

Notice of Public Meeting

Wednesday, March 11, 2020
9:00 a.m.

**FACILITIES & PARKS
COMMITTEE**

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

Oversight for Facilities and Parks

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of February 12, 2020 Regular Facilities & Parks Committee Meeting**
5. **Correspondence**
6. **Public Comment**
7. **Supervisor Response**
8. **Parks Division**
 - A. Friends of the Door County Parks System Report
 - B. Resolution No. 2020-___ International Migratory Bird Day
 - C. Resolution No. 2020-___ County Snowmobile Trail Aid, 2020-21 Snow Season
 - D. Resolution No. 2020-___ Gifts Grants Donations-Memorial Benches
 - E. Resolution No. 2020-___ Gifts Grants Donations-Enclosed Trailer
 - F. Cana Island Report- Phase III Building Status
 - G. Cana Island Interpretive Trail Proposal – Review/Approve Concept
 - H. Request to Refill Position - Parks Manager
 - I. Jr Fair Rental - Baseball Program Rate Adjustment Review/Approve/Deny
 - J. Petition for Grant of Variance-Door Bluff Headlands County Park Parcel #018-04-35332814B2
 - K. Master Planning Update- Press Release
 - L. Shoreline Erosion – Land Use Services
 - M. Park Repairs-Shoreline Erosion
9. **Facilities Division**
 - A. Door County Community Center Designation as a Red Cross Shelter
 - B. Northport Lease (Door County & Washington Island Ferry Line, Inc.)
 - C. Placement Options for Ch. 980, Wis. Stats. Persons on Supervised Release
 - D. Sheriff Department Storage Building Project – FYI
 - E. Door County Library 2020 CIP - Boiler Replacement – Review/Accept/Award
 - F. Door County Justice Center 2020 CIP - LED Lighting Upgrade – Review/Accept/Award
 - G. 56 N 4th Ave (Former Younkers Site) Building Study – Update
 - H. Emergency Services Facility Parcel Study – Washington Island Update
 - I. 442 Michigan Street Facility-Discussion of Use
10. **Fair Board Liaison Report**
11. **Request for Agenda Items for Next Month's Meeting**
12. **Review of Vouchers, Claims and Bills**
13. **Next Meeting Date: Regular Meeting** – Wednesday, April 8, 2020 – 9:00 a.m.
14. **Meeting Per Diem Code**
15. **Adjourn**

Deviation from order shown may occur

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

Posted _____, 2020 _____

MINUTES

Wednesday, February 12, 2020

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

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

Call Meeting to Order

The Wednesday, February 12, 2020 Facilities and Parks Committee meeting was called to order by Chairman Dan Austad at 9:00 a.m. at the Door County Government Center.

Establish a Quorum

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

Others Present: Supervisor Bob Bultman, Administrator Ken Pabich, Facilities & Parks Director Wayne Spritka, Parks Superintendent Ben Nelson, Finance Director Steve Wipperfurth, Library Director Tina Kakuske, Land Use Services Director Mariah Goode, County Clerk Jill Lau, and Public.

Adopt Agenda / Properly Noticed

Motion by Halstead, seconded by Bacon to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of January 8, 2020 Regular Facilities & Parks Committee Meeting

Motion by Virlee, seconded by Kohout to approve the minutes. Motion carried by unanimous voice vote.

Correspondence

- Town of Sevastopol and Land Use Service Dept re: Conditional Use Permit
- MFL Withdrawal Order
- Supervisor Kohout has received calls related to erosion at LaSalle Park

Public Comment

The following persons commented:

- Mark Tlachac, Mount Olive Road
- Don Freix, 8305 Quarterline Road, Fish Creek

Supervisor Response

Chairman Austad will place shoreline erosion in County Parks on a future F&P agenda.

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

Parks Superintendent Ben Nelson reported the Friends Group had a meeting in February to regroup and begin planning for future projects.

Recreation Connection Trail Egg Harbor-Frank Murphy Park-Ryan Heise, Egg Harbor Village Administrator

Ryan Heise, Administrator Village of Egg Harbor, presented a PowerPoint overview of a concept recreation connection trail connecting the Village Beach to Frank Murphy Park.

Annual Report 2019 Department Gifts, Grants, and Donations

The report was included in the meeting packet and was reviewed.

Annual Report Department

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

Forestville Millpond Drawdown Update

Nelson reported the water level is at 50% of the sluice valve; a more defined channel can be seen. The drawdown is going well. A new fact sheet was included in the meeting packet and was reviewed. This information will be posted on the website and mailed to property owners. The County is no longer collecting daily water samples.

Nelson met with members of the Southern Door Fire Department regarding installation of a dry hydrant. Nelson has contacted the DNR to determine if there is a need for any permitting should the project move forward. The Department has a potential grant to assist with a portion of the expense to install the dry hydrant; the expense of installation is the responsibility of the SD Fire Department. It is anticipated a Memorandum of Understanding will need to be drafted if the project moves forward. Nelson anticipates the DNR will present information related to the installation of the dry hydrant at the March meeting.

Master Planning Update

Nelson reviewed the first draft of the Master Plan. Land Use Services Director Mariah Goode and Planner Becky Kerwin were present at the meeting. Mariah and Becky have compiled the majority of the first draft of the plan. One more public input meeting will be held to present the draft before finalizing the plan to move it on to County Board.

Motion by Englebert, seconded by Kohout to authorize staff to move forward on holding a public hearing on the Master Plan. Motion carried by unanimous voice vote.

Goode introduced and Kerwin presented research information related to indoor recreation ideas for John Miles Park. Spritka noted the current planning for the parks does not include planning for recreational facilities; staff does not recommend including recreational planning for the parks in the 2020-2025 Master Plan as it is not a core function of the parks system. If an opportunity arises related to recreational facilities the County can address it at that time.

Property Acquisition: PIN(s) 012150014A, 012150067B, 012150070A, 2.3 acre New Potential Park - Review/Discuss

Nelson reviewed information included in the meeting packet. The owner of the parcel contacted Nelson to see if the County was interested in the parcel for a park/boat launch. There are 3 separate parcels; one parcel has a 3,000 sqft building. Current asking price is \$900,000. There would be a major investment to develop the parcels into a park. County staff does not recommend the purchase.

Motion by Fisher, seconded by Virlee to not pursue the purchase of the parcels at this time. Motion carried by unanimous voice vote.

Resident/Non-Resident Boat Launch Fee Discussion

Nelson reported there has been a change to the resident and non-resident launch permits. Persons purchasing launch permits will need to provide their drivers license to determine their residency.

Facilities Division

Sheriff Department Storage Building Project – Update

Spritka presented and reviewed the proposed siting and construction plans. The plans need to be reviewed and approved by the City of Sturgeon Bay's Aesthetic Design & Site Review Board

Motion by Fisher, seconded by Englebert to approve the plans as presented and pass it on to the City's Aesthetic Design & Site Review Board. Motion carried by unanimous voice vote.

Animal Policy Update 1-6-2020 Draft

Resolution No. 2020-___ Door County Animal Policy

Spritka presented a policy rewrite/update which incorporates the State ADA policies.

Motion by Virlee, seconded by Halstead to pass approve the Animal Policy and pass it on to County Board. Motion carried by unanimous voice vote.

Review/Accept/Award of Bid for 2020 Facilities & Parks Vehicle Replacements

2 Department Vehicles

Motion by Halstead, seconded by Englebert to accept the bids. Motion carried by unanimous voice vote.

1/2T pickup for the Facilities Division; recommendation is to purchase the 1/2T work truck from Ewald.

Motion by Fisher, seconded by Bacon to approve the purchase of the 1/2T truck from Ewald. Motion carried by unanimous voice vote.

F250 pickup; recommendation is to purchase from Ewald.

Motion by Kohout, seconded by Halstead to approve the purchase of the F250 truck from Ewald. Motion carried by unanimous voice vote.

1 Park Division Lawn Mower

Zero-turn Toro lawn mower with ride suspension for the Parks Division. Mays Sports Center was the only bid in the amount of \$12,409.

Motion by Bacon, seconded by Virlee to approve the purchase of the 2020 Toro 6000 Series 72" Deck lawn mower from Mays Sports Center for \$12,409. Motion carried by unanimous voice vote.

2019 Snow Removal Cost Review – FYI

Information included in the meeting packet was reviewed.

Door County Library 2020 CIP – Boiler Replacement – Review/Approve RFP Documents for Bid

\$63,000 is budgeted for the replacement. Bid documents were reviewed.

Motion by Fisher, seconded by Bacon to approve sending the boiler replacement out for bid. Motion carried by unanimous voice vote.

Door County Justice Center 2020 CIP – LED Lighting Upgrade – Review/Approve RFP Documents for Bid

Spritka reviewed the specs and outline to replace all lighting (that hasn't been previously upgraded) at the Justice Center into LED fixtures or straight replacement of bulbs. If bids come back favorable this will complete the entire upgrade.

Motion by Bacon, seconded by Fisher to approve going out for bid to complete the LED lighting upgrade for the Justice Center. Motion carried by unanimous voice vote.

Request to Refill 2 Positions: Custodian Full-Time and Custodian Part-Time

The positions are open due to resignations. Both positions have been included in the 2020 budget.

Motion by Kohout, seconded by Virlee to approve the request to refill both positions. Motion carried by unanimous voice vote.

56 N 4th Ave (Former Younkers Site) Building Study – Update

Administrator Pabich and Spritka distributed and reviewed results of the study. The design includes 1,300 sqft of space for the Archives. Half of the proposed Archive space would be filled with current inventory leaving the remaining portion for expansion of the Archives. It is anticipated the proposed space will be able to accommodate the Archives for up to 30 years. Spritka reviewed the proposed layout design of the building. Solar power for the building has been explored. The approximate costs to add a 160kw solar system is \$400,000. A structural analysis would need to be completed to determine if the building can support such a system. The design allows space for the Youth Connection Center (YCC) currently housed at the P.A.T.H. building and the remaining area allows for leased tenant space and/or future county expansion. A full presentation by Enberg Anderson Architects along with estimated costs will be presented to the full County Board at this month's meeting.

Motion by Fisher, seconded by Kohout to accept the presentation and support the design as presented and to pass on to County Board for their approval. Motion carried by unanimous voice vote.

Emergency Services Facility Parcel Study– Washington Island Update

A meeting is being held tomorrow with The Samuels Group.

Placement Options for Ch. 980, Wis. Stats. Persons on Supervised Release

Administrator Pabich updated the committee; currently the County has 5 individuals that fall under the placement option. The County is required to have a place to house these individuals upon release. Options for housing are being explored. This will be a have to do; there are no other options.

Fair Board Liaison Report

John Miles Park 2020 CIP Project Discussion

Supervisor Englebert updated the Committee on the latest Fair Board meeting – all bands have been contracted for the 2020 Fair. The Fair Board has asked the County to construct a stage/bandstand so they do not have to continue to rent a portable stage. Supervisor Halstead noted the Fair Board is beginning to plan for the sesquicentennial Fair in 2021.

Administrator Pabich asked that the John Miles Park 2020 CIP project discussion be deferred to next month's meeting.

Request for Agenda Items for Next Month's Meeting

- Shoreline erosion in County Parks

Review of Vouchers, Claims and Bills

Reviewed.

Next Meeting Date: Regular Meeting

Wednesday, March, 11 2020 – 9:00 a.m.

Meeting Per Diem Code

212.

Adjourn

Motion by Virlee, seconded by Bacon to adjourn. Time: 11:37 a.m. Motion carried.

Respectfully submitted, Jill M. Lau, County Clerk



Draft

**Resolution No. 2020-____
INTERNATIONAL MIGRATORY BIRD DAY**

DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSON			
HALSTEAD			
HEIM PETER			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
VIRLEE			
VLIES WOTACHEK			
WAIT			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve _____ Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: No Fiscal Impact.

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 24th day of March, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

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

2

3 **WHEREAS**, Migratory birds are some of the most beautiful and easily

4 observed wildlife that share our communities, and

5

6 **WHEREAS**, Many citizens recognize and welcome migratory songbirds as

7 symbolic harbingers of spring, and

8

9 **WHEREAS**, These migrant species also play an important economic role in

10 our community, controlling insect pests and generating millions in recreational

11 dollars statewide, and

12

13 **WHEREAS**, migratory birds and their habitats are declining throughout the

14 Americas, facing a growing number of threats on their migration routes and in both

15 their summer and winter homes; and

16

17 **WHEREAS**, Public awareness and concern are crucial components of

18 migratory bird conservation; and

19

20 **WHEREAS**, Citizens enthusiastic about birds, informed about the threats

21 they face, and empowered to help address those threats can directly contribute to

22 maintaining healthy bird populations, and

23

24 **WHEREAS**, since 1993 International Migratory Bird Day (IMBD) has become

25 a primary vehicle for focusing public attention on the nearly 350 species that travel

26 between nesting habitats in our communities and throughout North America and

27 their wintering grounds in South and Central America, Mexico, the Caribbean, and

28 the southern U.S., and

29

30 **WHEREAS**, Hundreds of thousands of people will observe IMBD, gathering

31 in town squares, community centers, schools, parks, nature centers, and wildlife

32 refuges to learn about birds, take action to conserve them, and simply to have fun,

33 and

34

35 **WHEREAS**, While IMBD officially is held each year on the second Saturday

36 in May, its observance is not limited to a single day, and planners are encouraged

37 to schedule activities on the dates best suited to the presence of both migrants

38 and celebrants, and

39

40 **WHEREAS**, IMBD is not only a day to foster appreciation for wild birds and

41 to celebrate and support migratory bird conservation, but also a call to action,

42

43 **NOW THEREFORE, BE IT RESOLVED**, That the Door County Board of

44 Supervisors does hereby proclaim the second Saturday in May, as International

45 Migratory Bird Day in the County of Door.

46

47 **BE IT FURTHER RESOLVED**, That the County Board urges all citizens to

48 celebrate this observance and to support efforts to protect and conserve migratory

49 birds and their habitats in our community and the world at large.

50

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairman

Helen Bacon

Roy Englebert

Ken Fisher

Randy Halstead

Susan Kohout

Richard Virlee



DOOR COUNTY

Resolution No. 2020-____

**COUNTY SNOWMOBILE TRAIL AID,
2020-21 SNOW SEASON**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

Draft

ROLL CALL	Yes	No	Exc.
Board Members			
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
HEIM PETER			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
VIRLEE			
VLIES WOTACHEK			
WAIT			

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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.

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: Snowmobile trail grant funds are utilized up to the amount of the grant received. There should be no fiscal impact. 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 24th day of March, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson Richard Virlee

Randy Halstead Helen Bacon

Susan Kohout Ken Fisher

Roy Englebert

Cana Island Phase 3 Interpretive Center

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

Current status of building

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



Cana Island Nature & Interpretive Trail Proposal

UPDATED: February 24, 2020

The Door County Maritime Museum is proposing to create an interpretive (nature) trail at Cana Island.

The proposed interpretive trail follows previously established trails that already exist parallel to the beach (the proposed route is illustrated on Attachment 1). The trail would start near the south beach access in the rock wall and follow the remaining rock wall into the woods, along the south and west shoreline, passing the area where the boathouse and docks once stood. It would end at the gravel road where the Admissions Shack was located in past years.

DCMM is proposing this trail to showcase and highlight the unique geological structure of the island. When a visitor walks the proposed trail route, it is easy to see that Cana Island shares the same geological formations and traits as the nearby Ridges Sanctuary. Currently, this very interesting and unique aspect of the island is not visible to any island guest, and thus currently not available for an interpretive opportunity.

In addition to educational opportunities, the trail will also bring a new marketing opportunity by drawing attention to the unique Door County geo-trait that can be seen in and around the Ridges Sanctuary as well as on Cana Island.

DCMM Cana Island Site Manager Hal Wilson has surveyed the trail route and reports: "other than removing some minimal brush and clearing a few small fallen trees, there would be minimal impact to vegetation." Additionally, we believe there will be an undisturbed natural area of approximately 20' to 30', more in some areas, between the high water mark (berm) and the walking area.

The area is currently accessible to foot traffic, but would need some improvements to ultimately conform with ADA requirements. This would include the addition of gravel material, and an occasional short run of boardwalk-type wood structures.

Currently, we envision simple trail markers at the beginning, and small signs (example: small numbered lighthouses) would mark the path for visitors to follow. There would be no markings visible from the gravel area at the end of the trail where it rejoins the gravel road, so as to keep the foot traffic going only in one direction.

Interpretive opportunities consist of the ridge-like geography, its creation, as well as interpretive signage for various types of plant and animal life. Benches could be placed periodically along the trail.

The goal would be to have the interpretive trail marked and open to foot traffic (only) for the 2020 season. Further improvements including ADA accessibility, could come later in the 2020 season, or be ready for the start of 2021. Between DCMM staff and the assistance of Boy Scout Troop 80, we can meet the May 2020 opening for foot traffic, but would need assistance from Door County Parks to make the handicapped accessible changes.

We'd be happy to meet, and discuss any of these ideas. Thank you for your consideration.

Cana Island

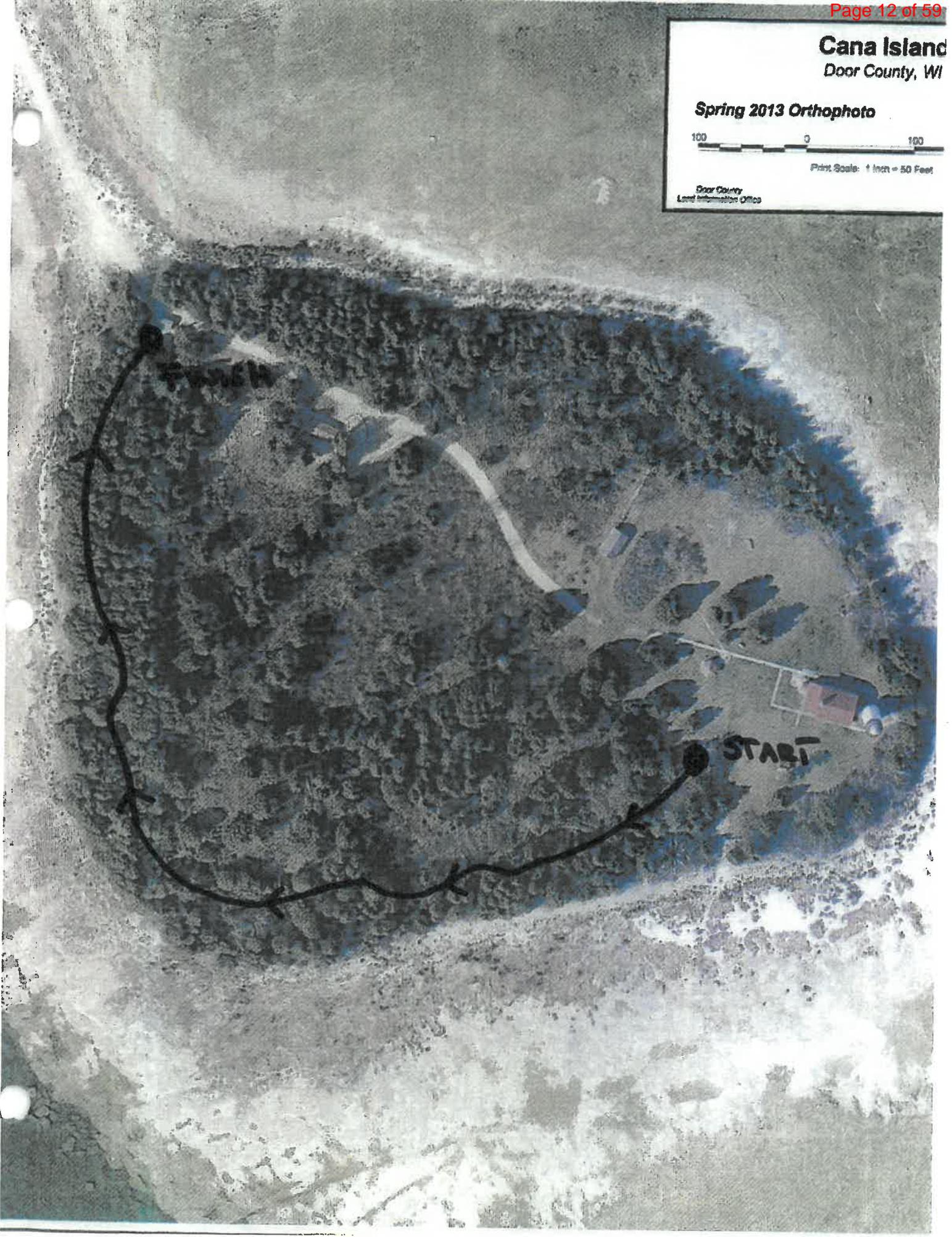
Door County, WI

Spring 2013 Orthophoto



Print Scale: 1 Inch = 50 Feet

Door County
Land Information Office



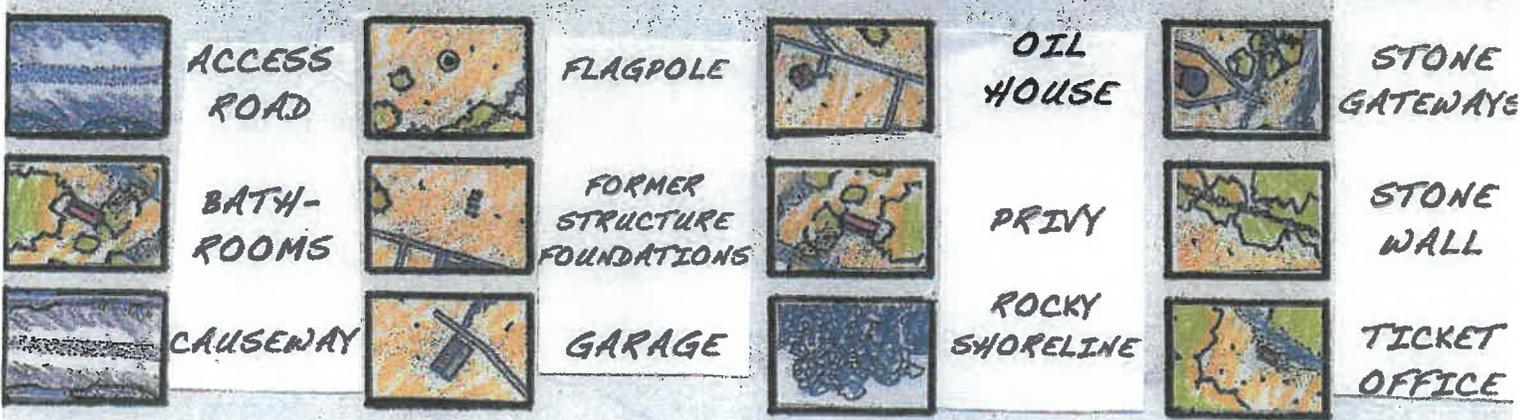
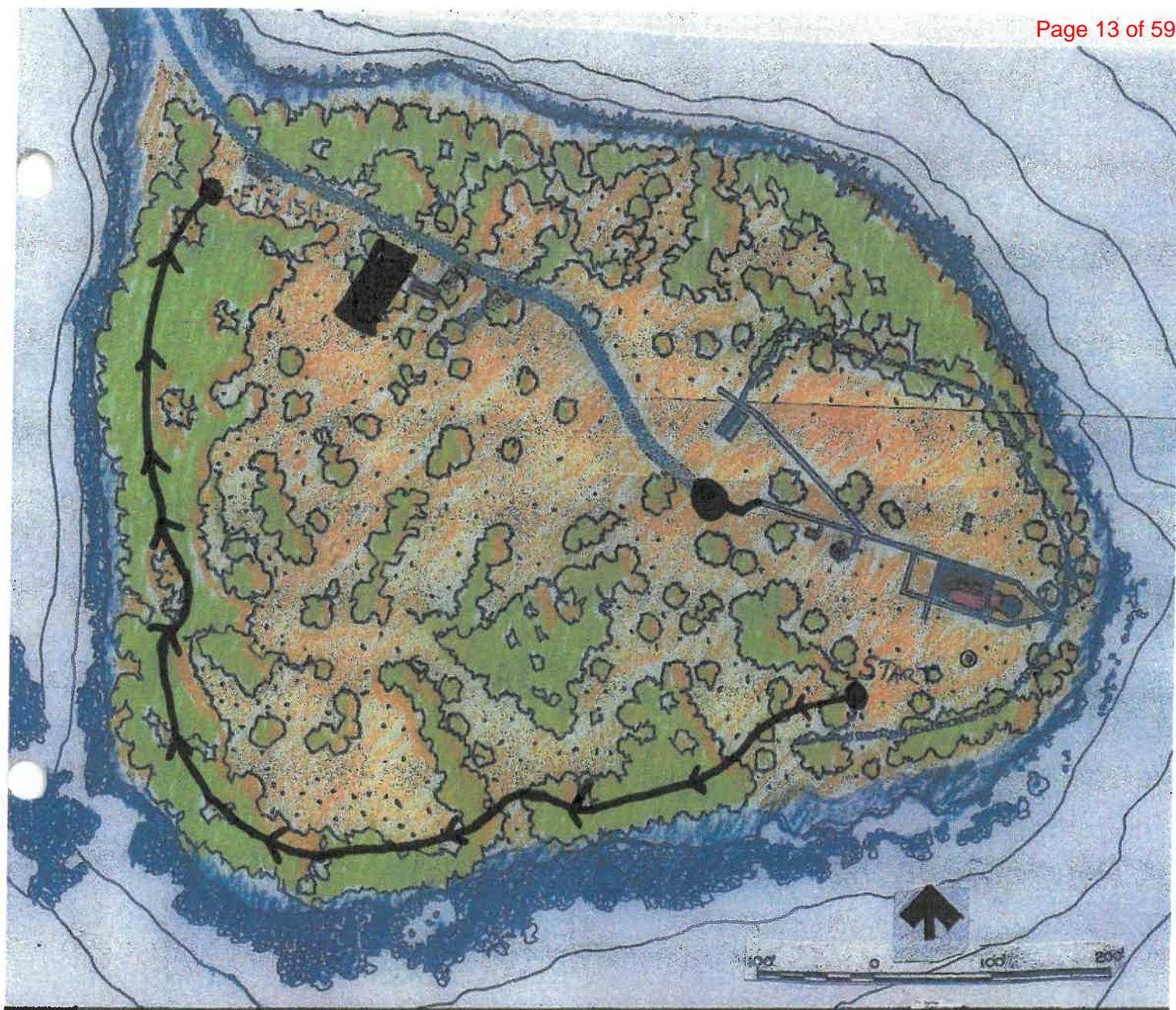


Figure 5. Contemporary Site Map

 PROPOSED TRAIL

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>Facilities & Parks</u>		Position Title: <u>Parks Manager</u>	
Position Status: <input checked="" type="checkbox"/> Currently vacant <input type="checkbox"/> Will be vacant		Date Vacant: <u>2-28-20</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>40</u>	
Reason for Vacancy: <input checked="" type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Ben Nelson</u>			
 <input checked="" type="checkbox"/> I have invited the Chair of my Oversight Committee to participate in the interview process			
Reviewed, updated, and submitted to Human Resources: <input checked="" type="checkbox"/> Job Analysis Questionnaire (<i>not to be included in the agenda packet</i>) <input checked="" type="checkbox"/> Job Description			
Completed by: <u>Wayne J. Spritka</u>		Date <u>3-3-20</u>	
Financial Information:			
Salary Range: <u>Grade K - \$29.75 - \$34.00</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input checked="" type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>01- Officials/Administrators</u>		FLSA Status <u>Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KH</u> (HR initial) <u>3-4-2020</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>KH</u> (HR initial) <u>3-4-2020</u> Date	
Approvals:			
County Administrator <u></u>		Date <u>3.4.2020</u>	
Administrative Committee Chair _____		Date _____	

County of Door Parks Manager

Job Title	Parks Manager	Last Revision	03/06/2020
Department	Facilities & Parks	HR Reviewed	03/01/2020
Division	Parks	Employee Group	General Municipal Employee
Reports To	Facilities & Parks Director	FLSA Status	Exempt
Pay Grade	K	EEO Code	01 – Officials/Administrators

General Summary

This position is responsible for the managerial, and administrative work in planning, organizing and directing the programs, operations, and services of the Door County Parks under the Facilities and Parks Director. This position must also act in a backup capacity in the absence of other managerial staff for the overall facilities department. As a manager you are expected to be available as needed 24/7 to respond to evening and weekend activities. Provide truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Responsible for the overall operation of the County Parks.
2. Assist with the development and administration of the Parks budget.
3. Direct the maintenance and repair of park facilities, equipment and grounds.
4. Ensure safe operation and use of park facilities.
5. Researches and writes applicable grant applications that are beneficial to Door County Parks.
6. Works in sync with the Facilities and Parks Director for hiring, evaluating, training and disciplining of regular and seasonal staff.
7. Work with the Land Use Services Department on developing, updating and implementation of the Counties five-year Outdoor Recreational Plan.
8. Provide truthful and accurate written and verbal communications.
9. Recommends park facility use policies to Facilities and Parks Director and oversight committee for review and implementation.
10. Responsible for timely preparing and submitting all State and Federal reports, reviews and administers State Land Lease Agreements pertaining to Door County Parks.
11. Functions as Door County Snowmobile Trails Coordinator and oversees State Snowmobile Trail Funds in Door County.
12. Works with Facilities and Parks Director to coordinate capital construction projects related to Door County Parks including, but not limited to, harbor and boat launch construction, dredging, property development and building construction.
13. Maintains an up-to-date inventory of equipment and supplies.
14. Responds to citizen's requests and complaints concerning park programs and facilities.
15. Attend conferences, workshops and meetings as well as use periodicals and related publications to continue updating education and knowledge of related fields.
16. Representative on the Friends of Door County Parks System Organization and other related external organizations.

General Job Functions

1. Represents Parks interests on various community committees currently including, but not limited to bike paths, scenic byways, and snowmobile trails.
2. Works with and builds partnerships with Community organizations like Door County Land Trust, Door County Nature Conservancy, Door County Maritime Museum, Town Boards, and State and Federal Agencies.

County of Door Parks Manager

3. Requires periodic monitoring of all County Parks to ensure maintenance is up to date and forecasting of future needs are identified.

4.

Requirements

Training and Experience

1. Bachelor's Degree from an accredited college in Recreational Management, Facilities Management or a related field required.
2. Three (3) or more years of responsible work experience; or an equivalent combination of training and experience with minimum three (3) years managerial experience.
3. Encouraged to obtain certification as a "Certified Park and Recreation Professional" (CPRP) through the Wisconsin Park and Recreation Association within 2 years of employment.
4. Current valid Wisconsin driver's license required; Commercial Wisconsin driver's license recommended.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of relevant parks program administration, facilities management and planning activities, policies, practices and techniques.
2. Working knowledge of relevant State and Federal Laws, rules and regulations.
3. Ability to work nights and weekends as needed for meetings or special events.
4. Ability to manage a wide variety of parks, activities and facilities.
5. Ability to develop and maintain effective department policies, practices, and standards within public policy parameters.
6. Ability to manage personnel both directly and through subordinate supervisors.
7. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
8. Ability to read, comprehend, and communicate, both verbally and in writing.
9. Ability to research, write and administer grants at Federal, State and local levels.
10. Knowledge of grounds, facilities and equipment maintenance and repair.
11. Knowledge of safe work practices and safe park equipment and design.
12. Ability to prepare, present and administer annual department budget.
13. Ability to plan and administer departmental work schedules, contracted projects and meet established deadlines.
14. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
15. Ability to operate, maintain and repair park equipment, including mowers, tractors, snow removal equipment and signs, and direct others in the same.
16. Responds to citizen's requests and complaints concerning park programs and facilities and informs public regarding the rules and regulations governing the use of park facilities.

Physical & Working Conditions

Portions of time are spent in administrative functions which include but are not limited to talking, listening, using both far and near vision, use hands to finger, handle, feel or operate computer, phone, calculator, etc. and to reach with hands and arms with medium (20-40 lbs.) lifting requirements. Some standing, stooping, walking, and climbing stairs is required. Travel to and within County Parks may also include kneeling, crouching, crawling, running, swimming, climbing ladders, balancing bending and twisting, reaching feeling and pushing heavy objects. Occasional time maybe spent outdoors in temperatures ranging from extremely cold to warm, humid, weather depending upon the season. Limited exposure to vibration, noise, fumes, odors, dust, heights, heavy lifting (10-80 lbs.) and exposure to mechanical, electrical, or chemical hazards may be present but can be avoided or minimized with proper safety practices.

County of Door Parks Manager

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:

Wayne Spritka, Facilities & Parks Director

Date

Kelly A. Hendee, Human Resources Director

Date

DRAFT

REQUEST FOR FISCAL IMPACT INFORMATION

_____	RECLASSIFICATION	CHANGE FTE/Hours	
_____	FTE/Hours	From _____	TO _____
_____	Job Class	CHANGE JOB CLASS/STEP	
_____	Step	From _____	TO _____
_____	Rate		
Position Title	Parks Manager		
Effective Date	6 Mo _____		
Department	Facilities & Parks	Sub Dept	_____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Parks Manager Grade K-Step 1									
1.00	\$29.75	62,047				37,141			99,188
Parks Manager Grade K-Budget									
1.00	\$31.45	65,592				37,791			103,383
									Total Salary and Benefit Decrease
									(4,195)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Parks Manager Grade K-Control Point									
1.00	\$34.00	70,910				38,766			109,676
Parks Manager Grade K-Budget									
1.00	\$31.45	65,592				37,791			103,383
									Total Salary and Benefit Increase
									6,293

Dept Head Signature

St. Wynn Smith

 Date 3/4/2020

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$30.60, Step 3 \$31.45, Step 4 \$32.30, or Step 5 \$33.15.

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

LITTLE LEAGUE BASEBALL WINTER PROGRAM AGREEMENT
JOHN MILES COUNTY PARK

This Agreement dated _____, 2020 is made by and between the County of Door (“County”), a body corporate, and the **Little League Baseball** Program.

Now, therefore, in consideration of the promises and obligations of this Agreement, the benefits of which are intended to extend to each of the parties, the County and the Door County Cal Ripken Baseball Program agree as follows:

1. The term of this Agreement shall commence March 11, 2020 and shall terminate April 30, 2020. County may terminate this Agreement upon seventy-two hours prior written notice to **Door County Little League Baseball Program**. This Agreement may be extended upon the written consent of each party.
2. The County grants to the **Little League Program** the non-exclusive privilege to use the Junior Fair Building (“Premises”) located at John Miles County Park, 812 North Fourteenth Avenue, Sturgeon Bay, Wisconsin, for the purpose stated below.
3. Total Rental under this agreement is \$_____ to cover the estimated cost of heat and utilities plus the standard Parks Security Deposit of \$500.
4. The **Little League Program** shall use the Premises for the purpose of establishing and maintaining a recreational baseball program for the youth present in Door County and for no other purpose.
5. Hours of operation may not exceed posted park hours.
6. Minimal 21-year-old adult supervision required during all hours of operation.
7. **Little League Sponsor** is responsible to keep all areas clean.
8. **Little League Sponsor** is responsible for the cost of any accidental or intentional damage done to the facility resulting from their use.
9. **Little League Sponsor** is to immediately report any damage to the facility to the Door County Facilities & Parks Department and, if the damage appears to be intentional, to the Sturgeon Bay Police Department and fully cooperate with the same in any ensuing investigation.
10. Fire exits must be maintained accessible.
11. The County shall provide electric and toilet facilities, if such are available and operational, at the Park.
12. The **Little League Sponsor** has inspected (or will inspect prior to occupancy) the Premises, is familiar with the present condition of the Premises, and agrees to accept the Premises in that condition.
13. The **Little League Sponsor** shall observe and comply with all federal, state or local laws, ordinances, rules or regulation applicable to the Door County Park System which are now in effect or are hereafter promulgated.
14. In no event shall the County be deemed to have conveyed to the **Little League Sponsor** the right to the use of any property for any purpose other than identified in this Agreement.

- 15. The **Little League Sponsor** shall indemnify and hold harmless the County from and against any and all loss, damage, claim, liability or expense by reason of any damage or injury to property or person which may arise out of, result from, or be in any manner connected with **Little League Baseball's** use of the Premises.
- 16. The **Little League Baseball** shall not at any time or in any manner represent that it is affiliated with the County.
- 17. During the full term of this Agreement the **Little League Baseball Program** shall, at its sole cost and expense, maintain comprehensive general liability insurance with coverage written on an "occurrence" basis with limits not less than \$1,000,000.00 for any one occurrence. Said insurance shall cover all risks incident to any activity of the youth programs at the Premises. The insurance policy or policies shall name the County as an additional insured and must contain a clause prohibiting amendment or termination of said insurance except after five (5) days prior written notice to the County. The **Little League Baseball Program** may not exercise its privilege to use the premises until and unless the comprehensive general liability insurance is in full force and effect, and evidence thereof is provided to the county.
- 18. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless and until such is reduced to writing.
- 19. This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed this _____ day of _____, 2020.

Accepted and Agreed this _____ day of _____, 2020.

Wayne J. Spritka
Door County Facilities and Parks Director

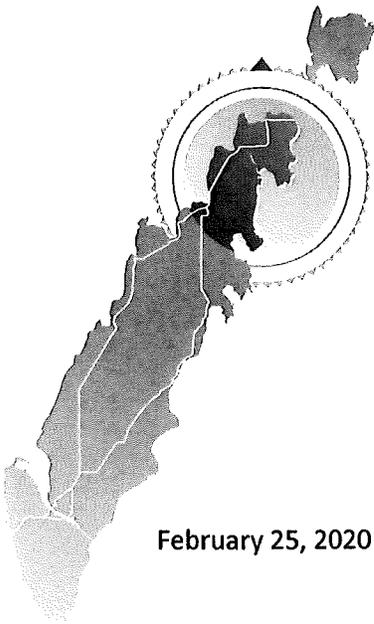
Accepted and Agreed this _____ day of _____, 2020.

Grant Thomas
Corporation Counsel

Approved as to form this _____ day of _____, 2020.

Ken Pabich
Administrator

Approved as to form this _____ day of _____, 2020.



Town of Liberty Grove

We're Like Nowhere Else

February 25, 2020

To: Adjacent landowners of Jonathan & Carol Wall, 12765 Door Bluff Rd, Ellison Bay, WI, 018-04-35332814B2.

Ref: Petition for Grant of Variance

This letter comes to you as notice that Jonathan & Carol Wall have applied to the Door County Planning Department for a variance Section 3.05(4) of the Door County Comprehensive Zoning Ordinance which requires buildings to be setback at least 30 feet from the edge of a described private road easement. The petitioners propose to construct a two story detached up to the edge of a described private road easement (0 foot setback).

The Town Plan Commission will discuss and act on this application at a meeting to be held Wednesday, March 11, 2020 beginning at 7:00 PM at the Liberty Grove Town Hall at 11161 Old Stage Road. The Plan Commission will hear comments on this application and make a recommendation to the Town Board. You or your representative may attend this meeting on March 11th and comment on this zoning matter.

If you cannot attend the meeting, you may send comments to the Town at the address below, or fax them to the Town fax number of 920-854-7366. Another option would be the Town's email address of tlibertygrove@gmail.com. Written/email comments will be received up until 4:00 PM on the day of the Plan Commission meeting. Documents relating to this project are available for inspection at the Liberty Grove Town Hall on Old Stage Road and the Door County Government Center at 421 Nebraska St. in Sturgeon Bay.

Sincerely,

Anastasia Bell
Anastasia Bell, Clerk/Treasurer
Town of Liberty Grove

Tax Parcel Report

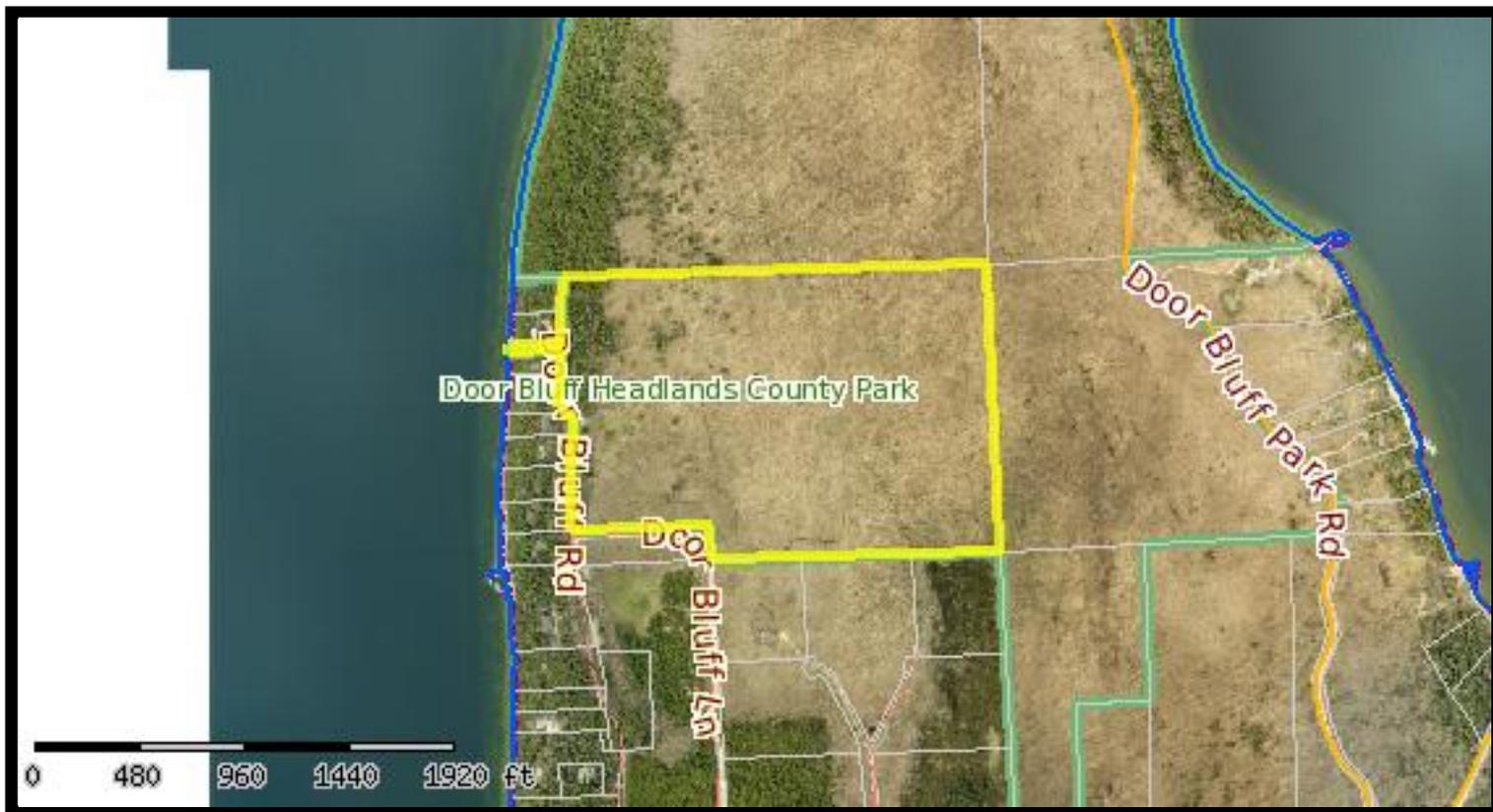
Courtesy of the Door County Land Information Office



... from the Web Map of ...
(//www.co.door.wi.gov)

Door County, Wisconsin

... for all seasons!



May 2019 Orthophoto as default backdrop



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

Data Current through 14th February 2020

Parcel Number: 0180435332814A - TOWN OF LIBERTY GROVE

PLSS Section-Town-Range: Gov Lot 4 35-33-28

Property Address: 0

Owner Name: COUNTY OF DOOR

Mailing Address:

421 NEBRASKA ST
STURGEON BAY, WI 54235

Legal Description:

COM S1/4 COR SEC 35:N89*W
1954.50' N6*W100.70' N100'
N3*E100.10' N4*E200.41' N7*
E100.90' N1*E66.20' N41*W93
' N7*E148' N100' N89*W223.
more legal not shown

Other Owners:

Recorded Doc: DOC# 827809, 823177

School District: GIB

Valuations: 2019

Taxes: 2019

Acres: 57.28

Real Estate Tax: \$334.58

Land Value: \$34500

Special Tax: \$0.00

Improved Value: \$0

Forest Tax: \$582.73

Forest Value: \$200000

Est Fair Market Val: \$33900

Tax Parcel Report

Courtesy of the Door County Land Information Office



... from the Web Map of ...
(//www.co.door.wi.gov)

Door County, Wisconsin

... for all seasons!



May 2019 Orthophoto as default backdrop



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Data Current through 14th February 2020

Parcel Number: 0180435332814B2 - TOWN OF LIBERTY GROVE

PLSS Section-Town-Range: Gov Lot 4 35-33-28

Property Address: 12765 DOOR BLUFF RD

Owner Name: JONATHAN C & CAROL A WALL

Mailing Address:

101 W LEXINGTON BLVD
WHITEFISH BAY, WI 53217

Legal Description:

COM 2235.16'N89*W,1320'N1*E
264.73'S89*E & 159'S5*W S
1/4 COR SEC 35:S5*W50' S1*W
100' N89*W216.38' TO MNDR
LN N5*E ALG MNDR LN 150.35'
more legal not shown

Other Owners:

Recorded Doc: DOC# 652424, 650978

School District: GIB

Valuations: 2019

Taxes: 2019

Acres: 0.73

Real Estate Tax: \$5601.75

Land Value: \$276000

Special Tax: \$0.00

Improved Value: \$301600

Forest Tax: \$0.00

Forest Value: \$0

Est Fair Market Val: \$567300



DOOR COUNTY

Land Use Services Department

421 Nebraska Street
Sturgeon Bay, WI 54235
Phone: (920) 746-2323
Email: rkerwin@co.door.wi.us

FOR IMMEDIATE RELEASE

CONTACT:

Becky Kerwin
Door County Land Use Services Department
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2323

Open House Meeting to Review Draft Door County Parks and Open Space Plan 2020-2025

Sturgeon Bay, WI, March 5, 2020 – An open house meeting will be held as described below for anyone interested in reviewing and commenting upon the draft Door County Parks and Open Space Plan 2020-2025. The Plan can be found on the Land Use Services Department Website at <http://map.co.door.wi.us/planning/> or viewed at the Land Use Services Department during regular business hours (8:00 a.m. - 4:30 p.m., Monday - Friday).

Open House Meeting Details:

Tuesday, March 31, 2020
4:00 p.m. – 7:00 p.m.
Door County Government Center
Peninsula Room (Room C121, first floor)
421 Nebraska St., Sturgeon Bay

During the open house, the same 15-minute presentation will be given at approximately 4:00 p.m., 5:00 p.m., and at 6:00 p.m. The presentation will provide a description of the planning process and plan, and then attendees will have an opportunity to review the plan and displays, and to provide input or comments.

Comments regarding the plan may also be submitted through April 2nd, 2020 to rkerwin@co.door.wi.us.

Please contact the Land Use Services Department at (920) 746-2323 with any questions.

-END



Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

X Owner:

Full Name of Owner	County of Door
Address	421 Nebraska St
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Daniel Kane, Emergency Management & Communications Director 920-746-7195 920-495-2535
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	NORTH EAST
Chapter Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Robert Meyer 920-371-9014
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

X Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Door County Community Center
916 N. 14th Avenue
Sturgeon Bay, WI 54235



Facility Use Agreement

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate the these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the



Facility Use Agreement

8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
9. **Fee** (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$_____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. **Reimbursement:** Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.



Facility Use Agreement

11. **Insurance:** The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.
12. **Indemnification:** The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Name (Printed)

Name (Printed)

Title

Title

Date

Date

Shelter Facility Survey

Site Name/ School District Door County Community Center **NSSID#** _____ **Date** _____

Name of Building Door County Community Center **Building#** _____ **of** _____

Phone# 920-746-2372 **Fax#** 920-746-7150 **Website** www.ADRCDoorCounty.org

Shelter address 916 N. 14th Avenue

City Sturgeon Bay **County/ Parish** Door **State** WI **Zip Code** 54235

Mailing Address (if different) _____

City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____

Agency operating shelter (check one) Red Cross FEMA DHS TSA SBC Other

Shelter agency type (check one) Red Cross managed Red Cross partner Red Cross supported Independent

Shelter type (check all that apply) Evacuation General Medical Other

General facility notes _____

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

Total sq feet <u>15,785</u>	<input checked="" type="checkbox"/> Evacuation <u>10,414</u>	usable sq ft + 20 sq ft/person =	<u>520</u>	person capacity
Sq feet usable for sleeping space <u>10,414</u>	<input checked="" type="checkbox"/> Post Impact <u>10,414</u>	usable sq ft + 40 sq ft/person =	<u>260</u>	person capacity
	<input type="checkbox"/> Other	usable sq ft + _____ sq ft/person =	_____	person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude 44.846093 **Longitude** -87.3612042 **Elevation** 541.0M / 1,774.9 Feet

Storm surge/ inundation Yes No **Hurricane category or evacuation area** _____ **In flood plain** Yes No **Year flood impact** _____

Directions to facility Highway 57 North to Egg Harbor Road Roundabout. Follow Roundabout onto Egg Harbor Road Heading West. Continue on Egg Harbor Road past WalMart to the Stop and Go Light, by CVS Pharmacy, which is 14th Avenue. Turn Left onto 14th Avenue. Facility is on the Left Side, Approximately 1/4 of a Mile Down.

Shelter Facility Survey

Point of Contact to Authorize Use of Facility

Name Daniel Kane Title Emergency Management & Communications Director Phone# 920-746-7195
 4 hour# 920-495-2535 Fax# _____ Email dkane@co.door.wi.us

Contact notes _____

Point of Contact to Open Facility

Name Daniel Kane Title Emergency Management & Communications Director Phone# _____
 4 hour# 920-495-2535 Fax# _____ Email dkane@co.door.wi.us

Contact notes _____

Alternate Point of Contact

Name Joseph Krebsbach Title Health & Human Svcs Director Phone# 920-746-2337
 4 hour# 920-559-0192 Fax# 920-746-2439 Email jkrebsbach@co.door.wi.us

Contact notes _____

Pet Shelter

Pet shelter space available on site Yes *answer questions below* No nearest location Door County Humane Society
 Separate ventilation system Yes No Cement or tile floors with drains Yes No Outdoor space to relieve pets Yes No
 Agency that will operate the pet shelter _____ Phone# _____ 24 hour# _____

Shelter agreement signed Yes No Date signed _____ Notes _____

Pre-designated shelter team assigned Yes No Team name _____ No

Current facility floor plans available Yes No Location of copies Onsite Facilities & Parks Office No

International Association of Venue Managers (IAVM) facility Yes No

Use the following process to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.

Shelter can be a hurricane evacuation shelter Yes No Notes _____

Shelter Facility Survey

Survey Conductors *(List all who participated in the survey)*

Name	Title	Organization	Phone#
Robin Mark		Health & Human Services	920-746-2401
Wayne Spritka	Director	Facilities & Parks	920-746-2211
Joseph Krebsbach	Director	Health & Human Services	920-746-2337

Check one This facility will be available for use at any time during the year This facility is only available for use during the time periods listed below This facility is not available for use during the time periods listed below

Dates (mm/dd/yyyy) Times (hh:mm)

Dates (mm/dd/yyyy) Times (hh:mm)

From _____ AM PM From _____ AM PM

To _____ AM PM To _____ AM PM

List any recurring dates that the facility is not available (e.g. every Sunday) _____

Areas of the facility that are restricted during use Office Areas / Any Areas Behind Locked Doors.

Facility Construction

Construction Material Wood Masonry/Brick Pre-fab Bungalow Concrete Metal Trailer Pod Other

Stories/Floors 1 Notes _____

Elevator Yes Location _____ No Notes _____

Open roof-spans (see _____ for current standards) Yes Length _____ No

Windows in deep area Yes No If yes, shutter protected Yes No If yes, protected with shutter Yes No

Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (check all that apply) Working smoke detectors Inspected fire alarm system Functional sprinkler system Functional direct fire department alert

Comments from fire department _____

AED(s) on site Yes Location Front Counter _____ No

Shelter Facility Survey

Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name Wayne Spritka Title Director of Facilities & Parks Phone # 920-746-2211

4 hour # 920-495-2131 Fax# 920-746-2379 Email wspritka@co.door.wi.us

Contact notes _____

Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.

Showers available Yes # of showers _____ No Toilets available Yes # of toilets 9 plus 2 Urinals No

Check all that apply Heating Electric Natural Gas Propane Fuel Oil Cooling Electric Natural Gas Propane

Check all that apply Cooking Electric Natural Gas Propane Water Municipal Well(s) Trapped

Self-sufficient power Yes Type _____ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site Yes No Notes Diesel Powered, 500KW capacity. Generator covers Community Center, Garages &

MS. 857 gallon fuel tank. At 100% load, GPH=35.5. At 75% load, GPH=27.6. At 50% load, GPH=19.9 and at 25% load, GPH=10.2

Eating

Food Prep (check all that apply) Warming oven kitchen Full service Central kitchen (delivery)

Food stock stored on site Yes # meal can be served 200 No Refrigeration units on site Yes # units see below No

Eating capacity Dining Room Cafeteria 200 Snack Bar Other indoor seating _____ Total estimated seating capacity for eating 200

Notes on eating 1-Walk-In Cooler, 1-Walk-In Freezer, 2 Stand-Alone Freezers. Dining Room seating can be adjusted to accommodate

more people.

See accompanying Shelter Facility Survey-Accessibility Instructions.

Facility built in 1993 or later, or extensively altered in 1992 or later. Yes No

Parking available. Yes No

Answer below if parking is available

Accessible parking space(s) Yes No Notes _____

Van accessible parking space(s) Yes No Notes _____

Drop-off/Loading Area Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. Yes No



Shelter Facility Survey

Facility Entrance

- Sidewalk connects parking area and any drop-off area to at least one facility entrance. Yes No
- Route from a ~~the~~ ^{the} ~~cessily~~ ^{cessily} space parking ~~ies~~ ^{ies} and loading zone off at least one facility entrance has no steps or curbs with curb cuts. Yes No
- Where route crosses curb, curb cuts are at least 36" wide. Yes No
- Automatic doors or doors without knob hardware. Yes No
- Doorways at least 32" wide when door is open. Yes No
- Level landings on interior and exterior sides of entry door. Yes No
- No objects protrude from the side more than four inches into the route to the facility entrance. Yes No
- If the main facility entrance does not appear to be accessible, another entry is accessible. Yes No
- A sign identifies the location of the accessible entrance. Yes No

Routes to Service Delivery Areas

- A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps. Yes No
- Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32" wide), no part of the route is less than 36" wide. Yes No
- Route has vertical clearance of at least 80". Yes No
- No objects protrude from the side more than 4" into the routes to the various service delivery areas. Yes No
- Automatic doors or doors without knob hardware. Yes No
- Doorways at least 32" wide when door is open along routes to each service. Yes No
- If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s). Yes No

Ramps

- Ramps are at least 36" wide, have handrails on both sides 34"-38" above the ramp surface, and have level landings at least 60" long. Yes No
- If yes, type of ramp Fixed Portable Not provided
- If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet. Yes No

Restrooms

- Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area). Yes No
- Doorways at least 32" wide when door is open. Yes No
- Doors without knob hardware. Yes No
- Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48". Yes No
- Toilet's centerline is 16"-18" from the nearest side wall. Yes No
- Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet). Only 2 handicap stalls meet this requirement. Yes No
- Space at least 9" high is provided beneath the front and one side of the stall. Yes No
- Appropriate grab bars. Yes No
- Toilet paper dispenser is within 36" of the rear wall. Yes No
- At least one accessible sink. Yes No



Shelter Facility Survey

showers

Showers available.

Yes No

Answer below if showers are available

At least one accessible shower stall with appropriate grab bars: Yes No

Stall type Transfer stall Roll-in shower Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls. Yes No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48". Yes No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower. Yes No

ating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep. Yes No

Serving line or counter no higher than 34". Yes No

ssessment

Relevant areas of the facility are accessible to people with disabilities without adjustments. Yes No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments. Yes No

Facility would require extensive adjustments to be accessible during a disaster. Yes No

adjustments for Accessibility (Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster)

Additional Facilities & Space

related care areas Yes No Type of area Rooms Shelter area Separate facility/area Shelter registration area Yes No

laundry facilities Yes No # of washers _____ # of dryers _____ Who can access the laundry facilities Shelter workers Shelter residents

special conditions or restrictions for laundry

available Materials

one cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

cots available Yes # of cots _____ No Location _____

blankets available Yes # of blankets _____ No Location _____

children's supplies (e.g. cots & changing table) Yes No Chairs & tables available Yes # of chairs 300 # of tables 65 No

Notes 1-Changing Table only available. Table and chair numbers are approximate.



Shelter Facility Survey

Facility Ownership & Proximity Considerations

Does the entity that plans to manage the shelter own the building? Yes No

If no, is there a current written plan? Yes No

Is this facility within five miles of an evacuation route? Yes No

Is this facility within ten miles of a nuclear power plant? Yes No

Groups Associated with the Facility & Training

Facility staff required when using facility? Yes No

Food aid feeding staff required when using facility? Yes No

Church auxiliary required when using facility? Yes No

Fire auxiliary required when using facility? Yes No

Other required? Yes No Other _____

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? Yes No

If yes, describe capabilities _____

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? Yes No

If yes, describe capabilities _____

Training requested by facility or group Yes # of staff to be trained 10 No

Multiple horizontal lines for providing detailed responses to the survey questions.

BID OPENING For: DOOR COUNTY LIBRARY BOILER REPLACEMENTDate: March 6, 2020 Time 12:30 p.m.Present: Wayne Spritka, Denise Denil, Jeremiah Johnson, Rick Heuvelman, Jake Schaus

RFP language Door County is seeking sealed bids for replacement of a Boiler situated within the Door County Library. Bid Specifications and Instructions may be obtained from Facilities and Parks Director Wayne Spritka, Government Center 421 Nebraska Street, Sturgeon Bay, Wisconsin, 54235 [P# (920) 746-2211] or on-line @ www.co.door.wi.gov . Proposals must be received by the Department at the above address on or before 12:00 p.m. on March 6, 2020; and will be publicly opened at the County Government Center, Room B361 at 12:30 p.m. that day.

	Proposal / Bid Received from: ↓	Base	Alternate
1)	Bassett Mechanical 1215 Hyland Avenue PO Box 7000 Kaukauna WI 54130	\$36,438.00 Velox N1000VX	\$45,398.00 Modufire
2)	Hurckman Mechancial Industries, Inc. PO Box 10977 Green Bay WI 54307-0977	\$67,970.00 Velox N1000VX	\$72,970.00 Modufire
3)	Johnson & Jonet Mechanical Contractors, Inc. 1800 Sal Street Green Bay, WI 54302	\$55,730.00 Velox N1000VX	
4)	Reeke-Marold Company, Inc. 1337 South Broadway Green Bay, WI 54304-3505	\$53,700.00 Velox N1000VX	\$64,200.00 Modufire
5)	Schaus Roofing & Mechanical Contractors 2901 Calumet Avenue Manitowoc, WI 54220-5599	\$51,656.00 Velox N1000VX	
6)			

BID OPENING For: DOOR COUNTY JUSTICE CENTER LED LIGHTING UPGRADE-REPLACEMENTDate: March 6, 2020Time 1:00 p.m.Present: Wayne Spritka, Denise Denil, Dan Klansky, Jesse Tremi

RFP language Door County is seeking sealed bids for LED lighting solutions within the Door County Justice Center complex. Bid Specifications and Instructions may be obtained from Facilities and Parks Director Wayne Spritka, Government Center 421 Nebraska Street, Sturgeon Bay, Wisconsin, 54235 [P# (920) 746-2211] or on-line @ www.co.door.wi.gov . Proposals must be received by the Department at the above address on or before 12:00 p.m. on March 6, 2020; and will be publicly opened at the County Government Center, Room B361 at 1:00 p.m. that day.

	Proposal / Bid Received from: ↓	Base	Alternate
1)	Elmstar Electric Corporation 800 Eastline Road Kaukauna, WI 54130	\$76,421.35	
2)	Ogni Inc. Jim B. Alwin 140 E Commerical Street, Suite 1 Wood Dale, IL 60191	\$76,228.00	\$84,454.00
3)	Eland Electric Corporation 3154 Holmgren Way Green Bay WI 54304	\$83,939.00	
4)			
5)			
6)			



County of Door DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155

1st floor fax (920) 746-2355

2nd floor fax (920) 746-2439

dhs@co.door.wi.us

Date: February 27, 2020

To: Human Services Board and Facilities and Parks

Cc: Ken Pabich

From: Joseph Krebsbach, Director Health and Human Services

RE: Transitional Housing Option at 442 Michigan Street Update

Over the past several months the Health and Human Services Management Team has examined our needs for residential care. Based on recent trends and expenses we have identified needs in these areas:

1. Long Term placements for those with severe and persistent mental illness. We currently have nine (9) individual in placement out of the county. The cost for those placements in 2019 was \$870,510.00.
2. Individuals with either mental health or alcohol and drug problems who have unstable housing. We paid for some temporary housing for 105 days for various individuals. The total cost was \$3100.00
3. A sober living facility for individuals in AODA treatment. In 2019 we had 14 individuals in residential programs for a total of 618 days and \$73,868.00. We also had 182 individuals attend outpatient treatment through our department. We estimate that five (5) of the individuals in residential and 24 in outpatient could have been served in a local facility.

Part of the analysis also included an evaluation of resources we have available to address these needs. On the staffing side, we have pressure in all divisions with increased referrals and caseloads. On the fiscal side, there are no additional funds. Decreasing costs in these three (3) areas would be the only way of allocating funding for alternative programming. We do not believe we could save enough money to staff our own facility at this time.

For the first identified area of need, the individuals with severe mental illness need 24/7 care. We are working with a local vendor in hopes we can create a less expensive alternative that would allow us to move some of these individuals back to the county.

For the second and third areas of need identified, we believe a local, unstaffed facility could be of benefit to our consumers and our expense line. For those needing short term housing (3-30 days), a local house could be used. For those needing AODA services, the opportunity to provide this to individuals in their home community, when possible, is always more effective for their success. They develop support systems and practice skills where they intend to live. Although we could not staff the house, our current case managers from various divisions could provide daily checks on residents.

Our conclusion is that a local, county-owned home could save us placement costs and help us provide better outcomes. We would see the house as a rental space rather than a treatment program. We have a written policy that includes admission criteria, house rules, etc. We would like to continue to explore this option at the 442 Michigan Street address.

Next steps include:

- Review of policy by Corporation Counsel
- Review of building needs and costs with Facilities and Parks Director
- Address zoning issues with city
- Assure proper insurance coverage and cost with Finance Director
- Review cost estimates and determine funding with Facility and Parks Committee and Finance Committee.

Timeline of Construction and Municipal Use of 442 Michigan Avenue (“Old City Lock-Up”), 1893 – 1907.

Prepared by Steven Rice, Door County Library. Original research conducted by Nancy Emery, Sally Treichel and Steven Rice.

Prior to 1892 – Lots 25, 26 and 27 of Block 26 owned by the family of Charles I. Martin. See page 5.

September 1893 – Proposal to purchase three vacant lots from Charles I. Martin for new city buildings, including lockup, put forward at Sturgeon Bay City Council meeting.¹

October 1893 – Notice received that existing city jail (ca. 1881) to be condemned by State of Wisconsin. City is given one year to construct a new lockup.²

July 1894 – Resolution to appropriate \$1060 for purchase of Lots 25, 26 and 27 of Block 26 passes City Council.³

September 1894 – City Council considers plans presented by finance committee for new lock-up. Plans prepared by A. Hamacek for new city lock-up. Finance committee instructed to advertise for sealed bids for the project.⁴

October 1894 – Building contract for new lock-up awarded to Cosme & Propsom. Work on building begins. Cost estimated at \$876.⁵

November 1894 – Various protests and editorial comments regarding location of lock-up are present in newspapers throughout November. Opponents question siting of the building so close to the street and the High School.

December 1894 – City lock-up accepted by city council. Payment of \$876.30 authorized.⁶

1894 → 1906 --- City lock-up in use. See pages 6-7.

Democrat. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/sdpm5kt7>). *The*

² The city jail condemned. (1893, October 19). *The Democrat*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/ukm2knp>

³ Council proceedings. (1894, August 4). *Door County Advocate*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/sv8kwmy>

⁴ Council proceedings. (1894, September 15). *Door County Advocate*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/s5h5ywm>

⁵ Short Takes. (1894, October 13). *Door County Advocate*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/r58r434>

⁶ Council Proceedings. (1894, December 29). *Door County Advocate*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/r9clkg5>

September 1906 – Three lots and jail building sold to Mike Dohearty for \$1,000. Jail to be used by city until new city hall is constructed.⁷

June 1907 – City Council orders board of public works to move jail cells from old jail building to new city hall (Cedar St/3rd Ave).⁸

June 1907 – Jail officially transferred to new city hall.⁹

Notes and Comments

When referring to the structure at 442 Michigan Street (hereafter 442 Michigan Street), both “jail” and “lock-up” are appropriate terms. They are used interchangeably in the historical record.

The 442 Michigan Street structure was almost certainly intended as a temporary stopgap measure to an ongoing city problem of insufficient municipal space. The project was controversial in its time, and the building was replaced by a more modern municipal building on 3rd Avenue/Cedar Street within 12 years.

The city jail which occupied 442 Michigan Street is frequently confused with the two county jail structures which were built and remodeled in the same period. These structures were located, respectively, on the corner of modern 5th Avenue and Oregon Street, and the corner of 5th Avenue and Nebraska Street. The older county jail on Oregon Street was built in 1882 and demolished in 1919. The new structure on Nebraska street (the “Greystone Hotel”) was built in 1909 and demolished in 1965. Any law enforcement activity involving the Sheriff’s Department took place in these two structures, not 442 Michigan Street.

All jail materials, including cells, were removed from 442 Michigan Street in 1907 and transferred to the new jail facility on Cedar Street/3rd Avenue. No direct physical evidence of the jail facility remains inside the building.

442 Michigan Street was assessed for historic preservation purposes during the Wisconsin Historical Society’s Wisconsin Architecture and History Inventory in 2000. See attached assessment.

For a summary of the property’s post-municipal ownership history until 1950, see attached timeline.

⁷ City property is sold cheap: Mike Dohearty gets three lots and the jail for \$1000. (1906, September 29). *Door County Democrat*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/uc2eegm>

⁸ Council meetings. (1907, June 22). *Door County Democrat*. Retrieved from Door County Library Newspaper <https://tinyurl.com/u6s6aeg>

⁹ Local news. (1907, June 27). *The Advocate*. Retrieved from Door County Library Newspaper Archive: <https://tinyurl.com/sywgcyk>

Timeline for Property at 442 Michigan St – City “Lock-Up”

1892 and before – owned by Martin family – valued at \$450 total – parcel includes all of Lots 25, 26, & 27 of Block 26 of the Assessor’s Plat.

1893 to 1894 – owned by A.W. Lawrence – valued at \$700 total – same description.

1894 – Acquired by the City – same description.

City owns from 1894 to 1906.

1906 – Acquired by Mike Doherty.

1907 – Mike Doherty – improvements valued at \$300 – same description.

1908 – M. Doherty Estate – improvements at \$200.

1920 – Still owned by M. Doherty Estate – improvements valued at \$300.

1924 – M. Doherty Estate – improvements increase to \$345.

1926 – M. Doherty Estate – improvements drop to \$50.

1929 – Owned by Marie Devine – improvements still valued at \$50 – same legal description (note: Marie Devine also owns house at 434 Michigan at this time.)

1930 – Devine – improvements value jumps to \$1000.

1931 – Property split – lot next door to east is created (450 Michigan).

1932 – Property split – lot at 456 Michigan is created.

1935 – Devine – improvement value drops to \$950.

By 1942 – Property split – lot at 15 N 5th is created – “lock-up” parcel has improvements valued at \$1000. It is still owned by Marie Devine.

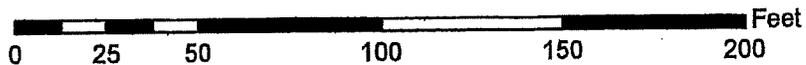
1946 – Property split – lot at corner of 5th/Michigan created – “lock-up” parcel is now in its current configuration except for subsequent alley vacation – still owned by Devine – improvements valued at \$1000.

1947 – Parcel is owned by Edwin Allie → improvement value jumps to \$2650 (appears to be a revaluation year).

Former City "Lock-Up" Property



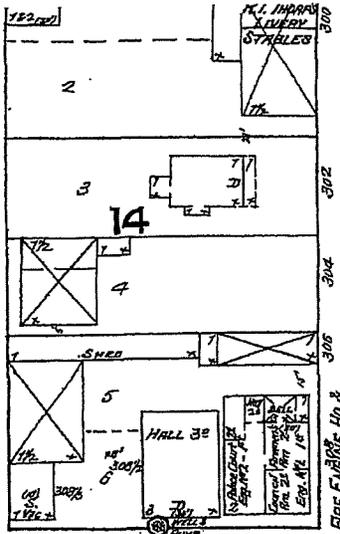
-  Current Parcel Boundary
-  Extent of City Property - 1894 - 1906



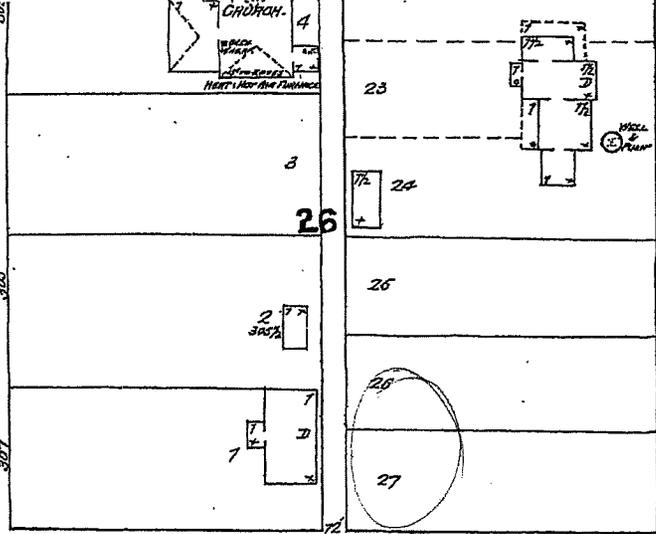
map date: March 23, 2010

1891

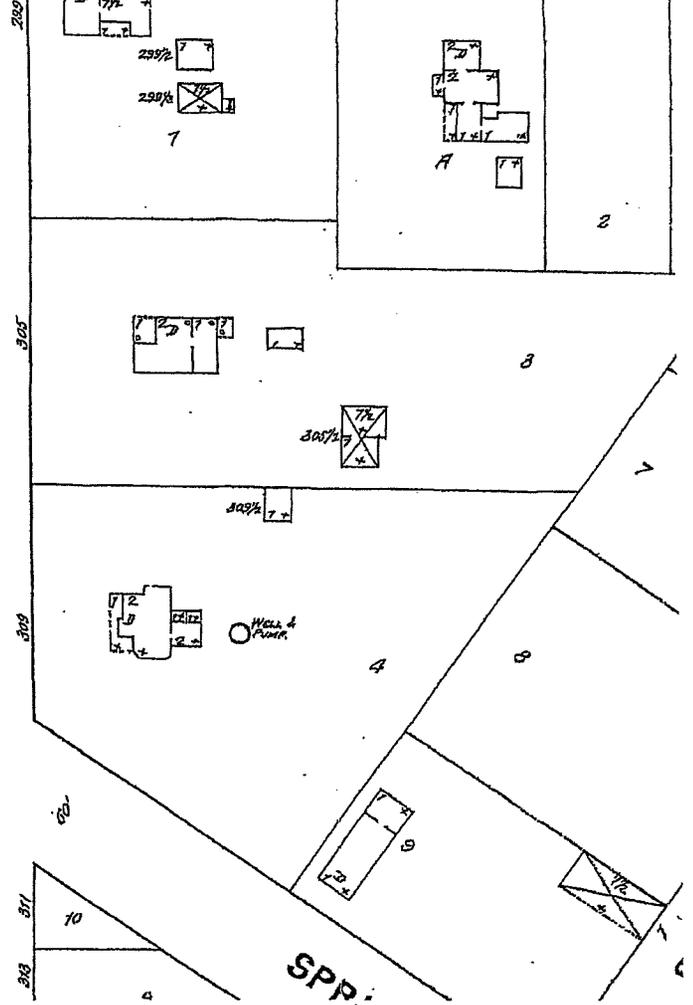
SHEET



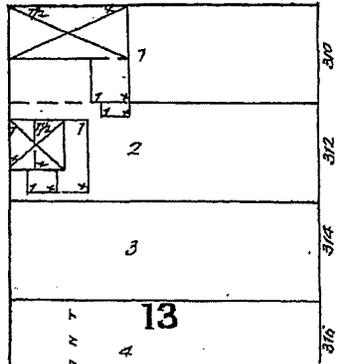
COURT



CHURCH

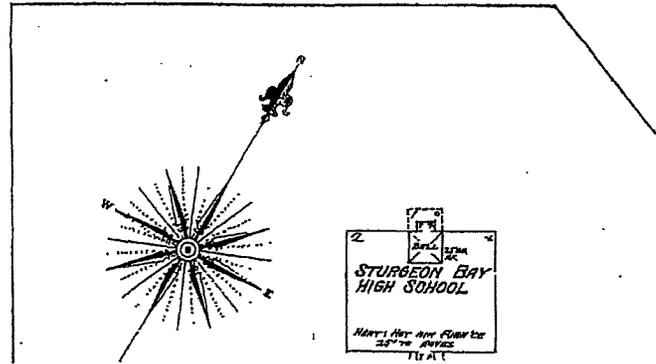


SEE



23

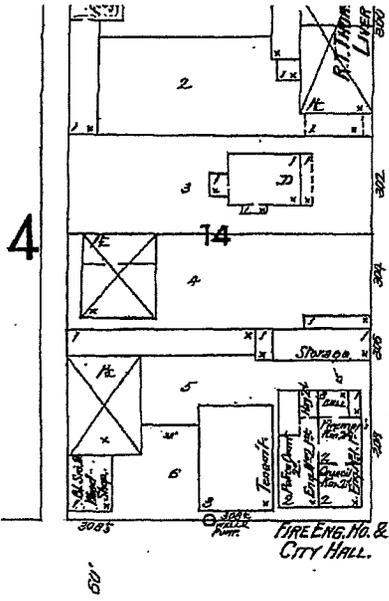
SPRUCE



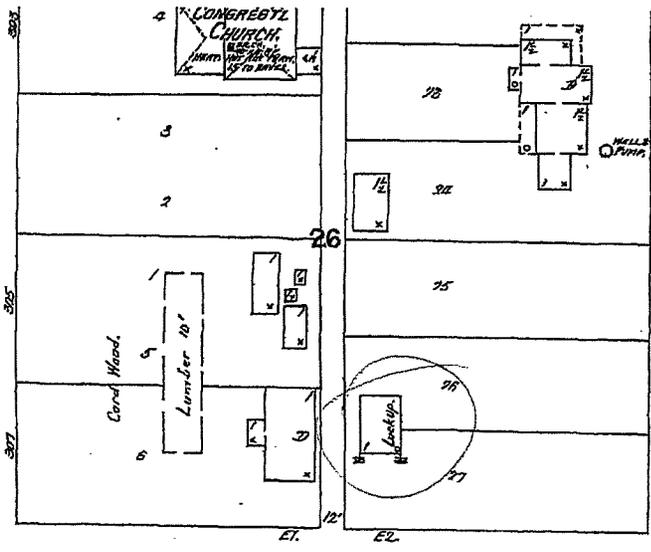
32

5

1898

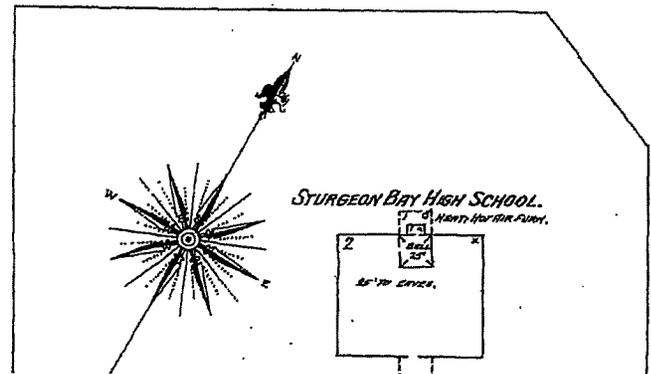
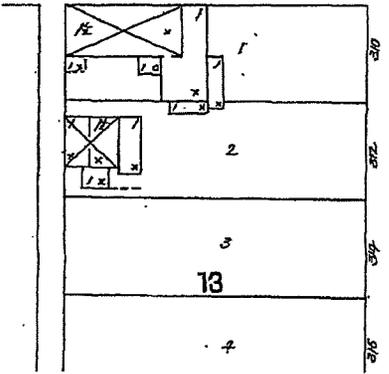
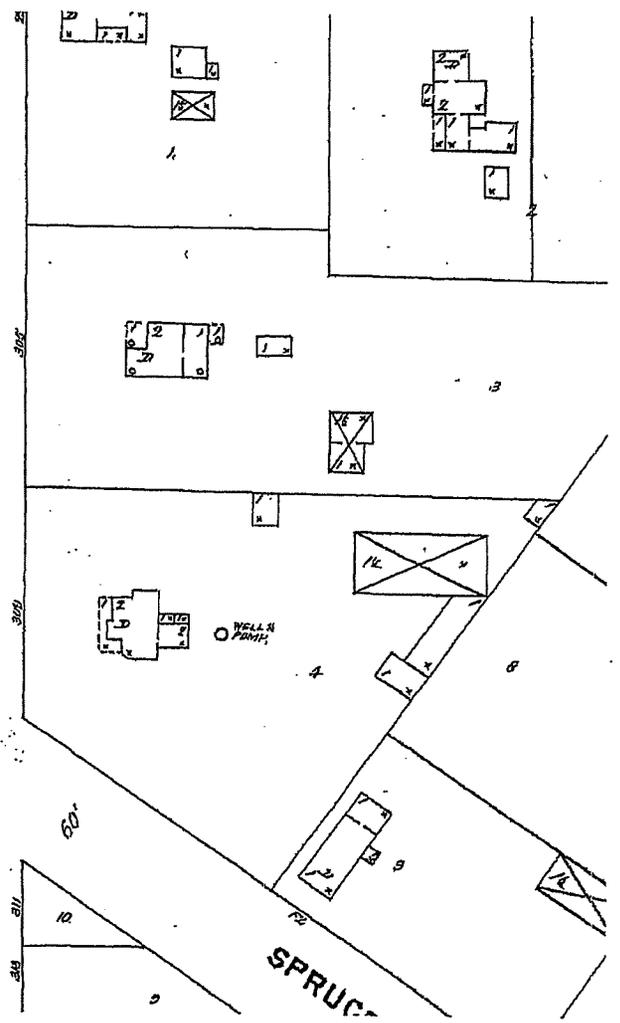


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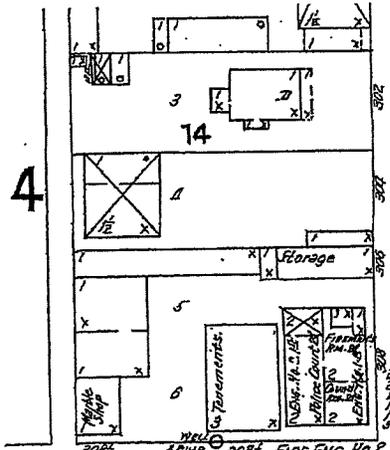


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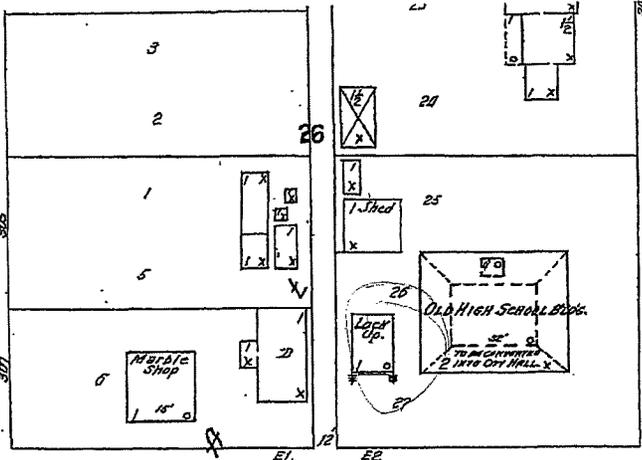
CHURCH



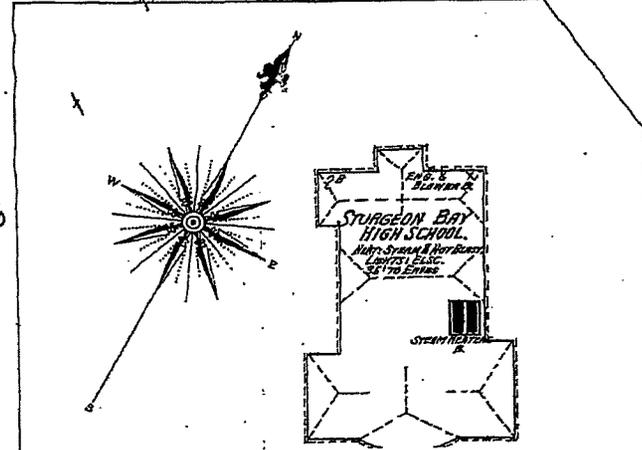
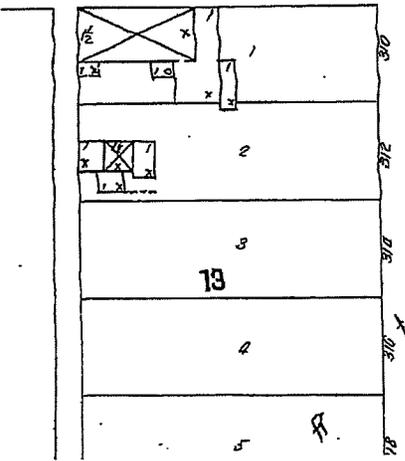
1904



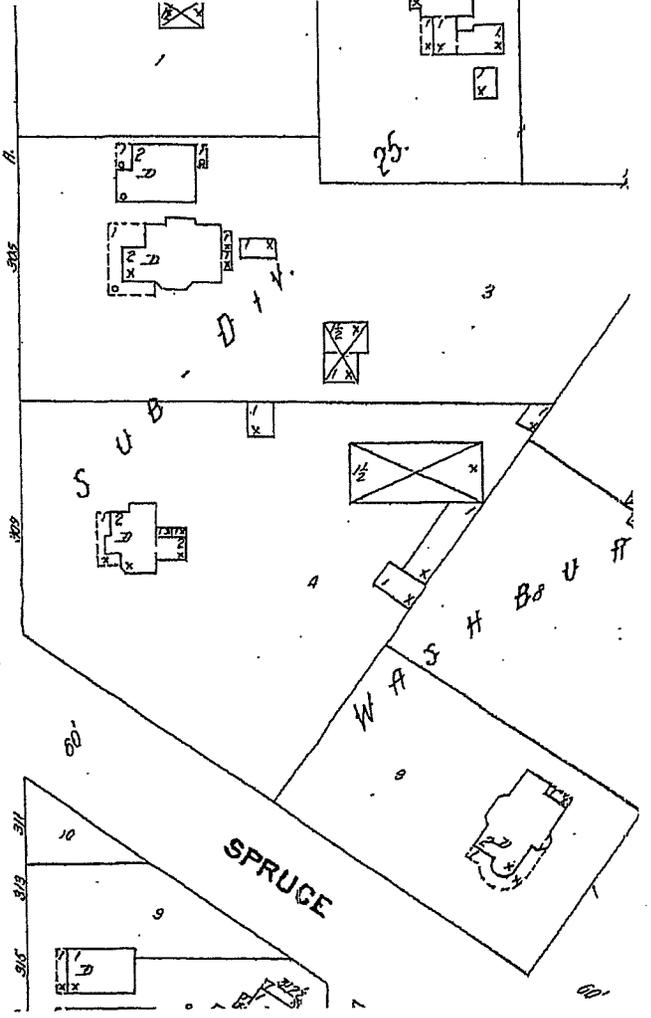
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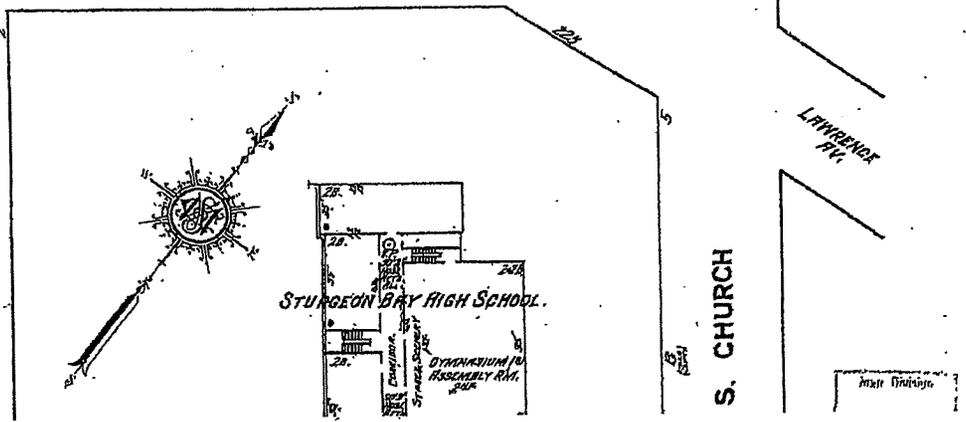
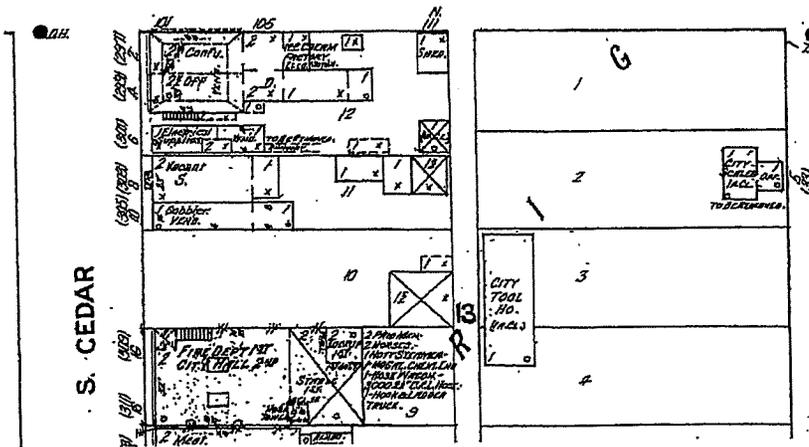
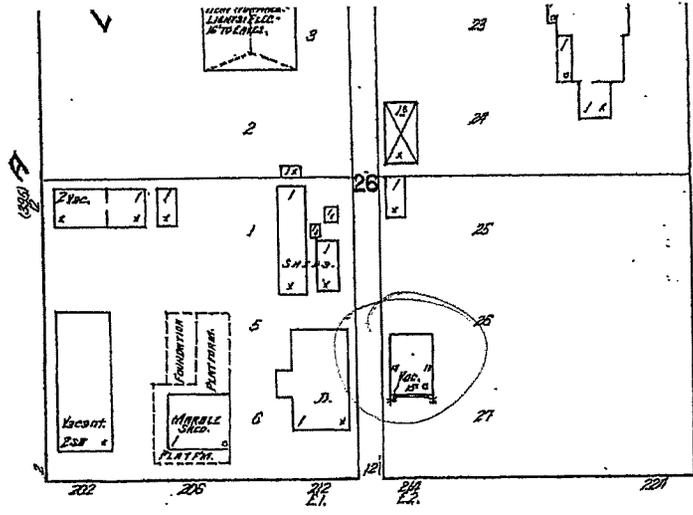
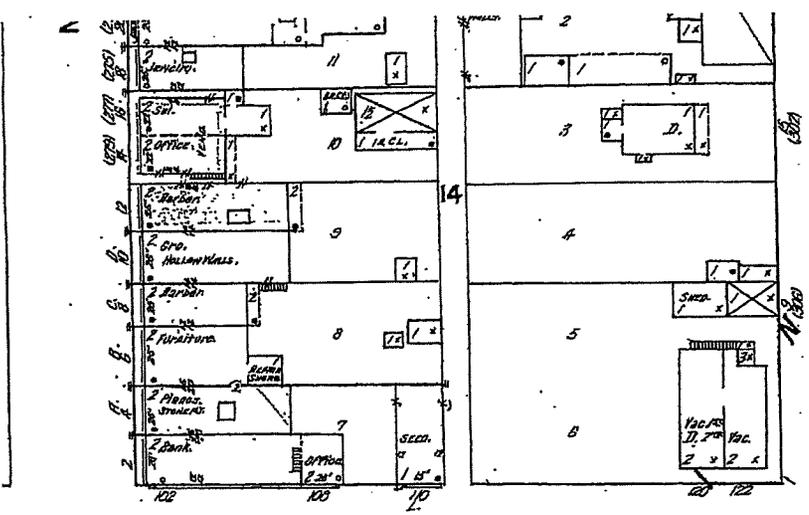
CHURCH



SPRUCE

7

1911



7

SPRUCE

S. CEDAR

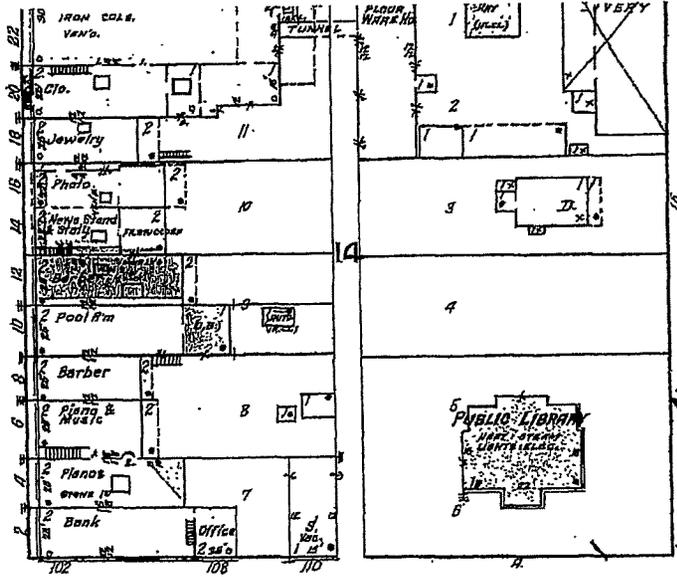
S. COURT

S. CHURCH

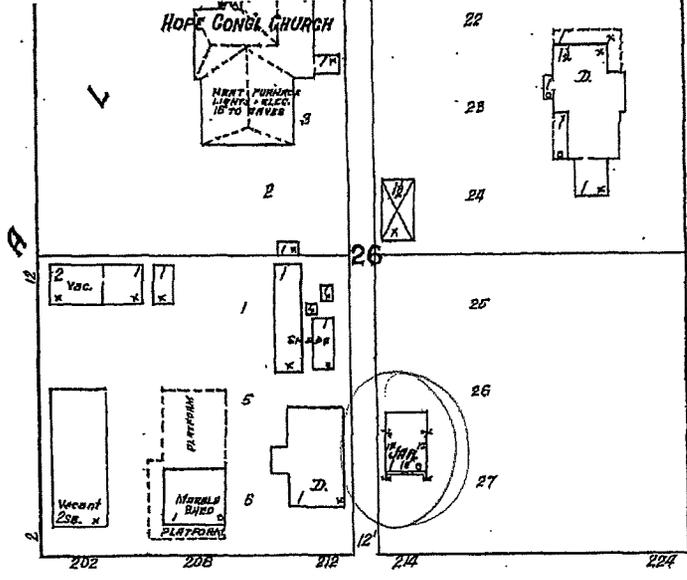
LITWRENER AV.

1919

N. CEDAR



N. COURT

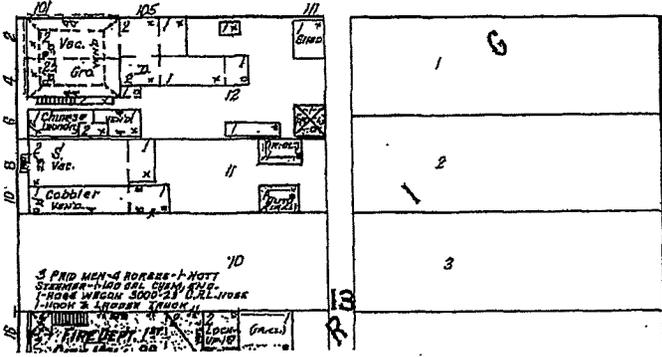


N. CHURCH

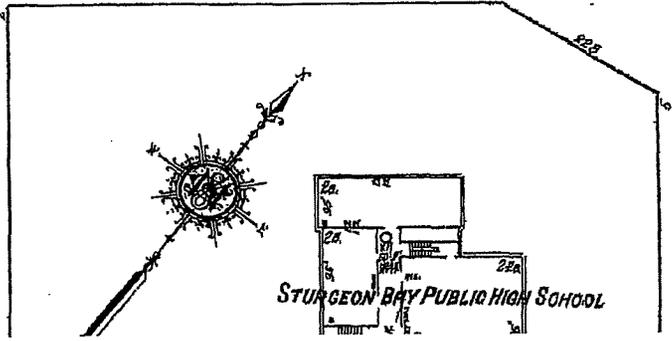
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SPRUCE

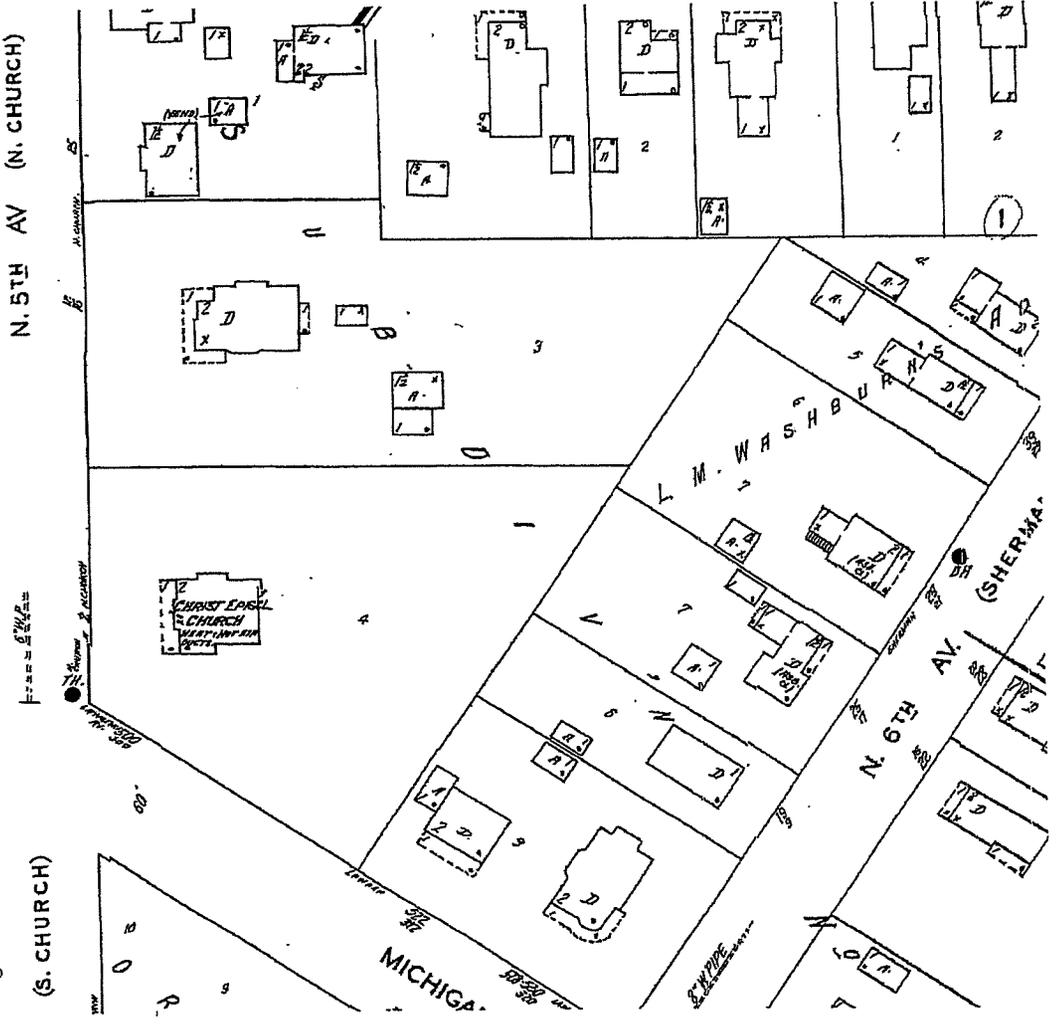
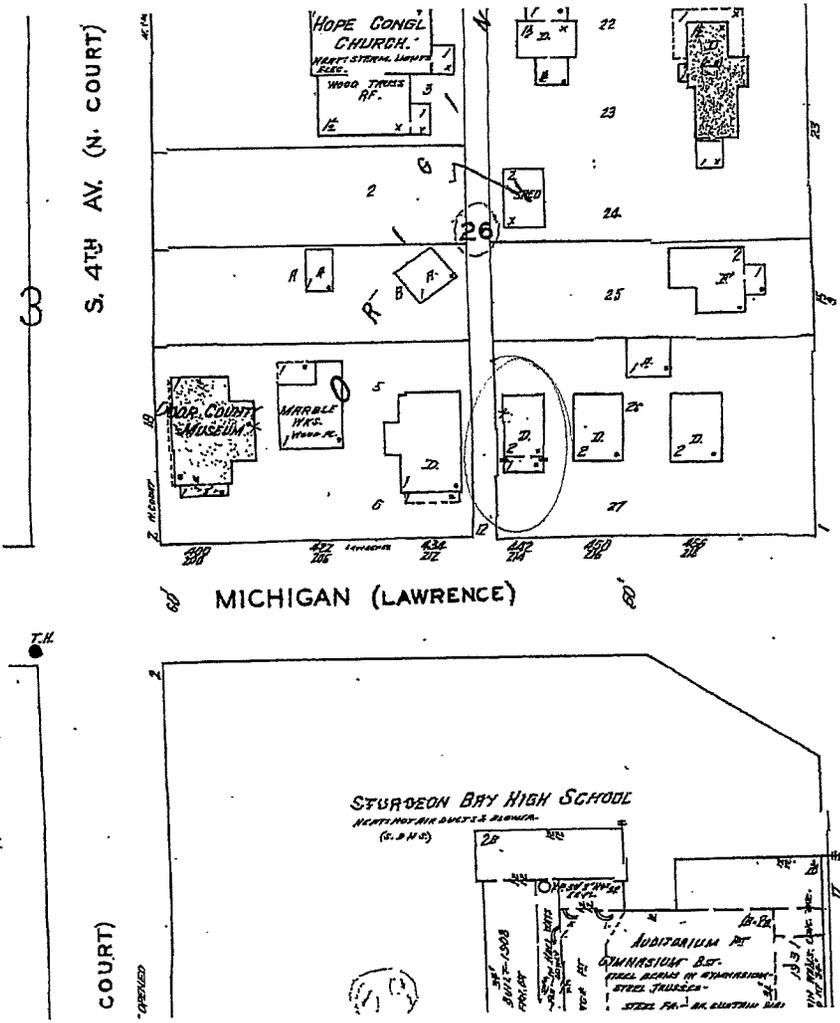
CEDAR



COURT



1944



ARCHITECTURE/HISTORY SURVEY

97

Address	Map Code	NRHP Evaluation
442 Michigan Street	57/5	Not Eligible

Description and Statement of Significance

This two-story, cube vernacular brick house, constructed in c. 1920, exhibits the influence of the Craftsman style. Resting on a concrete block foundation with a hipped roof, the house is distinguished by its decorative brick work. The front facade features an enclosed front porch with a series of three-over-one, double-hung sash windows and a single glass door. The porch has a flat roof. The second-story front facade features the same windows set as a pair. At the second story, a beltcourse of corbeled brick is laid near the bottom half of the windows. This band is topped by brick panels. This decorative treatment is carried through to the other facades of the house. The house displays ornate brick corner pilasters with banding and panels. Except for the front facade, pilasters are also featured on the walls of the house.

This building was evaluated for the NRHP under *Criterion C: Architecture* as an example of an early twentieth century residential vernacular building. Although the house displays interesting decorative treatment, the structure is too common a form to be considered eligible for the NRHP under architecture. Further, no historical significance was discovered that would make this property eligible under either *Criteria A or B*. A DOE is not recommended.

Address	Map Code	NRHP Evaluation
360 Nebraska Street	20/2	Not Eligible

Description and Statement of Significance

This one-story, ashlar-stone, recreational vernacular building was constructed in 1941. The building displays a concrete foundation and a wide hipped roof. The roof is crowned by a cupola vent. The Colonial Revival style influence is seen in the structure's cupola, scalloped cornice, and fixed, multi-paned, cottage windows on the main facade. These windows are symmetrically placed and feature 28 lights each. The building is accessed by a multi-paned glass and wooden door surrounded by diagonally-cut wood board siding. Metal awnings are located over the windows on the main facade.

This building was constructed as the warming house for the city skating rink once located to the rear of the building.¹⁰ This space is now a parking lot. The structure, retaining good integrity, was evaluated for the NRHP under *Criterion C: Architecture*; however, because the structure's context has been lost, it is not considered eligible under architecture. Further, no historical significance was discovered that would make this property eligible under either *Criteria A or B*. A DOE is not recommended.

Address	Map Code	NRHP Evaluation
79 West Oak Street	17/23	Not Eligible

Description and Statement of Significance

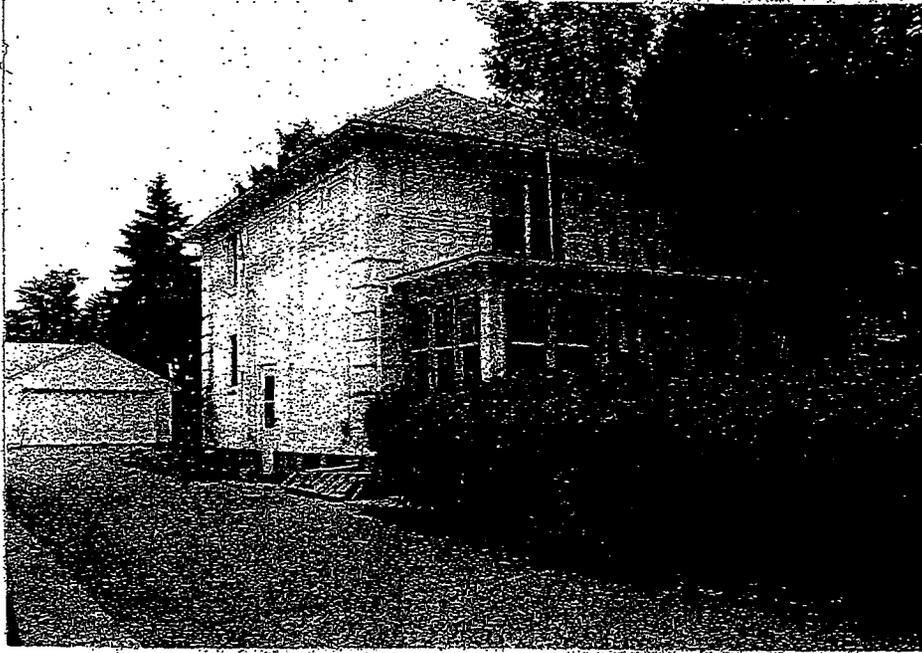
This two-story, brick vernacular house was constructed in c. 1880. The house features a single-story gable wing on the east

10 County Door	AHI Record No. T005139	40 Location 442 Michigan Ave.			
20 City or Village Sturgeon Bay	50 Town, Range, Section		55 Quarter Sections		
30 Civil Town	165 NR Date	SR Date	235 Eligibility N	237 Classific.	305 Local Des.
35 Unincorporated Community	245 District				
90 Photo Codes 57 / 5	430 Current Name		170 NR Multiple Property Name		
100 Survey Map Sturgeon Bay City Map	440 Historic Name		530 Wall Material Brick		
110 Map Code 57/5	450 Construction Date 1920 c		550 Structural System Balloon Frame		
130 Survey Date 2000	500 Designer Name		650 Other Buildings on Site N		
250 Tax Certification No.	510 Style or Form Two Story Cube		687 Cultural Affiliation		
260 Compliance No.	520 Resource Type house		590/690 Add. Com./Bib.Ref. +		
590 Comments (DHP Use Only)					

HP-02-44P(rev. 7/95)

10 County Door	AHI Record No. T005129	40 Location 58-60 W. Maple St			
20 City or Village Sturgeon Bay	50 Town, Range, Section		55 Quarter Sections		
30 Civil Town	165 NR Date	SR Date	235 Eligibility N	237 Classific.	305 Local Des.
35 Unincorporated Community	245 District				
90 Photo Codes 58 / 20	430 Current Name		170 NR Multiple Property Name		
100 Survey Map Sturgeon Bay City Map	440 Historic Name		530 Wall Material Brick		
110 Map Code 58/20	450 Construction Date 1900 c		550 Structural System Balloon Frame		
130 Survey Date 2000	500 Designer Name		650 Other Buildings on Site N		
250 Tax Certification No.	510 Style or Form		687 Cultural Affiliation		

15.



20 Situ
30 Civil
35 Drilling
50 Photo Copy
59
100 Survey Maps
Surgeon Bay
110 Map Code
59/31
130 Survey
2000
230 Tax Certificate

Accounts Payable Invoice Report

Invoice Date Range 02/04/20 - 03/02/20
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2403 - ACORN TREE SERVICES									
2013-2739	Murphy Park - 13 ash trees removed	Paid by Check #672258		02/26/2020	03/02/2020	03/02/2020		03/02/2020	2,700.00
		Vendor 2403 - ACORN TREE SERVICES Totals					Invoices	1	<u>\$2,700.00</u>
Vendor 10384 - AMERICAN WELDING & GAS, INC									
06919533	small tank Argon-Shop welder	Paid by Check #672259		02/17/2020	03/02/2020	03/02/2020		03/02/2020	67.24
		Vendor 10384 - AMERICAN WELDING & GAS, INC Totals					Invoices	1	<u>\$67.24</u>
Vendor 9272 - AUTOMATED LOGIC-WISCONSIN									
274587	Annual Service contract for ALC Programing	Paid by Check #672260		02/18/2020	03/02/2020	03/02/2020		03/02/2020	6,622.00
		Vendor 9272 - AUTOMATED LOGIC-WISCONSIN Totals					Invoices	1	<u>\$6,622.00</u>
Vendor 21765 - AYRES ASSOCIATES									
184845	ACM report for DC Museum -2019	Paid by Check #671864		02/04/2020	02/14/2020	02/14/2020		02/17/2020	3,640.00
		Vendor 21765 - AYRES ASSOCIATES Totals					Invoices	1	<u>\$3,640.00</u>
Vendor 2770 - BELSON COMPANY									
356157,356144	janitorial supplies	Paid by Check #671865		02/04/2020	02/14/2020	02/14/2020		02/17/2020	696.29
		Vendor 2770 - BELSON COMPANY Totals					Invoices	1	<u>\$696.29</u>
Vendor 17119 - CEC									
330836	reprogram fire damper-Justice Ctr	Paid by Check #672261		02/21/2020	03/02/2020	03/02/2020		03/02/2020	549.11
		Vendor 17119 - CEC Totals					Invoices	1	<u>\$549.11</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
858607,858580	Facilities and Parks cell phones	Paid by Check #671866		02/05/2020	02/14/2020	02/14/2020		02/17/2020	380.19
		Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals					Invoices	1	<u>\$380.19</u>
Vendor 10145 - CINTAS CORPORATION									
2/5,2/12/20	Facilities and Parks uniforms	Paid by Check #671867		02/12/2020	02/14/2020	02/14/2020		02/17/2020	243.62
4043136741,6821	Facilities and Parks uniforms	Paid by Check #672262		02/19/2020	03/02/2020	03/02/2020		03/02/2020	243.62
		Vendor 10145 - CINTAS CORPORATION Totals					Invoices	2	<u>\$487.24</u>
Vendor 8270 - DOOR COUNTY CO OPERATIVE									
255.52	Paint,batteries,Handicap signs	Paid by Check #671868		02/05/2020	02/14/2020	02/14/2020		02/17/2020	509.48
		Vendor 8270 - DOOR COUNTY CO OPERATIVE Totals					Invoices	1	<u>\$509.48</u>
Vendor 22455 - ELECTROLINE INC									
0077632-IN	PO 2269 Justice Ctr UPS 6kVA unit replacement-5yr with start up	Paid by Check #672263		02/11/2020	03/02/2020	03/02/2020		03/02/2020	1,605.00
		Vendor 22455 - ELECTROLINE INC Totals					Invoices	1	<u>\$1,605.00</u>
Vendor 12842 - FIRST SUPPLY GREEN BAY									
12066879,63128	Justice Ctr - plumbing supplies	Paid by Check #672264		02/11/2020	03/02/2020	03/02/2020		03/02/2020	198.57

Door County

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Report By Vendor - Invoice
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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor 12842 - FIRST SUPPLY GREEN BAY Totals					Invoices	1	<u>\$198.57</u>
Vendor 419 - FOX SPECIALTY CO									
42901	trash liners	Paid by Check #671871		02/06/2020	02/14/2020	02/14/2020		02/17/2020	498.66
		Vendor 419 - FOX SPECIALTY CO Totals					Invoices	1	<u>\$498.66</u>
Vendor 12320 - GRAINGER									
9438810351	garage hose reel-swivel repair kit	Paid by Check #672265		02/10/2020	03/02/2020	03/02/2020		03/02/2020	41.17
		Vendor 12320 - GRAINGER Totals					Invoices	1	<u>\$41.17</u>
Vendor 15292 - INPRO CORPORATION									
1470019	Corner wall guards and wall protectors-Com Ctr	Paid by Check #671872		02/10/2020	02/14/2020	02/14/2020		02/17/2020	980.86
		Vendor 15292 - INPRO CORPORATION Totals					Invoices	1	<u>\$980.86</u>
Vendor 14970 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC									
33845308	Alarm service-Quarterly-56 N 4th Ave, Sturgeon Bay	Paid by Check #671873		02/08/2020	02/14/2020	02/14/2020		02/17/2020	389.94
		Vendor 14970 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC Totals					Invoices	1	<u>\$389.94</u>
Vendor 15611 - MAYS SPORTS CENTER									
06765496	John Deere - Root grapple	Paid by Check #671875		02/06/2020	02/14/2020	02/14/2020		02/17/2020	4,299.89
125425	1025R Snow blower - Parks	Paid by Check #672266		02/14/2020	03/02/2020	03/02/2020		03/02/2020	743.24
		Vendor 15611 - MAYS SPORTS CENTER Totals					Invoices	2	<u>\$5,043.13</u>
Vendor 810 - MCMASTERS CARR SUPPLY COMPANY									
34962242	JC-Inmate Dryer V-belt	Paid by Check #672267		02/18/2020	03/02/2020	03/02/2020		03/02/2020	29.45
		Vendor 810 - MCMASTERS CARR SUPPLY COMPANY Totals					Invoices	1	<u>\$29.45</u>
Vendor 20525 - MONROE TRUCK EQUIPMENT-DEPERE									
821697	69-08 GMC Dump Truck parts	Paid by Check #672268		02/17/2020	03/02/2020	03/02/2020		03/02/2020	980.87
		Vendor 20525 - MONROE TRUCK EQUIPMENT-DEPERE Totals					Invoices	1	<u>\$980.87</u>
Vendor 8881 - NORTHERN ELECTRIC INC									
12889	Disconnect existing UPS and terminate new UPS with existing feed	Paid by Check #672269		02/20/2020	03/02/2020	03/02/2020		03/02/2020	500.00
		Vendor 8881 - NORTHERN ELECTRIC INC Totals					Invoices	1	<u>\$500.00</u>
Vendor 19233 - O'REILLY AUTO PARTS #4365									
355,446,557,559	shop supplies,tire inflater,casters	Paid by Check #672270		02/14/2020	03/02/2020	03/02/2020		03/02/2020	175.87
		Vendor 19233 - O'REILLY AUTO PARTS #4365 Totals					Invoices	1	<u>\$175.87</u>
Vendor 21119 - PROCESS & MECHANICAL SYSTEMS									
8873	JC-Flood Trol valves for Jail	Paid by Check #672271		02/17/2020	03/02/2020	03/02/2020		03/02/2020	1,456.46

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor 21119 - PROCESS & MECHANICAL SYSTEMS Totals					Invoices	1	\$1,456.46
Vendor 26520 - RENT A FLASH OF WISCONSIN INC									
69860	Villagers Snowmobile Club signs	Paid by Check #671876		02/07/2020	02/14/2020	02/14/2020		02/17/2020	712.68
		Vendor 26520 - RENT A FLASH OF WISCONSIN INC Totals					Invoices	1	\$712.68
Vendor 2829 - RIESTERER & SCHNELL INC									
277916	John Deere 970 clutch replacement	Paid by Check #671877		02/13/2020	02/14/2020	02/14/2020		02/17/2020	4,052.00
		Vendor 2829 - RIESTERER & SCHNELL INC Totals					Invoices	1	\$4,052.00
Vendor 19276 - SAN-A-CARE INC									
510511	Hand wash, white polish pad 14"	Paid by Check #672272		02/17/2020	03/02/2020	03/02/2020		03/02/2020	220.64
		Vendor 19276 - SAN-A-CARE INC Totals					Invoices	1	\$220.64
Vendor 28170 - SCHWAAB INC									
4622182	Custom ADA Signs	Paid by Check #671878		02/07/2020	02/14/2020	02/14/2020		02/17/2020	1,057.31
		Vendor 28170 - SCHWAAB INC Totals					Invoices	1	\$1,057.31
Vendor 12009 - SERVICE MOTOR COMPANY									
P13449	Batteries	Paid by Check #671879		02/04/2020	02/14/2020	02/14/2020		02/17/2020	232.00
P13506	backhoe filters	Paid by Check #672273		02/07/2020	03/02/2020	03/02/2020		03/02/2020	76.00
		Vendor 12009 - SERVICE MOTOR COMPANY Totals					Invoices	2	\$308.00
Vendor 15069 - STAPLES ADVANTAGE									
3439192281	Tandem bucket - wringer combo	Paid by Check #672274		02/13/2020	03/02/2020	03/02/2020		03/02/2020	74.89
		Vendor 15069 - STAPLES ADVANTAGE Totals					Invoices	1	\$74.89
Vendor 30820 - STURGEON BAY UTILITIES									
Jan 2020 utiliti	Facilities and Parks utilities Jan 2020	Paid by Check #671881		02/06/2020	02/14/2020	02/14/2020		02/17/2020	15,547.60
		Vendor 30820 - STURGEON BAY UTILITIES Totals					Invoices	1	\$15,547.60
Vendor 31970 - SUPERIOR CHEMICAL CORPORATION									
253707,253708	Aqua Seal Drain, Shock and Awe	Paid by Check #672275		02/26/2020	03/02/2020	03/02/2020		03/02/2020	283.91
		Vendor 31970 - SUPERIOR CHEMICAL CORPORATION Totals					Invoices	1	\$283.91
Vendor 10018 - UW MADISON									
AR0011423,11424	W. Spritka-PO 2272-Courses Bldg code,Ref Standards	Paid by Check #671882		02/07/2020	02/14/2020	02/14/2020		02/17/2020	1,990.00
		Vendor 10018 - UW MADISON Totals					Invoices	1	\$1,990.00
Vendor 34875 - VANS FIRE & SAFETY									
4132510	ComCtr-Semi Annual inspection Kitchen fire suppression system	Paid by Check #672276		02/11/2020	03/02/2020	03/02/2020		03/02/2020	97.25

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4132511	Senior Center-semi -annual inspection-kitchen	Paid by Check #671883		02/11/2020	02/14/2020	02/14/2020		02/17/2020	216.10
Vendor 34875 - VANS FIRE & SAFETY Totals							Invoices	2	<u>\$313.35</u>
Vendor 2784 - VIKING ELECTRIC SUPPLY									
S003370156.001	Rebuild brushes light on Burnisher at JC	Paid by Check #672277		02/07/2020	03/02/2020	03/02/2020		03/02/2020	8.55
Vendor 2784 - VIKING ELECTRIC SUPPLY Totals							Invoices	1	<u>\$8.55</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
201444	floor conditioner and neutralizer	Paid by Check #671884		02/05/2020	02/14/2020	02/14/2020		02/17/2020	38.83
201943	janitorial supplies	Paid by Check #672278		02/26/2020	03/02/2020	03/02/2020		03/02/2020	150.68
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals							Invoices	2	<u>\$189.51</u>
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Feb 2020 utiliti	Facilities and Parks utilities Feb 2020	Paid by Check #672279		02/17/2020	03/02/2020	03/02/2020		03/02/2020	7,559.65
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals							Invoices	1	<u>\$7,559.65</u>
Grand Totals						Invoices	39	<u><u>\$59,869.62</u></u>	