization for the Door County Land Use Services Department and Treasurer’s Department, and the amended position description for the Deputy Treasurer, are hereby approved.

BE IT FURTHER RESOLVED, That these changes will be in full force and effect from and after January 4, 2021.

SUBMITTED BY:
Administrative Committee

David Lienau, Chairman
Susan Kohout

Dan Austad
Nancy Robillard

Ken Fisher
Richard Virlee

Joel Gunnlaugsson

FISCAL IMPACT: Approval of this resolution would eliminate the GIS Technician position in the Land Use Services Department; estimated $84,503 decrease in salary and benefit expenses. No fiscal impact in Treasurer Department as Deputy Treasurer position is included in the budget. STW

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 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Impacts / Notes:
• GIS Technician Removed from organizational chart
• LIO picks up GIS duties (No title change but job duties updated)
• Chief Deputy Position picks up tax listing duties – Job Description duties updated
General Summary

The GIS Technician is responsible for administration of the County’s addressing ordinance and program; with the Real Property Lister, preparation and maintenance of accurate property descriptions, ownership, and assessment/taxation information for all property in the County; assisting the County Land Information Officer in the maintenance of Land Use Services Department data layers; and other duties assigned related to overall maintenance of county land records. Regular attendance and punctuality, along with being prepared to commence work at designated work locations on the assigned or scheduled days and hours, is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records.
2. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.
3. Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.
4. Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.
5. Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.
6. Maintain and develop accurate property descriptions, ownership, property address, managed forest lands and assessment/taxation information.
7. Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile query reports, electronic data files, and labels as needed.
8. Provide truthful and accurate written and verbal communications.
General Job Functions

1. Administration of the addressing program.
3. Resource for Land Use Services informational maps, data, and maintenance.

Requirements

Training and Experience

1. Two (2) year technical degree in GIS, land records, or related field, is required. Extensive, recent work experience in GIS mapping may be considered.
2. Certification as a Certified GIS Professional is preferred.
3. Bachelor’s degree in GIS, geography, computer science, or engineering preferred.

Knowledge, Skills, and Abilities Required

1. Ability to work independently and to manage multiple projects simultaneously.
2. Knowledge and skill in working with ArcView, ArcMap, Intrado, Microsoft Office software, AS-400 and document scanning (IMS21).
4. Knowledge of statutes, ordinances, and regulations as they apply to addressing, legal descriptions, property assessment, and taxation methods.
5. Ability to operate and administer limited maintenance on office equipment, including plotter and scanner.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Ability to read, comprehend, and communicate, both verbally and in writing.
8. Knowledge of mathematics and statistical functions and the ability to demonstrate a high degree of accuracy and reliability.

Physical & Working Conditions

Normal office environment with little or no discomfort due to temperature, dust, noise, or the like.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Mariah K. Goode, Land Use Services Director

Kelly A. Hendee, Human Resources Director
County of Door  
Chief Deputy – Treasurer

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Deputy</th>
<th>Last Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Treasurer</td>
<td>HR Reviewed</td>
</tr>
<tr>
<td>Division</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Door County Treasurer</td>
<td>FLSA Status: Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>F.</td>
<td>EEO Code: 06 – Office/Clerical</td>
</tr>
</tbody>
</table>

General Summary

Assists the County Treasurer in all functions of tax collection and receipting of incoming monies. Responsible for reconciling the monthly bank statement, assisting with daily bank deposits, keeping accurate records of all transactions and balancing with the Finance Department. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

2. Balance receipts with actual cash collections for daily bank deposit. Balance monthly totals of tax payments with daily deposits and credit/debit/Echeck payments for the Finance Department.
3. Issue general receipts for County monies received from all County Departments.
4. Prepare annual In-Rem foreclosure report. Mail certified notification to all property owners and lien holders. Prepare and mail foreclosed property listing.
5. Assist with the disbursement of County checks, by mail or in person. Prepare vouchers for payment to Districts of special taxes held in trust.
6. Calculate interest due on delinquent taxes. Post delinquent payments to tax record books. Mail notices of unpaid taxes for all tax years.
7. Balance first half of semi-annual tax collections and transfer monies collected to municipalities daily. Notify municipalities and Finance Department of amounts transferred.
8. Distribute written and verbal information to the general public regarding taxes, delinquent amounts, lottery credits, assessed values, fair market value, use value and general tax information as requested.
9. Prepare monthly electronic Reports and submits them to the Wisconsin Department of Revenue for Register of Deeds, Register in Probate and Clerk of Courts.
10. Keep an accurate updated lottery credit listing; notify new property owners eligible for the credit; electronically report to the State of Wisconsin the number of lottery credits claimed by each municipality.
11. Notify/invoice issuers of all NSF checks of Door County NSF check procedure.
12. Assist with settlement of tax money due Door County and accept the postponed and delinquent taxes from the 19 County districts.
13. Generate, coordinate, and distribute assessment rolls, tax rolls, assessment notices, property tax bills, and related documents to and with County departments, assessors, town officials, taxation districts, Department of Revenue, Department of Natural Resources, and other related agencies.
14. Provide data and technical assistance regarding various records, forms, deadlines, and the procedures for property assessment and taxation to assessors and local officials.
15. Maintain and develop accurate mailing addresses, managed forest lands and assessment/taxation information.
16. Assist the public, various departments, and agencies in the comprehension and interpretation of land information and taxation data. Create and compile electronic data files.
County of Door  
Chief Deputy – Treasurer

**General Job Functions**

1. Assist the Treasurer in all functions of the Treasurer’s office. In the Treasurer’s absence, make essential decisions and ensuring the office runs in a smooth manner.
2. Responsible for daily bank deposit in the absence of the Treasurer.

**Requirements**

**Training and Experience**

1. Four to Five (4-5) years of responsible work experience; or an equivalent combination of training and experience in Accounting, Treasury, or similar capacity.
2. Current valid Wisconsin driver’s license required
3. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.

**Knowledge, Skills, and Abilities Required**

1. Considerable knowledge of basic math, accounting, and/or bookkeeping. Ability to keep accurate and organized records.
2. Ability and skill in use of a personal computer, knowledge of Excel and Word, and accurate use of a calculator.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
4. Ability to process cash and checks rapidly and accurately. Honesty and being trustworthy is demanded.
5. Knowledge of how to find a legal description in the tax rolls and on a map.
6. Ability to read, comprehend, and communicate, both verbally and in writing.

**Physical and Working Conditions**

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

**Approvals:**

<table>
<thead>
<tr>
<th>Ryan Schley, County Treasurer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly A. Hendee, Human Resources Director</td>
<td>Date</td>
</tr>
</tbody>
</table>
General Summary

This position is responsible for administration of the County’s addressing ordinance and program and is responsible for developing, integrating, maintaining and training end users in use of the Geographic Information System(s) (GIS) for Door County. Directly and indirectly involved with various types of mapping data systems and data sets for the County. Coordinates with Land Information departments. Position is under the general supervision of the Land Use Services Director. Responsible for providing truthful and accurate written and verbal communications.

Duties and Responsibilities

**Essential Job Functions**

1. Administer all aspects of Ordinance 02-00 in accordance with the Door County Uniform Addressing Manual, including but not limited to: processing applications and assigning addresses, coordinating sign orders and related payments and billing, creating maps and databases to direct the installation of temporary and permanent signs, and maintaining related records.
2. Create, analyze, and maintain address, road, and related databases and maps using GIS and related software. Serve as address program liaison between county and municipal police, fire and emergency responders; online mapping providers; US postal service; utilities; telephone and private companies; municipalities; and individuals.
3. Manage the Master Street Addressing Guide (Intrado) and Automatic Location Identification in researching and correcting address fallout errors, adding or correcting road names and/or address ranges, and maintaining emergency service zone address ranges to assure accurate data is stored and distributed within the E911 system.
4. Utilizing various types of software on a personal computer, assists land record departments, and non-land records departments with the creation and maintenance of all GIS data sets. Examples include data sets/maps which depict roads, land parcels, zoning, voting districts, etc.
5. Provides GIS technical support to the various County Departments in regard to effective and efficient use of the GIS to complete their daily, weekly and annual mission.
6. Researches technical information and gathers mapping data and system information from various sources within and outside the County.
7. Provides technical assistance, advice and reports status of on-going GIS projects to the Resource Planning Committee (RPC), and the Land Information Counsel (advisory committee to RPC).
8. Coordinates and manages GIS based vendor and consultant contacts as needed to enhance the county GIS. Reports vendor progress to RPC.
9. Provides general and specific information to the public regarding inquiries on a variety of mapping resources and issues.
10. Provides specialized or electronic data sets to the public or departmental requestors.
11. Makes recommendations to LUS Director and/or RPC regarding the GIS and purchases of equipment and supplies associated with supporting it.
12. Trains end-users in efficient and effective use of the GIS.
13. Maintaining and updating the GIS Web Map Presence for the County.
General Job Functions
1. Administration of the addressing program.
2. Contacts vendors to make purchases and/or to explain problems associated with their products or services.
3. Project manages contractors implementing Land Record systems or major GIS components.
4. Perform clerical duties, if necessary.

Requirements

Training and Experience
1. Bachelor’s degree in related field such as geography, cartography, land use planning.
2. A minimum of one year of experience working with cartography and land use planning.
3. Two (2) or more years’ experience required.

Knowledge, Skills, and Abilities Required
1. Knowledge of statutes, ordinances, and regulations as they apply to addressing, and of different methods for acquiring geodetic data of varied accuracies and the ability to correctly represent the information in digital map form.
2. Ability to establish and maintain effective working relations with various vendors, consultants and GIS professionals in an effort to gain knowledge on the current and future use of GIS products that would improve the County GIS.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, contractors, vendors, and general public.
5. Knowledge and skill in working with Intrado, AutoCAD, ESRI and GIS Web Publishing techniques.
6. General understanding of, or experience with PC server and PC Client computer software and hardware.
7. Ability to work independently to creatively solve problems.
8. Ability to work with private information in a professional and confidential manner.
9. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical & Working Conditions
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Nearly 100% of work is performed in standing or seated position at an adjustable height workstation, using a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Mariah Goode, Land Use Services Director ___________________________ Date ___________________________

Kelly A. Hendee, Human Resources Director ___________________________ Date ___________________________
review. After the board of review meets, the city assessor may appoint committees of the board of assessors to investigate any objections to the amount or valuation of any real or personal property which are referred to the city assessor by the board of review. The committees so appointed may at the city assessor’s direction report their investigation and recommendations to the board of review and any member of any such committee shall be a competent witness in any hearing before the board of review.

(7) This section does not apply to a city of the 2nd class if it is contained within a county which adopts a county assessor system under s. 70.99.

History: 1977 c. 29; 1981 c. 20; 2005 a. 49.

70.08 Assessment district. The term “assessment district” is used to designate any subdivision of territory, whether the whole or any part of any municipality, in which by law a separate assessment of taxable property is made by an assessor or assessors elected or appointed therefor except that in cities of the first class such districts may be referred to as administrative districts.

70.09 Official real property lister; forms for officers. (1) LISTER, COUNTY BOARDS MAY PROVIDE FOR. Any county board may appoint a county real property lister and may appropriate funds for the operation of the department of such lister.

(2) DUTIES OF LISTER. The county board may delegate any of the following duties to the lister:

(a) To prepare and maintain accurate ownership and description information for all parcels of real property in the county. That information may include the following:

1. Parcel numbers.
2. The owner’s name and an accurate legal description as shown on the latest records of the office of the register of deeds.
3. The owner’s mailing address.
4. The number of acres in the parcel if it contains more than one acre.
5. School district and special purpose district codes.

(b) To provide information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks and treASurers and county offices and any other persons requiring that information.

(c) To serve as the coordinator between the county and the taxation districts in the county for assessment and taxation purposes.

(d) To provide computer services related to assessment and taxation for the assessors, clerks and treASurers of the taxation districts in the county, including but not limited to data entry for the assessment roll, notice of assessments, summary reports, tax roll and tax bills.

(3) BASIC TAX FORMS. (a) The department of revenue shall prescribe basic uniform forms of assessment rolls, tax rolls, tax bills, tax receipts, tax roll settlement sheets and all other forms required for the assessment and collection of general property taxes throughout the state, and shall furnish each county designee a sample of the uniform forms.

(c) If any county has reason to use forms for assessment and collection of taxes in addition to those prescribed under para. (a), the county real property lister and treasurer jointly may prescribe such additional forms for use in their county, upon approval of the department of revenue.

(d) Each county designee who requires the forms prescribed in paras. (a) and (c) shall procure them at county expense and shall furnish such forms to the assessors, clerks and treASurers of the taxation districts within the county, as needed in the discharge of their duties.


70.095 Assessment roll; time−share property. For the purpose of time−share property, as defined in s. 707.02 (32), a time−share instrument, as defined in s. 707.02 (28), shall provide a method for allocating real property taxes among the time−share owners, as defined in s. 707.02 (31), and a method for giving notice of an assessment and the amount of property tax to the owners. Only one entry shall be made on the assessment roll for each building unit within the time−share property, which entry shall consist of the cumulative real property value of all time−share interests in the unit.

History: 1983 a. 432; 1985 a. 188 s. 16; 1987 a. 399.

70.10 Assessment, when made, exemption. The assessor shall assess all real and personal property as of the close of January 1 of each year. Except in cities of the 1st class and 2nd class cities that have a board of assessors under s. 70.075, the assessment shall be finally completed before the first Monday in April. All real property conveyed by condemnation or in any other manner to the state, any county, city, village or town by gift, purchase, tax deed or power of eminent domain before January 2 in such year shall not be included in the assessment. Assessment of manufacturing property subject to s. 70.995 shall be made according to that section.

History: 1973 c. 90; 1977 c. 29; 1981 c. 20.

Nothing in this section requires a property to be classified based on its actual use or prevents an assessor from considering a property’s most likely use. West Capitol, Inc. v. Village of Sister Bay, 2014 WI App 52, 354 Wis. 2d 130, 848 N.W.2d 875, 13–1458.

70.109 Presumption of taxability. Exemptions under this chapter shall be strictly construed in every instance with a presumption that the property in question is taxable, and the burden of proof is on the person who claims the exemption.

History: 1997 a. 237.

Exemption from payment of taxes is an act of legislative grace; the party seeking the exemption bears the burden of proving entitlement. Exemptions are only allowed to support the plain language of a statute permits. For tax exemptions to be valid, they must be clear and express, and not extended by implication. In construing tax exemptions, courts apply a strict but reasonable construction resolving any doubts regarding the exemption in favor of taxability. United Rentals, Inc. v. City of Madison, 2007 WI App 131, 302 Wis. 2d 245, 733 N.W.2d 322, 05–1440.

70.11 Property exempted from taxation. The property described in this section is exempted from general property taxes if the property is exempt under sub. (1), (2), (18), (21), (27) or (30); if it was exempt for the previous year and its use, occupancy or ownership did not change in a way that makes it taxable; if the property was taxable for the previous year, the use, occupancy or ownership of the property changed in a way that makes it exempt and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes or if the property did not exist in the previous year and its owner, on or before March 1, files with the assessor of the taxation district where the property is located a form that the department of revenue prescribes. Except as provided in sub. (3m) (c), (4) (b), (4a) (f), and (4d), leasing a part of the property described in this section does not render it taxable if the lessee uses all of the leasehold income for maintenance of the leased property or construction debt retirement of the leased property, or both, and, except for residential housing, if the lessee would be exempt from taxation under this chapter if it owned the property. Any lessor who claims that leased property is exempt from taxation under this chapter shall, upon request by the tax assessor, provide records relating to the lessor’s use of the income from the leased property. Property exempted from general property taxes is:

(1) PROPERTY OF THE STATE. Property owned by this state except land contracted to be sold by the state. This exemption shall not apply to land conveyed after September, 1933, to this state or for its benefit while the grantor or others for the grantor’s benefit are permitted to occupy the land or part thereof in consideration for the conveyance; nor shall it apply to land devised to the state or for its benefit while another person is permitted by the will to occupy the land or part thereof. This exemption shall not apply to any property acquired by the department of veterans affairs under s. 45.32 (5) and (7), 2017 stats., or to the property of insurers undergoing rehabilitation or liquidation under ch. 645. Property exempt under this subsection includes general property owned by the state and leased to a private, nonprofit corporation that oper-
59.23 **COUNTIES**

(n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(mm) **Timber harvest notices.** Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) **Report, receipts and disbursements to board.** Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk’s oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk’s official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) **Proceedings to historical society.** Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.

(q) **County highway commissioner; notify of election.** Notify a county commissioner of highways of the commissioner’s election within 10 days thereafter.

(r) **County tax for road and bridge fund.** Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.

(s) **List of local officials.** Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, municipality, and of the elective or appointive official of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk with the information he or she needs to complete the requirements of this paragraph.

(t) **General.** Perform all other duties required of the clerk by law.

59.25 **Treasurer.**

(1) **ELIGIBILITY.** No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk or member of the board shall be eligible to the office of treasurer or deputy treasurer.

(2) **DEPUTIES: OATH, SALARY, TEMPORARY VACANCY.** (a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer’s direction, in the discharge of the duties of the office of treasurer. The appointment shall be in writing and shall be filed and recorded in the treasurer’s office. Such deputy, in the absence of the treasurer from the treasurer’s office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person treasurer who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

(3) **DUTIES.** The treasurer shall do all of the following:

(a) 1. Receive all moneys from all sources belonging to the county, and all other moneys which by statute or county ordinance are directed to be paid to the treasurer, and, except in counties having a population of 750,000 or more, in the case of the payment of delinquent property taxes or the redemption of land subject to a tax certificate, make out and deliver to the clerk duplicate receipts therefor, and file in the treasurer’s office the duplicate receipts delivered to the treasurer by the clerk for money received by the clerk.

2. In counties having a population of 750,000 or more, file a duplicate receipt in the treasurer’s office.

(b) Pay out all moneys belonging to the county only on the order of the board, signed by the clerk and countersigned by the chairperson, except when special provision for the payment thereof is otherwise made by law; and, except in counties having a population of 750,000 or more, pay out all moneys belonging to the county on the written order of the county commissioner of highways, signed by the clerk and countersigned by the chairperson of the board.

(c) Pay all county orders described in par. (b) in the order of time in which they are presented for payment; but where 2 or more are presented at the same time, give precedence to the order of the oldest date, but the treasurer shall receive of municipal treasurers all county orders issued in the county, which the municipal treasurers may present in payment of county taxes, to the amount of the county taxes actually collected by any municipal treasurer in the year for which the orders are offered in payment, which amount shall be determined by the affidavit of the municipal treasurer.

(d) Keep a true and correct account of the receipt and expenditure of all moneys which come into the treasurer’s hands by virtue of the treasurer’s office in books kept therefor, specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment; keep also in like manner a separate account of all fees received, a separate account of all moneys received for taxes, and a separate account of money received upon redemption of lands from sales thereof for nonpayment of taxes, further specifying in the 2 last accounts the description of the property on account of which such money was paid, which books shall be open at all times to the inspection of the board or any member thereof and to

History: 1995 a. 247 s. 34; 1997 a. 30, 99; 2003 a. 20, s. 23.
all county and state officers; make in writing a fully itemized state-
ment and report, verified by the treasurer’s oath, to the board on
the first day of the annual board meeting and at such other times
as the board directs, of all moneys of whatever nature received and
disbursed by the county treasurer; exhibit the treasurer’s vouchers
thereof to be audited and allowed, and settle with the board the
treasurer’s accounts as treasurer; and exhibit to the board all mon-
ey in the custody or control of the treasurer as treasurer, and, if
required, make oath that such moneys are the funds of the county.

(e) Annually by March 15, furnish to the department of reve-
 nue the completed tax roll settlement sheets prescribed under s.
70.09 (3).

(f) 1. Except as provided in subd. 2., transmit to the secretary
of administration at the time required by law to pay the state taxes
a particular statement, certified by the county treasurer’s personal
signature affixed or attached thereto, of all moneys received by
him or her during the preceding year and which are payable to the
secretary of administration for licenses, fines, forfeitures, or on
any other account, and at the same time pay to the secretary of
administration the amount thereof after deducting the legal fees.

2. For all court imposed fines and forfeitures, plus costs, fees,
and surcharges imposed under ch. 814, required by law to be
deposited in the state treasury, transmit to the secretary of admin-
istration a statement of all moneys required by law to be paid on
the actions entered during the preceding month on or before the
first day of the next succeeding month, certified by the county trea-
urs’s personal signature affixed or attached thereto, and at
the same time pay to the secretary of administration the amount
of the money transmitted.

(g) Deposit all moneys for jail assessments received under s.
302.46 (1) in a county jail fund and make payments from the fund
for purposes of s. 302.46 (2) on order of the board under par. (b).

(gm) Deposit all moneys received under s. 973.0455 (2) of
a crime prevention fund and, on order of the board under s.
59.54 (28) (d), make grant payments as the crime board directs.

(h) Cause to be insured, when directed by the board, at the
expense of the county, the county buildings or any of them in the
name of the county; and, in case of loss, demand and receive the
money due on account of such insurance for the use of the county;
and all such money shall be applied to rebuilding or repairing such
county buildings.

(i) Make annually, on the 3rd Monday of March, a certified
statement, and forward the statement to each municipal clerk in
the county, showing the amount of money paid from the county
treasury during the year next preceding to each municipal trea-
urer in the county. The statement shall specify the date of each
payment, the amount thereof and the account upon which the pay-
ment was made. It shall be unlawful for any county treasurer to
pay to the treasurer of any town any money in the hands of the
county treasurer belonging to the town from the 3rd Monday
of March until 10 days after the annual town meeting except upon
the written order of the town board.

(j) Retain 10 percent for fees in receiving and paying into the
state treasury all money received by the treasurer for the state for
fines and forfeitures, except that 50 percent of the state forfeitures
and fines under chs. 341 to 347, 349, and 351 shall be retained as
fees, and retain the other fees for receiving and paying money into
the state treasury that are prescribed by law.

(k) Forward 40 percent of the state forfeitures and fines under
ch. 348 to the secretary of administration for deposit in the trans-
portation fund under s. 25.40 (1) (ig).

(L) Forward all money received under s. 66.0114 (3) (c) to the
secretary of administration for deposit in the transportation fund
under s. 25.40 (1) (ig).

(m) Forward 50 percent of the fees received under s. 351.07
(1g) to the secretary of administration for deposit in the transporta-
tion fund under s. 25.40 (1) (im).

(n) Make and deliver to any person, for a fee that is set by the
board under s. 19.35 (3), a certified copy or transcript of any book,
record, account, file or paper in his or her office or any certificate
which by law is declared to be evidence.

(o) On the first day of each month pay into the county treasury
the fees received by the treasurer.

(p) Pay to the secretary of administration on his or her order
the state percentage of fees received from the clerk of the circuit
court under s. 59.40 (2) (m) and if any such moneys remain in his
or her hands when he or she is required to pay the state percentage
of fees, pay such moneys therewith to the secretary of administra-

(q) Perform all other duties required of the treasurer by law.

(r) Exercise any investment authority delegated to the trea-
urs by the board under s. 59.62.

(t) Notify municipalities of payments made under ss. 74.29 and
79.10 in respect to property tax levies originally certified to the
municipality for collection.

a. 227 ss. 202, 1995 a. 209 s. 2, 1995 a. 408 s. 1, 1995 a. 448 s. 6; 1997 a. 27, 35, 133,
211, 237, 248; 1999 a. 9, 32, 74; 1999 a. 150 s. 672; 2001 a. 16; 2001 a. 30 s. 108;
207 s. 5.

Section 59.20 (8) [now sub. (3) (j)], as to retention of 50 percent of traffic fines and
forfeitures is valid. State ex rel. Commissioners of Public Lands v. Anderson,
56 Wis. 2d 256, 201 N.W.2d 84 (1973).

Except for their elected superior’s power to appoint and discharge, chief deputies
are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are
not excluded from a collective bargaining unit as a matter of law. Oneida County v.
WERC, 2000 WI App 191, 213 Wis. 2d 753, 618 N.W.2d 891, 00−0466.

The entire amount of bail forfeited under s. 969.13 (4) is to be retained by the
county treasurer and no part is to be paid to the state treasurer. 62 Atty. Gen. 247.

Section 59.20 (13) [now sub. (5) (t)], refers to national forest, which are monies
received under Title 16 of the United States Code, and does not control the distribution
of monies received from the federal government under Title 31. 67 Atty. Gen. 277.

A county that has received payments from the federal government under Title 31 of
the United States Code cannot distribute those payments to the towns in which
national forest lands are located. 68 Atty. Gen. 23.

59.255 Comptroller. (1) ELIGIBILITY. (a) No person may
hold the office of comptroller unless he or she is either a certified
public accountant, licensed or certified under ch. 442, or has a
master’s degree or a doctorate degree in accounting or finance
from a regionally accredited, nonprofit, post−secondary educa-
tional institution.

(b) No person holding the office of sheriff, undersheriff, circuit
district attorney, clerk of the circuit court, clerk, or member
of the board shall be eligible to hold the office of comptroller or
deputy comptroller.

(c) This section applies only to a county with a population of
750,000 or more.

(2) DUTIES AND RESPONSIBILITIES. (a) The comptroller is
the chief financial officer of the county, and the administrator of
the county’s financial affairs. The comptroller shall oversee all of
the county’s debt.

(b) The comptroller shall appoint one deputy to aid the compt-
roller, under the comptroller’s direction, in the discharge of
the duties of the office of comptroller. The appointment shall be
in writing and shall be filed and recorded in the comptroller’s office.
Such deputy, in the absence of the comptroller from the comptroller’s
office or in case of a vacancy in said office or any
disability of the comptroller to perform the duties of the office
of comptroller, unless another is appointed therefor as provided in
par. (c), shall perform all of the duties of the office of comptroller
until such vacancy is filled or such disability is removed. The
person so appointed shall take and file the official oath. The person
shall file his or her appointment with the clerk. The board may,
at its annual meeting or at any special meeting, provide a salary
for the deputy.

(c) If any comptroller is incapable of discharging the duties
of the office of comptroller, the county executive shall appoint a per-
son, subject to confirmation by the board, comptroller who shall
ROLL CALL

Board Members  Aye  Nay  Exc.

AUSTAD
BULTMAN
CHOMEAU
COUNARD
D. ENGLEBERT
R. ENGLEBERT
ENIGL
FISHER
GAUGER
GUNNLAUGSSON
HEIM PETER
KOHOUT
LIENAU
LUNDAHL
NORTON
ROBILLARD
THAYSE
VIRLEE
VLIES WOTACHEK
VOGEL

District 7

BOARD ACTION

Vote Required: Three-Fourths of the Members

Motion to Approve  Adopted  
1st  Defeated  
2nd

Yes:  No:  Exc:  

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
COUNTERSIGNED

David Lienau, Chairman
Susan Kohout

Dan Austad
Nancy Robillard

Ken Fisher
Richard Virlee

Joel Gunnlaugsson

SUBMITTED BY: Administrative Committee

David Lienau, Chairman

Effective Date

WHEREAS, §59.52(8), Wis. Stats. provides that a county board “… may establish a civil service system of selection, tenure and status, and the system may be made applicable to all county personnel…”; and

WHEREAS, The Door County Board of Supervisors decided, in December, 1969, upon a civil service commission for the selection of deputy sheriffs (See: Ordinance #’s 21-69, 15-78, 39-96 and 23-99 and Ch. 4, Door County Code); and

WHEREAS, The June, 2020 Door County Sheriff’s Office (“DCSO”) Staffing Analysis & Optimization report authored by McGrath Consulting Group, Inc. recommends, among other things, elimination of the civil service system for the selection of deputy sheriffs and designation of the Human Resources Director as the position having authority and responsibility for recruitment of deputy sheriffs; and

WHEREAS, The Human Resources Director will work cooperatively with the Sheriff, or their DCSO designee as to recruitment of deputy sheriffs.

THE DOOR COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:

A. Existing Ch. 4, §4.01 Door County Code entitled Civil Service Commission is hereby repealed in its entirety.

B. New Ch. 4, §4.01 Door County Code entitled County Administration (attached hereto as Addendum A and incorporated herein by reference and made a part hereof as if set out in full herein) is hereby created.

C. If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

D. This Ordinance shall take effect on February 1, 2021 or upon enactment and publication, whichever occurs later.
4.01 County Administration of Door County Sheriff's Office

A. To the fullest extent permitted by law, all management rights and administrative authority, functions and responsibilities rests with the Door County Board of Supervisors (hereafter “County Board”) or duly authorized designee.

B. Consistent with §59.26(8)(a), Wis. Stats. the County Board may fix the number of deputy sheriffs to be appointed in Door County at not less than that number required by §59.26(1)(a) & (b), Wis. Stats. and may set the salary of those deputies.

C. The County Human Resources Director is vested with the responsibility and authority to develop, administer and maintain an active recruitment and selection program for deputy sheriff and other positions. This program is to meet current and future anticipated work-force needs.

D. Consistent with §59.26(8)(a), Wis. Stats., subject to §59.26(10), Wis. Stats., and at the option of the County Human Resources Director:

1. Deputy sheriff positions may be filled by appointment by the sheriff from a list of all persons with the 3 highest scores for each position based on a competitive examination.

2. If the sheriff fills a deputy sheriff position by promotion, the sheriff may be required to make the appointment to the position from a list of three deputy sheriffs who receive the highest scores in a competitive examination.

3. Any such competitive examinations may be set by the Bureau of Merit Recruitment and Selection in the Wisconsin Department of Administration or other suitable alternative.

E. Within the above framework, the Sheriff has final decision on hires, promotions and appointments.
CHAPTER 4
SHERIFF'S DEPARTMENT

4.01 CIVIL SERVICE COMMISSION

A. AUTHORITY
1. This ordinance, designated as Chapter 4 of the Door County Code, is enacted under the authority granted by Sections 59.26(8), 59.52(8) and 63.01 Wisconsin Statutes.

B. PURPOSE
1. The dominant aim of this chapter is the establishment of a county Civil Service Commission (hereinafter referred to as "Commission") for the selection of deputy sheriffs.

C. MEMBERSHIP/APPOINTMENT/TERM/SALARY/FACILITIES
1. The Commission shall consist of five (5) members, all of whom shall be legal residents of Door County, Wisconsin.
2. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service.
3. No person holding any elective or appointive public position or office of any sort in Door County government shall be appointed thereon.
4. The Chairperson of the Door County Board of Supervisors (hereinafter referred to as "Board of Supervisors") shall appoint the members (hereinafter referred to as "Commissioners") of the Commission, designating the term of office of each. The appointment(s) and designation(s) shall be subject to confirmation by the Board of Supervisors.
5. Of the Commissioners first appointed one shall hold for one (1) year, one for two (2) years, one for three (3) years, one for four (4) years, and one for five (5) years from the first day of January next following appointment, and until a successor is appointed and qualifies. In the month of December of each year, immediately preceding the expiration of the term of office of any Commissioner, the Board of Supervisors shall elect one member of the commission to hold office for the term of five (5) years, from the first day of January next succeeding the appointment and until a successor is elected and qualifies.
6. Every person appointed a member of said Commission shall take and file the official oath.
7. Each member of the Commission shall receive such compensation as the Board of Supervisors shall determine, which shall not be less than the current Board of Supervisors’ per diem rate plus mileage at the prevailing Door County rate. Such compensation shall be paid on the basis of vouchers submitted by Commissioners.
8. The Board of Supervisors should provide suitable meeting room(s), furniture, light, heat, telephone and all necessary supplies and conveniences to enable the Commission to perform its duties.

D. OFFICERS
1. The Commission shall elect a chairperson to hold office for the term of one (1) year, who shall be the presiding officer at all meetings.
2. The Commission shall elect a secretary to hold office for the term of one (1) year, who shall keep a record of all proceedings.
3. Additional officers may be elected if the Commission desires.

E. DUTIES
1. Selection of deputy sheriffs pursuant to and in accordance with Sections 59.26(8), 59.52(8), and 63.01 to 63.17 (so far as consistent with the aforementioned provisions except Sections 63.03, 63.04 and 63.15 Wisconsin Statutes and except the provision...
governing minimum compensation of the Commissioners) Wisconsin Statutes.

(a) The term "deputy sheriff(s)" includes (for purposes of this ordinance) Chief Deputy, Lieutenant, Sergeant/Jail Administrator, Investigative Sergeant, Sergeant, Investigator, Security Deputy, Road Deputy, and any other law enforcement employee of Door County except and unless the authority to select lies with any other county officer, elected or appointed official, committee, commission or board.

(b) Deputy sheriff positions shall be filled by appointment by the sheriff from a list of all persons with the three (3) highest scores for each position based on a competitive examination.

(c) If the sheriff fills a deputy sheriff position by promotion, the sheriff shall make the appointment to the position from a list of three (3) deputy sheriffs who receive the highest scores in a competitive examination.

(d) The Commission shall conduct such competitive examination, according to the methods used in examination for the state civil service, and shall certify an eligible list of the names of all persons with the three (3) highest scores on that examination for each position to the sheriff who shall make an appointment from that list to fill the position within ten (10) days after he or she receives the eligible list.

(e) The Commission may request the assistance of the state division of merit recruitment and the department of employment relations as to such competitive examinations.

2. All other administrative responsibilities and duties, including fixing the number of Deputy Sheriffs to be appointed, position descriptions, classification of positions, residency requirements, compensations, benefits, attendance, vacations, sick leave, hours of work, tours of duty or assignments according to seniority, employee grievance procedure, disciplinary actions, separations for just cause, layoffs, etc., lie with the Board of Supervisors.

F. RULES AND REGULATIONS

1. Commissioners shall prepare and adopt such rules and regulations as, in their judgment, are necessary for the Commission to carry out its duties.

2. Such rules and regulations shall be adapted to secure the best service for Door County in its Sheriff’s Department, and as shall tend to promote expedition and speed the elimination of all unnecessary formalities in making appointments.

3. The current edition of “Robert’s Rules of Order” shall be the Commission’s parliamentary authority. The Commission may adopt such special rules of order as it finds needed to supplement or modify the rules contained in “Robert’s Rules of Order”.

4. Such rules and regulations shall be consistent with applicable provisions of the Wisconsin Statutes, Wisconsin Administrative Code, Common Law and this ordinance.

5. Such rules and regulations shall be printed, with a current copy filed with the Door County Clerk, and available for public inspection.

6. Such rules and regulations shall take effect ten (10) days after they are published.

This ordinance shall take effect on the day following the date of publication.

(Chapter 4.01 thru 4.11 -- Ord. 15-78, 11/8/78; Ord. 39-96, 12/17/96)
(Ord. 23-99; 12/21/99 – 4.01 Civil Service Commission replaces old Chapter 4.01 – 4.11)
To: Door County Board of Supervisors  
From: Kelly A. Hendee, Human Resources Director  
Date: January 7, 2021  
Re: Process for filling Sheriff Department Positions

A. The request to fill a vacant position form should be completed and include a copy of the recent job description and fiscal impact. This packet should be reviewed and signed by the Human Resources Director and submitted to the County Administrator for review and whether or not to approve or deny.

B. The County Administrator shall submit the request along with his/her recommendation to the oversight committee and Administrative committee for review and determination of whether or not the vacancy will be filled.

C. Upon approval, the recruitment process shall proceed.

Recruitment Process –

All applications will be submitted through the Human Resources Department and must be complete. Applications will be reviewed for completeness by the Human Resources Department. Resumes will not be a substitute for the application, although resumes may be submitted as a supplement to the application. Any documentation required for a position must be submitted at time of application. Incomplete applications will not be considered.

Entry Level – Corrections and Road Patrol – Consistent with Addendum A to Ordinance 2021-

Recruitments would be established based on the opening.

Eligibility list would be established to work from and in place for 6 months, certified by the Human Resources Director. In the case recruitment does not allow for an eligibility list to be established, the recruitment process would begin.

Written examinations will be administered by the Human Resources Department in accordance to and consistent with Wisconsin Statutes 59.26.

Other testing may include: pre-employment physical agility requirements, psychological examinations, physical examinations including drug testing.

Applicants are subject to a thorough Employee Background Check, including but not limited to personal reference checks, criminal history, Driving record, and credit history.
Interview Process

**Entry Level**

1. Initial review of all applicants will be conducted by Human Resources and Professional Standards Captain to ensure that candidates meet the minimum qualifications.

2. Entry level written examinations administered to qualified candidates with a passing score of 75%.

3. A joint review of applicants would be conducted by the Professional Standards Captain and Human Resources to select the top 12 to be invited to participate in the interview process. Selection would be based on, but not limited to their written score, education, experience, references and job history.

4. Interview panel would consist of: Sheriff’s Office Administrative Staff members (excluding the Sheriff and Chief Deputy), 1 Human Resources Staff member, and 1 Public Safety Committee member.

5. Personnel Evaluation Profile (PEP) would be administered, and proctored by Human Resources.

6. An eligibility list would be established based on: written score, interview score, and PEP score.

7. Sheriff would receive the top three (3) names from the established list. If more than one opening exist the Sheriff can request the top five (5) names.

8. Final interview with the Sheriff and/or Chief Deputy. Selection made within 10 working days from interview. If the Sheriff does not select from the individuals interviewed, he/she may request the next three names on the list for consideration.

**Promotional Process & Appointed Positions**

1. Applications will be submitted online or by internal posting – depending on position (dependent on represented or not).

2. Applications reviewed by Human Resources Professional Standards Captain for minimum qualifications.

3. Human Resources and the Professional Standards Captain would jointly review the application and select the top 12 (or less) to participate in the interview process. Selection is based on: education, experience, references, job history, and disciplinary action (as outlined in the collective bargaining agreement).

4. Human Resources would administer appropriate testing, if applicable.

5. Interview Panel: consisting of members from Sheriff’s Office Administrative Team (excluding the Sheriff and Chief Deputy); 1 member from Human Resources, 1 member from Public Safety committee and 2 ‘at large’ members from another law enforcement agency in our surrounding area.

6. Personnel Evaluation Profile exam administered to each candidate following interview.

7. All applicants will be ranked based on exam score(s), interview and results of PEP.

8. Sheriff would be provided with the top five (5) names when a vacancy occurs, seven (7) names when more than one vacancy occurs at the same time.

9. Final interview to be conducted by the Sheriff and/or Chief Deputy. Selection would be made within 10 working days from interviews. In the event the Sheriff does not select from the individuals interviewed, then he/she may request the next three (3) names on the list for consideration.
As we travel across the United States working on compensation plans, one theme is evident throughout—it is becoming progressively harder to hire qualified public safety personnel. The number of applicants has dramatically dropped from the past for both police officers and firefighter/paramedics. The answer, according to our clients, is to pay these positions more money. Compensation may be part of the problem; however, it isn’t the only solution.

Looking at a tight labor market, recruitment and retention of qualified personnel with the needed skills for public service topped the list of workforce challenges (State and Local Government Workforce: 2017 Trends). According to Job One: Reimagine Today’s State Government Workforce, between 2013 and 2017, postings for state government jobs have increased by 11% while the number of applicants fell by 24%, resulting in a 35% gap.

The figure below is a snapshot of the types of positions where the number of applicants is shifting, in some cases, dramatically.

When talking with HR directors or chief administrators, 42% indicate that attracting new employees to the work for the organization is the number one problem. Current trends in the workforce illustrate an increasing number of retiring employees and the need to establish a more flexible work group for the applicants that are replacing them. Thus, the need to redesign traditional jobs, offering more flexible work arrangements, and automation of the processes is becoming the challenge for the public sector.

Government historically has had a compelling total benefit package to offer workers: secure lifetime employment, generous health benefits, followed by a robust pension for retirement. With the package, it wasn’t unusual to receive more than 100+ applications for

Figure 1: Percent Change in Applicants By Job Type (1/2013-12/2017)

Source: NEOGOV 2019

TODAY’S PUBLIC SECTOR continued on next page
a police officer or firefighter. In many states, that package is now eroding. Layoffs of public safety have occurred over the years since the recession; thus, job security is no longer a ‘given’. Workers are being required to contribute more of their salary to health benefits—which are also eroding in coverage. The Bureau of Labor Statistics indicates that state and local contributions to single health insurance has increased from $31.94 to $90 per month; deductibles have increased by $300 (June 2012). Defined benefit pensions are underfunded, or in some states being phased out, reduced for new applicants, or both. Compounding these challenges are several additional factors:

• **Changing Expectations:** Lifetime employment has less appeal, especially among the Millennial generation. For example, 43% of the turnover in the Idaho public sector were millennials.

• **Lack of Public Support:** Many governmental officials and legislators are villainizing their own workforce—often publicly. As a result, government is no longer perceived as a noble profession. The media hasn’t assisted the public safety profession either. In the above referenced Job One survey, 59% of those surveyed pointed to a negative perception by the public for those who work in government. This has become the number one reason why individuals are not attracted to work for government.

• **Inability to Compete:** 85% of the states cited an inability to offer salaries that were competitive with the private sector. This disadvantage is exacerbated by the decline in other benefits. Although police and fire do not have major private sector competition, there are other professions more attractive than being a police officer or firefighter (Job One, 2019).

• **Low Unemployment and Growth in the Private Sector:** The private sector continues to outpace government in job growth. Since the recession, the private sector has grown almost 13%, shrinking the available labor pool.

**ITS TIME FOR CHANGE**

Government has a tendency to move more cautiously than the private sector; however, it is time for significant change and modernization at every phase of the employment lifecycle. Here is a roadmap for change.

**Reshape Recruiting**

Recruitment is where it all begins. By updating the recruitment process, this can be the start of a total transformation. Today’s applicants want:

• **Meaningful contributions**

• **Increased speed in recruitment**

• **Interesting and varied work**

• **Flexible work arrangements**

The first step is to demonstrate this is ‘interesting and meaningful’ work. The organization has to show why this is a ‘Great Place to Work’. What does your job posting look like—the traditional boring job title, list of expectations, and how to apply? Or can applicants go to your website and see a video of all the great reasons one wants to work there? Maybe it’s time to enlist your marketing department to rebrand your department.

In addition, where are you seeking employees? Today, job seekers have taken their career search online to job boards like Indeed and GovernmentJobs.com, as well as your organization’s website. Rather than having job descriptions that list responsibilities—what about job descriptions that are more project based, or expectations that show how the job has value to the individual and to the community?

**Increase your hiring speed.** With unemployment standing at 3.6% in June 2019, the competition for talent is extreme. The qualified applicant is unlikely to wait months for you to make your decision. Now is the time to analyze the data in your applicant tracking system or your recruitment process to find areas where you can streamline and speed up the hiring process. Can you combine some of the steps in your process? Does it need to take two months to do a background search? Can you include some of the decision makers in your process so that when you are ready to hire, the applicant is known.

**WE USE OUR SOCIAL MEDIA PLATFORMS TO SHOWCASE OUR AGENCY’S CULTURE AND TO HELP APPLICANTS SEE OUR DUTIES AND RESPONSIBILITIES IN A DIFFERENT WAY**

**FLORIDA**

**Redesign the job:** The private sector has a jump on redesigning jobs in anticipation of automation and career succession. As a consultant, I still walk into organizations where the administrative assistant in the fire department is attempting to input payroll on a DOS green screen system (some of you reading this do not even know what this is). Many organizations still require a written application packet to be turned into the closest station (no email or mail application packets accepted).

Police departments have jumped on the technology bandwagon with computers in cars, cameras, and more efficient report writing software. Even some fire departments have computer systems in the apparatus in which one can pull up preplans of the building they are going to be entering. But currently, this is more of the exception than the norm.

Job redesigns also need to look at flexibility in staffing. I totally understand that public safety is a 7 day a week, 24-hour, 365-day business. Neither department can ‘close’ for the night. However, utilizing call data, one can more efficiently utilize its staffing. For example, do all stations need to be open; should there be smaller substations for just EMS rather than staff with all the apparatus and manpower; or can there be a joint police/fire substation? The answer lies in your assessment of your community risk and aligning that with your data.

Workers want more flexibility. No matter where I am, the staffing schedule is always a problem. The Millennial generation doesn’t want to come back to staff open shifts or return for call-backs (un-
TODAY'S PUBLIC SECTOR 
continued from previous page

less of course it is the 'big one'). Yet for the fire service, we are tied to the 24-hour schedule. Moving to 48-96 isn't the answer—especially if we want quality patient care and minimize potential lawsuits based on a tired worker treating a patient. Can we offer 10, 12, 14, or 16-hour shifts? Not only are these more productive, but also offer a better work-life balance. Oh, that's right—our collective bargaining agreement doesn't allow that!

I recently spent some time in the ICU unit of a hospital. While talking to an RN, she mentioned she loved working at this hospital due to its flexibility. They signed up for the shifts they wanted to work. They had to work a certain number of hours per week and sign up for two weekends per month, but each sign up period, she could look at her personal calendar and schedule her hours around it. I mentioned this idea to an EMS agency that was having a terrible time recruiting paramedics. All EMS employees had an assigned shift. Their response was “wow, that would be difficult to manage! What if someone didn’t sign up for some needed shifts?” The EMS Director went on to say that they had a great labor pool they could tap into from the local fire departments. Firefighter/paramedics have applied to this agency but have turned the job down as their 24-48 work schedule doesn’t align with the fixed EMS work schedule. Thus, the perceived complexity of a flexible work schedule to tap into a pool of applicants is too difficult! Hmmm!

Rather than finding the collective bargaining language or the reasons why we ‘cannot’ be more flexible; we need to start repositioning our jobs to what the workforce is demanding.

Transform the Employee Experience

The median age of the public sector workforce is older than that of the private sector. A high number of Baby Boomers are expected to retire in the coming years. Have you implemented any succession planning?

Recently when auditing the human resource practices of a fire department—the vast majority of job responsibilities were written into collective bargaining language. Trying to allow employees the opportunity to experience other aspects of the profession or hiring applicants with different skills was prohibited due to the contract.

It’s time to get serious about developing your people. As the job continues to evolve, employees need training to build the necessary skills. This is a great opportunity to use the department’s performance evaluation as a way to discuss future career goals and set goals to achieve them. Employee development also means that officers need to provide praise, coaching and mentoring to their employees during the entire year—not just at the required performance evaluation.

I know—we can’t do it! If we offer training, we have to pay for it, or it has to be done on overtime. Again, we tend to look at the roadblocks of doing something different than looking at the outcomes.

How serious are you on succession planning? Not just planning for the supervisor who will be retiring soon—but developing your employees to be successful within the organization. Succession plans can also help reduce the need to rely on external applicants by focusing efforts on grooming internal candidates for key positions.

Consider adding higher ranks—master officer, or career tracks to entice employees to continue to grow. This also provides not only a financial incentive; but accomplishing the expectations to achieve the next career track provides accolades for accomplishments and demonstrates new ways in which the employee is providing meaningful contributions to the department and the community. Often, succession planning or growth comes from upward promotion, rather than allowing employees who do not want to (or shouldn’t) be promoted to an officer as the only way to grow.

Providing employees with goal setting, performance feedback, and diverse and challenging training opportunities will keep them engaged and motivated. There is a strong need to begin transferring that institutional knowledge and preparing your organization for the future—today.

References

Bureau of Labor Statistics

Center for State and Local Government Excellence, Issue Brief: How have pension cuts affect public sector competitiveness. April 2018

Job One: Reimagine today's state government workforce. NASCA and NEOGOV. March 2019
The PEP is one of the finest pre-employment screening tools available. Survey results are presented in the form of a graph allowing hiring officials to easily compare applicants. Itemized responses provide the interviewer with direct insight as to the applicant’s general character and value system – information that may not be found in a standard interview or reference checking. The survey also contains several sophisticated scoring mechanisms to identify applicants trying to manipulate or create a “good impression” on the survey. This tool can aid in the basic structure of your hiring process – all applicants are evaluated on the same questions in the same manner.

We offer a verbal consultation on every result – at no additional feel. Hiring experts point out inconsistencies in applicant statements and discuss areas that should be explored prior to hire.

The PEP may be administered via paper/pencil, phone, kiosk units, or over the internet. Average time for completion is 25-30 minutes. Survey results are available immediately by email or fax. The PEP is available in English and Spanish, as well as a Canadian version. Summary, compliance, and “red flag” reports are available at no extra charge. The PEP can be integrated easily into most HRIS programs.

Shown below is the graph portion of a PEP result.
The Uniform Guidelines on Employee Selection Procedures and The American Psychological Association's Standard for Educational and Psychological Tests. A comparative analysis of scale scores found that the PEP does not create adverse impact in regard to race, age or sex. The PEP was revised in 1992 to comply with the Americans with Disability Act.

**Sample Study:** In a study of 4,887 job applicants, there was virtually no difference between white and minority applicants on the scales of the inventory. For example, on the Overall Recommendation (OR) Scale, whites (N=3,700) had an average score of 35.8 and minorities (N=1,187) had an average score of 35.6. In other words, they were just two-tenths of one question apart.

The PEP was scientifically validated and cross-validated on thousands of job applicants. The positions applied for ranged from stocker to mid-level management. Studies have shown the PEP to be extremely valuable for screening job applicants for all types of industry. In addition, the PEP is continually subjected to various types of on-going validation studies.

**Sample Study:** In one validation study, surveys were administered to all existing employees and new hires for a 6 month period at a major Milwaukee, Wisconsin retail business. The survey results were withheld from the managers. At the end of the study, managers were asked to identify their "best" and "worst" employees based upon general attitude, quality of work, ability to get along, punctuality/reliability, willingness to learn, honesty, motivation/energy, quantity of work, and general work habits.

88% of those rated as the "worst" employees scored in the lower half on the "OR" scale, while 85% of those rated as the "best" employees scored in the upper half on the "OR" scale.

During the course of this 6 month study, a theft investigation was initiated because of property and cash losses. As a result of this investigation 10 employees confessed to theft. In addition, 25 present and past employees were strongly implicated in theft.

Of the 10 who confessed to theft, all 10 scored in the bottom half on the "OR" scale. 80% also scored in the bottom 25% on the Ethics scale. Even though 8 of the 10 who confessed to theft attempted to distort/falsify their survey, the PEP still identified them as "high risk". Of the 25 strongly implicated in theft, 88% scored in the bottom half on the "OR" scale and 76% scored in the bottom quartile on the "OR" scale.

**Sample Study:** In a sample of 4,835 job applicants, the scores on the "OR" scale (corrected for levels of distortion) were entered as a predictor in a series of logistic regression analyses with elements of the background check as criteria. For every 10-point increase in the "OR" percentile score, the applicant is:

- 18% less likely to fail the criminal background check
- 20% less likely to falsify the employment application
- 16% less likely to manifest deceptive behavior in the interview
- 21% less likely to admit to drug conviction or selling in interview

The PEP is written at the 6th grade reading level to aid those with limited reading abilities.

**Survey Administration:**

The survey may be administered on-site by company personnel. It takes the job applicant approximately 30 minutes to complete. The PEP is also available in Spanish and Canadian versions.

**Survey Scoring:**

Surveys can be scored by phone, fax, mail or Internet. Results on fax/Internet usage are automated and available within minutes, 24/7.

**Survey Interpretation:**

Results are presented in an easily understood "graph" format comparing the applicant to norm groups. A narrative explains graph percentages. Also, a breakdown of survey responses section provides detailed information on individual applicant responses. This allows hiring officials complete flexibility in comparing applicants and finding the right person for the job. Our representatives are available to review survey results and make suggestions at no charge.

**Order Information:**

To place your order or find out more information on how the PEP can help you hire the best available applicants, contact Personnel Evaluation, Inc. at (414) 256-3600.
Answers to Commonly Asked Questions about the PEP

Why Use The PEP?

One third of all business failures are due to internal dishonesty. A study of 11,000 people found that 37% of high school students and 17% of college students had shoplifted within the last year!

- 39% of job applicants have intentionally lied on their employment application.
- 33% of applicants in PEI security interviews admitted theft within the last 3 years.
  - 15% admitted using illegal drugs within the last 6 months.

Why Not Just Interview?

Of 126 applicants interviewed and approved by hiring officials, 66 were later identified as high-risk (48% correct decisions). When other screening methods are compared:

- Criminal record checks can help you identify 40% of high-risk applicants.
- Reference checks (conducted by professionals) identify 45% of high-risk applicants.
- The PEP, using just the overall scale, identified 89% of the high-risk applicants.

The PEP is not perfect, but it has proven to be almost two times more effective than other screening devices at identifying high-risk applicants! We recommend using the PEP as an "additional source of information" to be used in conjunction with the hiring official's judgement regarding the applicant's work history, references and personal interview.

How Can We Screen Applicants? (We're Already Short-Handed!)

Low unemployment rates and poor quality applicants have combined to make your job more treacherous than ever. The more you can hold out for higher quality applicants, the easier it will be to run the business in the long run. Studies show that 88% of the employees that you would rate highly, based upon honesty, dependability and overall attitude, would score above 50% on the PEP. In addition, employees that are rated as good hires, that have longevity of at least 14 months, have an average overall score of 65%. However, when you do have to hire high-risk applicants, the PEP provides you with valuable information that you can use to help this person succeed at your company. By knowing employee strengths and weaknesses before they are hired, you can more effectively hire, train and retain employees.

Should I Use The PEP On Young Applicants?

Yes. Young applicants with limited work history are hard to check out by other methods and are statistically the most likely to cause workplace problems related to honesty, dependability and attitude. The PEP was specifically designed and validated to help identify young, high-risk applicants.

FOR MORE INFORMATION CONCERNING THE USE & ACCURACY OF THE PEP,
PLEASE CONTACT PERSONNEL EVALUATION, INC.
1-888-734-3989 OR (414) 256-3600.
DID YOU KNOW?

Many of you have used the Personnel Evaluation Profile (PEP) for years. But did you know about all the latest innovations that we offer?

Introducing the PEP - Phone Version!

Applicants are now able to take the 90-Question PEP survey over the telephone. We have created a special toll-free (800) number that allows the applicant to "punch in" their answers in an easy-to-understand format. Average time: 20-25 minutes. Results will still be faxed or emailed directly to the hiring official.

In addition, we can incorporate a "pre-qualifying" interview into the PEP Phone Version. Interview questions can be customized for your particular needs and locations, including:

* What shift are you available to work?
* Can you work weekends?
* Can you work Holidays?
* Are you applying for a cashier or Management position?
* How much experience do you have?

Make the interviewing process faster and more convenient - for you and your applicants! Call us now for more

Internet Version

Make applying for your company easier by having applicants take the PEP on line!

The internet is not just for "Generation X". People of all ages turn to the internet for speed, knowledge, and convenience. Let the internet work for you.

Applicants log on to the PEP website at your office. Results are available 24-7 instantly, making this a great option for

www.peiasap.com

Personnel Evaluation, Inc.
11138 W. Greenfield Ave.
Milwaukee, WI 53214
414-256-3600 / 888-734-2727
Fax: 414-256-3606
This report is submitted pursuant to Section 59.69(5)(e), Wisconsin Statutes.

REQUESTED:

Christiaan R. Jeanquart petitions for an amendment to the detailed zoning map of the Town of Sturgeon Bay to rezone from Wetland to Estate 374 sq. ft. of actual wetland. The petition would also rezone actual upland areas from Wetland to Estate and actual wetland areas from Estate to Wetland, based on a certified wetland delineation. The property is a 36.15-acre parcel addressed as 5405 Buffalo Ridge Trail.

EXPLANATION:

The rezoning request is being sought in order to allow fill to remain in a 374 sq. ft. pocket of wetland in order to create a new driveway/private road which will connect up to an existing driveway/private road. The request will also correct the wetland mapping for other areas of the property that contain the existing driveway/private road. The zoning map amendment will also allow the house and outbuildings to be subdivided onto a separate parcel and sold. The attached map reflects the existing zoning map.

HEARING AND NOTICE:

The Resource Planning Committee held a public hearing concerning this petition on December 17, 2020 at the Door County Government Center, Sturgeon Bay, WI. Notice of the public hearing, notice to the county board supervisor of the affected district, and notice to the Sturgeon Bay Town Clerk have been given in accordance with Chapter 59.69, Wisconsin Statutes. Proof of the giving of such notice is available upon request from the Land Use Services Department.

RECOMMENDATION:

The Resource Planning Committee hereby recommends approval of the zoning amendment petition and the enactment of Amendatory Zoning Ordinance No. 2021-02.
Attachment to Report
Town of Sturgeon Bay: 024-02-15272621A
Existing Zoning Map

Blue = Estate
Green = Wetland
AMENDATORY ZONING ORDINANCE 2021 – 02
AMENDMENT TO THE ZONING MAP OF STURGEON BAY

The Door County Board of Supervisors, pursuant to Section 59.69(5)(e), Wisconsin Statutes, does hereby ordain an amendment to the detailed zoning map of the Town of Sturgeon Bay to rezone 374 square feet of filled wetland to Estate (ES) and to amend the zoning districts for other portions of the property in which a wetland delineation was conducted to correctly reflect upland and wetland areas.

The areas in question are part of Tax Parcel # 024-02-15272621A, situated in the Town of Sturgeon Bay, County of Door, State of Wisconsin, more particularly described as shown within Exhibit A, attached hereto and incorporated herein by reference.

Pursuant to Section 59.69(5)(e), Wisconsin Statutes, this ordinance shall become effective upon passage.

SUBMITTED BY:
Resource Planning Committee

David Enigl, Chair
Vinni Chomeau
Kenneth Fisher
Richard Virlee
Roy Englebert

Jill M. Lau
County Clerk, Door County

David Lienau, Chair
Door County Board of Supervisors

Effective Date: 01/26/21
REPORT TO THE DOOR COUNTY BOARD OF SUPERVISORS:
AMENDMENT TO THE ZONING MAP OF LIBERTY GROVE

This report is submitted pursuant to Section 59.69(5)(e), Wisconsin Statutes.

REQUESTED:

Ellen G. Rundle and Linda Johansen petition for an amendment to the detailed zoning map of the Town of Liberty Grove to rezone the portions of two parcels currently zoned High Density Residential (HD) to Single Family Residential 30,000 (SF30). The two vacant parcels, both of which are just over one acre in size, are located immediately southwest of the intersection of STH 42 and Bay Lane in the community of Ellison Bay.

EXPLANATION:

The rezoning request is being sought to better facilitate development of the parcels; the presence of two zoning districts on the parcels has dissuaded some lenders.

HEARING AND NOTICE:

The Resource Planning Committee held a public hearing concerning this petition on January 14, 2021 at the Door County Aging and Disability Resource Center, Sturgeon Bay, WI. Notice of the public hearing, notice to the county board supervisor of the affected district, and notice to the Liberty Grove Town Clerk have been given in accordance with Chapter 59.69, Wisconsin Statutes. Proof of the giving of such notice is available upon request from the Land Use Services Department.

RECOMMENDATION:

The Resource Planning Committee hereby recommends approval of a modified zoning map amendment petition, whereby both parcels would be rezoned entirely to High Density Residential (HD), rather than entirely to Single Family Residential-30,000 (SF30). The proposed modified amendment is consistent with the county and town comprehensive plans, the town’s recommendation regarding the original petition, and the modified amendment is amenable to the applicant. Amendatory Zoning Ordinance No. 2021-03 would implement this recommendation.

RESOURCE PLANNING COMMITTEE

David Enigl, Chair

Kenneth Fisher

Roy Englebert

Vinni Chomeau

Richard Virlee
AMENDATORY ZONING ORDINANCE 2021 – 03
AMENDMENT TO THE ZONING MAP OF LIBERTY GROVE

ROLL CALL

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BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve: Adopted [ ] Defeated [ ]

1st [ ] 2nd [ ]

Yes: [ ] No: [ ] Exc: [ ]

Reviewed by: Jill M. Lau, Corp. Counsel
 Reviewed by: [ ]
 Reviewed by: [ ]

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

David Lienau, Chair
Door County Board of Supervisors

Effective Date: ____________________

The Door County Board of Supervisors, pursuant to Section 59.69(5)(e), Wisconsin Statutes, does hereby ordain an amendment to the detailed zoning map of the Town of Liberty Grove to rezone those portions of two vacant parcels currently zoned Single Family-Residential 30,000 (SF30) to High Density Residential (HD), such that both parcels will be entirely zoned HD. The parcels are numbered 018-02-15322813P6 and 018-02-15322813P7, and are situated in the Town of Liberty Grove, County of Door, State of Wisconsin.

See also the map attached hereto and incorporated herein by reference (Attachment A).

Pursuant to Section 59.69(5)(e)(6), Wisconsin Statutes, this amendatory ordinance shall take effect on the 41st day after the date of enactment unless within a shorter time a majority of the towns in which the ordinance is in effect: 1) have filed certified copies of resolutions disapproving the amendment with the county clerk, in which case this amendatory ordinance is void; or 2) have filed certified copies of resolutions approving the amendment with the county clerk, whereupon this amendatory ordinance shall become effective.

SUBMITTED BY:
Resource Planning Committee

David Enigl, Chair
Vinni Chomeau

Kenneth Fisher
Richard Virlee

Roy Englebert

Resource Planning Committee
Attachment A, Ordinance 2021-03
Proposed Rezoning

Single Family - 30,000 (SF30) to
High Density Residential (HD)

Ellison Bay

SF30

MC

Bay Ln

Hillside Dr

St. HWY 42

018213232913P7

018213232913P6
This report is submitted pursuant to Section 59.69(5)(e), Wisconsin Statutes.

REQUESTED:

Richard W. Wilke petitions for an amendment to the detailed zoning map of the Town of Sturgeon Bay on behalf of Sturgeon Bay Storage to rezone a 6.65-acre lot from General Agricultural (GA) to Commercial Center (CC). The parcel is located at 3658 N 18th Avenue.

EXPLANATION:

The rezoning request application indicated this was a first step to then be able to pursue authorization for a commercial storage facility. A commercial storage facility is not allowed in the General Agricultural (GA) zoning district.

HEARING AND NOTICE:

The Resource Planning Committee held a public hearing concerning this petition on December 17, 2020 at the Door County Government Center, Sturgeon Bay, WI. Notice of the public hearing, notice to the county board supervisor of the affected district, and notice to the Sturgeon Bay Town Clerk have been given in accordance with Chapter 59.69, Wisconsin Statutes. Proof of the giving of such notice is available upon request from the Land Use Services Department.

RECOMMENDATION:

The Resource Planning Committee hereby recommends denial of the zoning amendment petition for the following reasons:

1. This neighborhood is subject to the City of Sturgeon Bay’s extra-territorial zoning jurisdiction, and will eventually undoubtedly be annexed into the city. City of Sturgeon Bay officials and Sturgeon Bay Utilities both provided written testimony in opposition to the proposed uses of the property, noting conflicts and issues with the city’s future land use plans and public sewer & water infrastructure efficiency considerations for the area.

2. The proposed use of the property presented by the applicants during testimony was different than stated in their application. Neighbors, town officials, and city officials have not had a chance to weigh in on the newly-proposed uses of the property.
Denial Recommendation
– this report may be approved or disapproved in accordance with
Section 59.69(5)(e)5., Wisconsin Statutes.

ROLL CALL

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BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve

1st         Defeated

2nd         

Yes:____ No:____ Exc:____

Reviewed by: ____________________________________ Corp. Counsel

Reviewed by: ____________________________________ Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 26th day of January, 2021 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

Chair, David Lienau
Door County Board of Supervisors

Effective Date: January 26, 2021

RESOURCE PLANNING COMMITTEE

David Enigl, Chair

Kenneth Fisher

Vinni Chomeau

Richard Virlee

Roy Englebert
Our Vision:
Door County DHHS is welcoming, safe and fair for ALL.

Our Mission:
The Door County DHHS Racial Equity and Diversity team strives to...

- EDUCATE ourselves and our colleagues about systemic racism;

- BUILD CONNECTIONS with communities and people of color;

- CONFRONT racism and discrimination wherever it exists in our organization through courageous conversations and bold actions; and

- TRANSFORM our organization’s workforce, policies, and practices to ensure justice and equity for every person.
DIFFERENCES IN RACIAL AND ETHNIC, SOCIOECONOMIC, GEOGRAPHIC, AND ACADEMIC/PROFESSIONAL BACKGROUNDS. PEOPLE WITH DIFFERENT OPINIONS, RELIGIOUS BELIEFS, POLITICAL IDEOLOGY, SEXUAL ORIENTATION, GENDER IDENTIFICATION, HERITAGE, PHYSICAL/MENTAL ABILITIES, LIFE EXPERIENCES, ETC...
EQUITY

THE STATE, QUALITY OR IDEAL OF BEING JUST, IMPARTIAL AND FAIR.
Equity vs. Equality

Equity involves trying to understand and give people what they need to enjoy full, healthy lives.

Equality, in contrast, aims to ensure that everyone is treated the same.

Equal treatment is only just and fair if everyone starts from the same place and needs the same things.
Systemic Equity

Systemic equity is a complex combination of interrelated elements consciously designed to create, support and sustain social justice.

It is a dynamic process that reinforces and replicates equitable ideas, power, resources, strategies, conditions, habits and outcomes.
Diversity is having a seat at the table, inclusion is having a voice, and belonging is having that voice be heard.
WHY IS THIS A FOCUS FOR DHHS?

- Integral part of our agency mission and vision.
- Consistent with our core values of being person-centered and culturally responsive.
- Incumbent on all who adhere to the codes of ethics for social workers, therapists, nurses, and other helping professions.
- Our journey to become a Trauma Informed organization has reminded us of the significant impact of historical and intergenerational trauma.
- We know that systemic inequities and racial disparities exist in our areas of practice. (People of color are over-represented in the child protection and foster care system. They are more likely to suffer the negative impacts of many health indicators, yet they are under-represented in terms of access and utilization in some of our other services.)
WHY NOW?
COVID19 cases 474,314

US population, 325,719,178

- Other races, unavailable 42%
- African Americans 23%
- Caucasian Americans 35%

- Other races 27%
- African Americans 12%
- Caucasian Americans 61%
WHAT WE ARE DOING

➢ Formed Racial Equity and Diversity ("READ") team
➢ Focusing first on educating ourselves through study and discussion
  • Books, videos, podcasts, online trainings
➢ Partnering with JUST Door County for expert consultation
➢ Sending regular messages out to department staff to educate and prompt reflection
➢ Examining demographic information for our service areas
➢ Considering needed changes to outreach, service delivery, and our environment
Partnered with United Way of Door County to sponsor a training on Implicit Bias. 48 staff and community partners attended.

Contracted with NWTC to conduct a training for all DHHS employees in February 2021.

Representatives will attend Diversity, Equity & Inclusivity Level 1 Certificate program through UWGB Division of Continuing Ed.
SOME KEY (EARLY) LESSONS & TAKE-AWAYS

• We all have implicit biases. These are attitudes and/or stereotypes that affect our understanding, actions, and decisions in an unconscious manner.

• Race is a social construct, and being born into the “white race” gives us significant privilege over those of other races.

• Being confronted with information about racial inequity and injustice may make white people uncomfortable and defensive. This is sometimes referred to as “white fragility”. This is the logical response to being made aware of something we are not fully cognizant we are participating in.

• It’s critical to build awareness of our own biases, privilege, and white fragility so that we can begin to make change.

• It’s the responsibility of white people, not people of color, to educate ourselves, address racism, and fix the organizational and institutional inequities that exist.
KEY LESSONS & TAKE-AWAYS (CONT’D)

- Systemic racism did not come about “by accident.” In many cases, it is the result of deliberate actions and laws enacted over generations to segregate and repress people of color and maintain the power and privilege enjoyed by whites.
  - Law Enforcement/Prison System
  - Housing
  - Education
  - Health Care
  - Entertainment/Literature
  - Mental Health, Foster Care, Other Human Services

- “White Supremacy” is not just the Ku Klux Klan and other radical groups. Rather, it is a system of structural racism which privileges white people over others, regardless of the presence or the absence of racial hatred.

- We’ve been conditioned to think only “bad” people are racist. Racism is not a matter of bad intentions, but rather of the negative outcomes experienced by people of color.
Anti-Racism Resources
(Adapted from a document prepared by YWCA Green Bay)

Local/Regional Organizations

• JUST Door County, Inc. https://www.justdoorcounty.org/
  PO Box 591
  Baileys Harbor, WI 54202
  920-288-2859
  justdoorcounty@gmail.com
  o Door County prides itself on being a community that welcomes everyone who lives, works, or visits here. JUST Door County's programs challenge the community to live up to this promise. Partnering with others in the community, we create opportunities for those who are excluded to share their perspectives; we offer education that breaks down the barriers to inclusion; and we provide tools to help build a community where everyone is valued and invited to participate.

• Hispanic Resource Center of Door and Kewaunee Counties Inc.
  (920) 559-1878
  618 Texas Place, Sturgeon Bay, WI 54235
  o Personal assistance in employment, social services, healthcare, and lifestyle concerns.

• The Privilege Institute
  2221 S Webster Ave
  STE A #260
  Green Bay, WI 54301
  920.489.2988
  wpcinfo@theprivilegeinstitute.com
  o The Privilege Institute provides challenging, collaborative and comprehensive strategies to empower and equip people to work for equity and justice through self, organizational and social transformation.

• We All Rise
  P.O. Box 654, Green Bay, WI 54305
  weallriseaarc@gmail.com
  o The vision of We All Rise is to create and help restore a vibrant African American community. Through uplifting, skill building, and intentionally targeting root causes of systemic oppression, we actively promote the healing of all.

• Casa ALBA Melanie
  314 S Madison St. Green Bay WI 54301
  920-445-0104
  Melanie@casaalba.org
  o Our mission is to nurture the well-being and wholesome development of all members of the Hispanic community living in the greater Green Bay area.
• **Black Lives United-Green Bay (Facebook)**
  o Black Lives United (BLU) is a community group in Green Bay, WI with a mission to unite folks of color and our comrades in building a beloved community.

• **Multicultural Center of Greater Green Bay**
  https://multiculturalcentergb.wordpress.com/about-2/
  230 S. Madison St.
  Green Bay, WI 54301
  (On the second floor of the YWCA)
  (920) 438-1660
  o The Center brings people together as equals. It promotes dialogue, understanding, and cooperation among diverse racial and ethnic groups and with those groups and the larger community.

**Be an Anti-racist**

**SIMPLY NOT BEING A RACIST IS NOT ENOUGH.**

• Combat racist actions, statements, and microaggressions
  o Microaggressions are comments or actions that subtly express a prejudiced attitude toward a member of a marginalized group. While these are often unintentional or subconscious, they can cause harm. Addressing these statements directly can help people realize the real meaning behind their “jokes” and comments.
  o Avoid being silent. Name, interrupt, and counter racist ideas and actions.
    ▪ Use “I” statements to describe how they impacted you and made you feel
    ▪ Clarify the person’s stance, and speak to them quietly and without aggression
    ▪ Online, you can engage people as you would in person, share links that expose the holes in their thinking, or simply block or delete them.
  o Educate others preemptively on how racism and systems of oppression affect marginalized groups.

• Understand privilege
  o As white people remember that you can never fully “get it” no matter how much you read, study, think or learn, or how many people of color you have in your life. That shouldn’t stop you, however, from working to educate yourself on how racism and oppression shows up around you.
  o To better understand privilege, ask yourself questions to determine if you’ve ever been negatively impacted because of your race, class, ethnicity, gender, or sexual orientation. Also consider your own possible implicit racial biases.

• Work toward equality in the workplace
  o Eliminate hiring bias
    ▪ www.shrm.org offers some tips – search “eliminate racism”
  o Arrange ongoing meetings to discuss workplace equality rather than just a one-time training.

• Urge schools to integrate diversity into the curriculum
Teachers can help educate students on racism, incorporating diversity and inclusion into their curriculum.

- Black Lives Matter at School has activity guides with kid-friendly language
- The D.C. Area Educators for Social Justice website also has resources for kids and teens.

- Study the stories and contributions of people who have fought against discrimination
- Bring diverse voices into schools or volunteer to be a speaker
  - “Invite people of other races or colors who are active in community work to speak to the class about what they do,” the United Nations also suggests.

- Accept you’ll make mistakes and sincerely apologize when you do. Just work to keep learning and growing.
- Don’t perform antiracism
  - It is important, especially for white people, to be sure we are not performing antiracism and allyship. Antiracism is a series of intentional and ongoing actions, not badges, identities, or trends.
- Be aware of overt versus covert racism
  - Overt racism is over-the-top and in your face. We can see overt racism and work to correct it.
  - Covert racism can be more problematic as it is hidden and presents more in the form of microaggressions. For example, “Wow, you’re amazingly articulate for a black guy.” It isn’t as obvious and offers a false sense of security. We don’t have to have active hatred in our hearts or be “bad people” to be engaging in racism.
- Vote for politicians supporting and working towards racial justice and equality

**Educate Yourself with Media**

**Articles**

- The Myth of the Queen Bee: Why Women (Sometimes) Don’t Help Other Women – The Atlantic
- Reclaiming Native Truth – Research Findings: Compilation of All Research – FirstNations.org

**Books**

You can find these books and many other great resources at Lion’s Mouth Bookstore, a small business located right here in Green Bay. Use code YWCA in the PO field at checkout for a small discount.

- **Nonfiction**
  - “White Fragility: Why It’s So Hard for White People to Talk about Racism” by Robin DiAngelo
  - “How to Be an Antiracist” by Ibram X. Kendi
  - “Biased: Uncovering the Hidden Prejudice That Shapes What We See, Think, and Do” by Jennifer L. Eberhardt
  - “So You Want to Talk About Race” by Ijeoma Oluo
• "The Black and the Blue: A Cop Reveals the Crimes, Racism, and Injustice in America’s Law Enforcement” by Matthew Horace and Ron Harris
• “Just Mercy: A Story of Justice and Redemption” by Bryan Stevenson
• “The Fire Next Time” by James Baldwin
• "Why I’m No Longer Talking to White People About Race” by Reni Eddo-Lodge
• “They Can’t Kill Us All: Ferguson, Baltimore, And A New Era In America’s Racial Justice Movement” by Wesley Lowery
• “Ain’t I a Woman: Black Women and Feminism” by bell hooks
• “Between the World and Me” by Ta-Nehisi Coates
• “Stamped: Racism, Antiracism, and You” by Jason Reynolds and Ibram X. Kendi
• “The New Jim Crow: Mass Incarceration in the Age of Colorblindness” by Michelle Alexander

• Fiction
  • “The Underground Railroad” by Colson Whitehead
  • “Their Eyes Were Watching God” by Zora Neale Hurston
  • “Passing” by Nella Larsen
  • “The Bluest Eye” by Toni Morrison
  • “The Color Purple” by Alice Walker
  • “White Teeth” by Zadie Smith
  • “An American Marriage” by Tayari Jones
  • “The Mothers” by Brit Bennett
  • “Things Fall Apart” by Chinua Achebe

• Books for Young Children
  • “The Colors of Us” by Karen Katz
  • “Let’s Talk About Race” by Julius Lester
  • “The Skin I’m In: A First Look at Racism” by Pat Thomas
  • Sesame Street’s “We’re Different, We’re the Same” by Bobbi Jane Kates
  • "Something Happened in Our Town: A Child’s Story about Racial Injustice” by Marianne Celano, Marietta Collins, and Ann Hazzard
  • “I Am Enough” by Grace Byers
  • “Happy in Our Skin” by Fran Manushkin and Lauren Tobia
- “Raising White Kids: Bringing Up Children in a Racially Unjust America” by Jennifer Harvey
- “Daddy Why Am I Brown?: A healthy conversation about skin color and family” by Bedford F. Palmer
- “A Terrible Thing Happened” by Margaret Holmes
- “Antiracist Baby” by Ibram X. Kendi

**Books for Teens**
- “The Hate U Give” by Angie Thomas
- “Harbor Me” by Jacqueline Woodson
- “This Book Is Anti-Racist: 20 Lessons on How to Wake Up, Take Action, and Do The Work” by Tiffany Jewell and Aurelia Durand
- “Brown Girl Dreaming” by Jacqueline Woodson
- “Dear White People” by Justin Simien

**Podcasts**
- Earn Your Leisure
- ForAllNerds
- About Race
- Momentum: A Race Forward Podcast
- Intersectionality Matters!

**Movies and TV**
- “13th” written and directed by Ava DuVernay
- “The Hate U Give” directed by George Tillman Jr. based on the novel by Angie Thomas
- “If Beale Street Could Talk” directed by Barry Jenkins based on the novel by James Baldwin
- “Moonlight” written and directed by Barry Jenkins from the unpublished story written by Tarell Alvin McCraney
- “Fences” directed by Denzel Washington based on the play by August Wilson
- “When They See Us” written and directed by Ava Du Vernay
- “Little Fires Everywhere” based on the novel by Celeste Ng
- “Watchmen” TV series based on the graphic novel by Alan Moore and Dave Gibbons
- “Insecure” created by Issa Rae
- “Roots” based on the novel by Alex Haley
MEMORANDUM

TO:        County Board
FROM:      Grant P. Thomas, Corporation Counsel
RE:        Resolution Declaring Racism as a Public Health Crisis
DATE:      1/20/2021

There seems to be a general consensus as to the need for education / training as a prelude to the County Board’s consideration of and acting upon the Resolution Declaring Racism as a Public Health Crisis. Toward that end, having explored options, I am comfortable offering the following for your consideration:

- **External Education and Training**

  Mohammed Bey
  Chief Officer for Diversity, Equity, and Inclusion; Title IX Coordinator
  Northeast Wisconsin Technical College

  Preparation, curriculum customization, and facilitation.
  Eight hours with the County Board. Anticipate four, 2-hour, sessions.
  Start in March 2021.
  Complete project price: $4,235.

- **Internal Education and Training**

  Develop and make use of internal resources.

Either of the foregoing may be considered a training session, with compensation as set forth in IV. *Compensation* A.3, DC Rules of Order.

Respectfully;
Hi Grant,
Here is some basic info to the 21 Equity Challenge that I mentioned to you a few weeks ago.

Please feel free to share and promote as you see appropriate with county board members and staff. The link will provide you with more info as well as allow you to sign up. Please let me know if you have any questions.

Be well,
Amy

##

We invite you to the 21 Week #EquityChallenge - an opportunity to develop a deeper understanding of how inequity and racism affect our lives and communities.

Sign-up to receive a weekly email starting Monday, Feb. 1st through Monday, June 21st. The weekly topics take you through a journey that starts with understanding internalized racism and explores how racism permeates person-to-person interactions, institutions and social structures.

You are invited to take the challenge on your own - or form a small group to discuss weekly topics. Sign-up at www.unitedwaywi.org/equity.

Amy L. Kohnle
Executive Director

United Way of Door County
920-746-9645
www.unitedwaydc.com
21 WEEK EQUITY CHALLENGE

The 21 Week Equity Challenge is an opportunity to develop a deeper understanding of how inequity and racism affect our lives and communities.

- Participants will receive an email at the beginning of each week starting Monday, February 1st through Monday, June 21st.
- Weekly topics take participants through a journey that starts with understanding internalized racism and explores how racism permeates person-to-person interactions, institutions and social structures.
- The experience is intended to deepen understanding, suggest ways to take action, and help launch what we hope will be a lifelong commitment to improving equity and inclusion in our communities.

Individuals are encouraged to take on the challenge themselves, or form groups for discussion and reflection.

How it Works

- Sign-up to take the challenge.
- Beginning on February 1, you will receive an email each Monday.
- Each week’s message will have information, links to articles, videos, and more about a specific topic. The challenge is to spend time each week learning and getting a better understanding of the equity issues we face in Wisconsin. If you share your county/postal code, we’ll connect you to your local United Way throughout the Challenge to learn about any local community events and opportunities.
- You can participate solo or form a small group to discuss weekly topics. We will provide access to discussion guides and other resources throughout the challenge to help you facilitate conversation.
- We will present you with ideas on actions you can take to help improve equity issues in your community.

Sharing the Challenge

Below are some sample posts and graphics you can use to promote the 21 Week Equity Challenge through your social media channels. Feel free to use these as they are or to change them to fit your style. To use the graphics, click the image and it will open in a new tab, where you can right click and save it to your computer.

GENERAL PROMOTION

Join folks around Wisconsin uniting to learn and grow together for the the #EquityChallenge - a 21 Week exercise to deepen understanding of how inequity and racism affect our lives and communities. The challenge starts Feb 1st. Sign-up at www.unitedwaywi.org/equity

PERSONAL PROMOTION

I just signed up for the UWWi-hosted #EquityChallenge! Join me in better understanding inequity and racism in our community by visiting www.unitedwaywi.org/equity

Tools & Resources

- Challenge Tracking Tool for Participants (download and save - or print to track your activities and reflections)
Why

United Way fights for the health, education, and financial stability of every person in every community. That work calls us to confront the challenges and disparities in our communities and state. In each pillar of our work – Education, Income and Health, which we recognize as the building blocks for a good quality of life and strong community – Wisconsin residents face disparities along racial and ethnic lines.

A 2019 report by COWS, a nonprofit think tank based at the University of Wisconsin-Madison, finds that Wisconsin's white residents have “relatively good” economic, health, and educational outcomes, while Black residents fare worse than Black people nationally. Black babies in Wisconsin are three times more likely to die before reaching their first birthday than white babies. One in three Black children in Wisconsin lives in poverty, a rate that is 3.5 times higher than that of white children. Black students are 7.5 times more likely than white students to face out-of-school suspension - the second worst disparity in the country.

While the pandemic reinforces the fact that every person's health is intertwined with the health of others in their community, racial and ethnic disparities observed in state health data demonstrate that Black, brown, Indigenous, and other communities of color are suffering a disproportionate impact, and bearing the brunt of the COVID-19 pandemic. Additionally, the 2020 Wisconsin ALICE Report found that nearly 66% of Black households and 48% of Hispanic households fell below the ALICE threshold compared to 32% of white households.

This year, our country again confronted the painful, long-standing reality of racial inequity and the deadly results of racism and injustice that permeate so many communities. We saw that confrontation come to a head in our communities and on our streets – and in this difficult moment, we've seen our local United Ways rise to the challenge of acknowledging and confronting racism in their communities. The stark reality of racial disparities, racism and inequity throughout Wisconsin calls us to recognize, understand and act against racism and racial inequity.

We know that when we Live United, we must Live United for everyone.

We're grateful for those who have led the way in their communities, not just to acknowledge the inequities and injustices, but to do the work and commit to active anti-racism. The 21 Week Equity Challenge is just one step toward personal and community growth. Please, join us.

About Our Logo

The UWWi Challenge logo is a call to unite in learning and growth, and work toward anti-racism in our community. With inspiration from the 21 Day Equity Challenge of Central Iowa, UWWi worked with our advisory group to select the image of the raised fist, calling on the gesture's core meaning of unity and solidarity. Learn more about the history of the gesture.

About the Challenge

The 21 Week Equity Challenge is adapted from the work of Dr. Eddie Moore, Jr., Director of the Privilege Institute in Green Bay, WI. Dr. Moore designed the challenge to not only help people better understand the issues surrounding equity and inclusion, but to do so in a way that would build a long-lasting habit of learning by stretching it over 21 days.

We've adapted the concept to 21 weeks, encouraging participants to engage with a topic throughout the week, revisiting the questions and taking time to engage with the materials.

United Way of Washtenaw County in Ann Arbor, MI introduced the challenge into the United Way network, and we want to thank United Way of Central Iowa and United Way of Marathon County who have provided further examples of community outreach.

This challenge offers an opportunity to learn and expand your thought process. There may be media outlets, celebrities, reporters and sources you don't typically connect with or adhere to, but that is part of the challenge. Remember to begin with an open mind and willingness to explore.

Thanks to our advisory group - Amber Kilawee (Fond Du Lac Area United Way), Tara Gladowski (United Way of Marathon County), Jayne Thoma (United Way of Greater Milwaukee), and Laurice Snyder (District Equity Coord, Fond Du Lac School District). We'd also like to thank our local United Way members joining us in the Challenge.