AGENDA
1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda / Properly Noticed
4. Correspondence
5. Public Comment
6. Supervisors Response
7. Facilities Division
   A. Invitation to Bid - Washington Island Government Center- Accept Bids, Review, Award
   B. Resolution No. 2021- __Authorization to Proceed with Phase III Construction-Washington Island, County Government Facility
   C. Resolution No. 2020-111 Cana Island Project Authorization to Proceed with Phase IV - Discussion
   D. Resolution No. 2018-71 Transfer of Non-Budgeted Funds (Cana Island Restoration Phase III) Per 65.90, Wis Stats.
      1) Payback of Fund Discussion
8. Request for Agenda Items for Next Month’s Meeting
9. Next Meeting Date
   • Regular Meeting – May 12, 2021 – 9:00 a.m.
10. Meeting Per Diem Code
11. Adjourn
## BID TABULATION

**Project:**  
TSG Project Number:  7296D  
Due:  April 15, 2021 by 2:00 pm CDT  
Bid Category:  General Construction

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<td>Alt 1 (Paint All)</td>
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**Voluntary Alternate(s)**  
**TOTAL BID**  
$1,407,624.00  
$1,031,250.00

**Qualification of Bid**

**Other Items:**  
- Bid Bond Included: Yes  
- Performance Bond $: $14,949.00  
- $7,340.00  
- Weeks to Complete: 20  
- 32  
- Year Asphalt Completed: 2021  
- 2021  
- % O&P on Own Work +: 12%  
- 15%  
- % O&P on Subcontr +: 12%  
- 7.5%  
- % O&P on Subcontr -: 12%  
- 3%  
- Received Addendums:  
  - (Pre-Bid Conf, C100) #1 Yes  
  - (Misc,Civil DwgSpec) #2 Yes  
  - (Alt2, Elec., Bid Form) #3 Yes  
  - (Allowances) #4 Yes  
- Subcontractors List: No  
- Yes (5)  
- Signed: Yes  
- Yes  
- Additional Information: None  
- None
Resolution No. 2021-36
AUTHORIZE PHASE III AND §65.90(5)(a), WIS. STATS. BUDGET CHANGE FOR DOOR COUNTY GOVERNMENT FACILITY PROJECT ON WASHINGTON ISLAND

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, The Washington Island County Government Facility Project ("Project") has the subject of myriad resolutions, including Resolution No. 2020-110, (adopted 12-15-2020) and Resolution No. 2021-14 (adopted 01-26-2021); and

WHEREAS, Phase I (schematic design & design development) and Phase II (construction documents competitive bidding) of the Project have been completed, and it's recommended that County proceed with Phase III (construction); and

WHEREAS, The Project was competitively bid, responsive bids were timely received from two contractors, and Zeise Construction with a base bid of $1,016,900.00 is deemed the lowest responsible bidder [See: Exh. A, The Samuels Group inc April 16, 2021 Memo]; and

WHEREAS, $1,820,000 has been appropriated for the Project, ~$828,000 has been expended, leaving ~$992,000 available (and a shortfall of $200,000) to complete the project; and

WHEREAS, The Finance Committee, on 04-19-2021, recommended the transfer of up to $200,000 from the Door County contingency expense account 100.06.1161.59103 to the Construction EMS Washington Island Station Expense account 401.51.7190.69901.0029E for the Project pursuant to §65.90(5), Wis. Stats.

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

NOW THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors that Phase III (construction) of the Project is hereby authorized to proceed.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that the contract be awarded to the lowest responsible bidder, Zeise Construction, with a base bid of $1,016,900.00.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that up to $200,000 from the Door County contingency expense account 100.06.1161.59103 to the Construction EMS Washington Island Station Expense account 401.51.7190.69901.0029E for the Project pursuant to §65.90(5), Wis. Stats.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that the County Administrator or their designee, subject to the general oversight of the Facilities and Parks Committee, is authorized to see the Project through to completion.

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson

Alexis Heim Peter

Roy Englebert

Susan Kohout

David Enigl

Nancy Robillard

Ken Fisher
Resolution No. 2020-110

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

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

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

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

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

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

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Roy Englebert
Heim Peter
David Engl
Ken Fisher

Certification:

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

Jill Lau,
County Clerk, Door County
Resolution No. 2021-14

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

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

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

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

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

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

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Alexis Helm Peter
Roy Englebert
Susan Kohout
David Enigl
Nancy Robillard
Ken Fisher

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

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

Jill M. Lau
County Clerk, Door County
Phased Service Planning
Architectural & Engineering Services-Renovation Historic Washington Island Dairy

SUMMARY

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

SERVICES AND DELIVERABLES

PHASE I:

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

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

*** REPORT TO COUNTY BOARD ***

PHASE II:

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

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

3. Pre-bid meeting for potential general contractors.

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

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

*** REPORT TO COUNTY BOARD ***

Phase III:

E. Construction phase services.

1. Construction contract administration.

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

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

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

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

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

*** FINAL REPORT TO COUNTY BOARD ***
Ken and Wayne,

Attached is the Cana Island Reserve spreadsheet.

Items to point out on the spreadsheet:

- For 2020 the County received their share of the profit for Cana Island from the Maritime Museum Island in the amount of $103,267.47.
- From passed resolutions approval to advance funding to finish Phase III; in 2019 the Unassigned fund balance advance Cana Island $398,466.11. 4 year pay back from the Cana Island Reserve is $99,616.53.
- In 2020 the first year pay back of $99,616.53 was made. The pay back will continue until 2023.
- In 2020 the Cana Island Reserved paid for the expenses incurred in 2020 in the amount of $95,779.31, instead of coming from the unassigned fund balance.
- The balance in the Cana Island Reserve as of 12/31/2020 is $197,514.91.

Steve

Steve Wipperfurth
Finance Director
County of Door
421 Nebraska St.
Sturgeon Bay  WI 54235
920-746-7138
920-746-7129 Fax
swipperfurth@co.door.wi.us
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4/16/202110:15 AMC:Users\lau\AppData\Local\Temp\Content.Outlook\D2C3P7Y\Cana Island Reserve ReconciliationCana Island Reserve ReconciliationSheet1
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<td>51,128.05</td>
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<td>Transfer from Unassigned Fund Balance total of $398,466.11 to be reimbursed from Cana Island Restoration Fund within 4 yrs starting in 2020 (resolution #2018-18 &amp; 2018-71)</td>
<td>51,128.05</td>
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<td>$95,779.31 for Phase III expenses</td>
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<td>1st year reimbursement to General Fund -- Advanced per Resolution #2018-18 &amp; #2018-71 ($99,616.53) 4 yr reimb.</td>
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Resolution #2018-18 advance from Unassigned Fund Balance up to $365,000
Resolution #2018-71 advance from Unassigned Fund Balance up to $150,000
2019 transfer from unassigned fund balance (398,466.11) (99,616.53) Amount to reimburse Unassigned Fund Balance starting in 2020
Total remaining to be transferred from Unassigned Fund Balance 118,533.89
Resolution No. 2020-111

CANA ISLAND PROJECT
AUTHORIZATION TO PROCEED WITH PHASE IV

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, This Project has been the subject of myriad resolutions, including Resolution No. 2013-38 (adopted 05-28-2013); Resolution No. 2013-39 (adopted 05-28-2013); Resolution No. 2013-59 (adopted 09-26-2013); Resolution No. 2013-62 (adopted 10-22-2013); Resolution No. 2014-03 (adopted 01-28-2014); Resolution No. 2014-60 (adopted 06-24-2014); Resolution No. 2016-38 (adopted 05-24-2016); Resolution No. 2017-33 (adopted 04-18-17); & Resolution No. 2017-47 (adopted 07-25-17), Resolution No. 2018-18 (adopted 03-27-18), Resolution No. 2018-71 (adopted 10-23-18) and Resolution No. 2019-37 (adopted 05-28-19); and

WHEREAS, Phase I, Phase II and Phase III of this Project, authorized by the aforementioned resolutions, have been completed; and

WHEREAS, The Facilities & Parks Committee, at its December 9, 2020 meeting, recommended that Phase IV (as described in Addendum A, attached hereto and incorporated herein by reference as if fully set forth) of this Project proceed contingent upon sufficient funds, from the Door County Maritime Museum, donations and/or grants, being available to complete Phase IV.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize Phase IV of this Project to proceed.

BE IT FURTHER RESOLVED, That this authorization is contingent upon sufficient funds, from the Door County Maritime Museum, donations and/or grants, being available to complete Phase IV.

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

SUBMITTED BY: FACILITIES AND PARKS COMMITTEE

[Signatures]

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 15th day of December, 2020, by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
Addendum A

Cana Island – Phase IV

Phase IV:

1. Narrative Description:
   a. Restoration of light keeper’s house. Restoration is largely interior to the structure. Scope of work includes hazard remediations, restorations of electrical systems, low voltage components, HVAC, floors, walls, ceilings, doors, windows, and sashes. Below grade foundation elements include vapor barriers, sump pump installations and shoring.
   b. Restoration of light tower interior. Again, largely interior to include stairwell, walls, floors, and windows. Lantern room restoration includes various structural components and window frame restorations.
   c. Landscaping. Finish landscaping of the area around the Keeper’s Quarters and Lighthouse.
   d. Architectural & Engineering Services. Activities related to the Construction Phase of the project including site visits, construction inspection and administration of all construction documents and close out activities.

2. Cost Estimate if project is divided by work area.  

   a. Restoration of light keeper’s house......$311,690.00
   b. Restoration of light tower interior........$883,015.00
   c. Architectural & Engineering Services....$9,350.00

   Total..................................$1,204,055

3. Cost Estimate if Light Tower & Keepers House complete together.

   a. Restoration of light keeper’s house & light tower interior.....$965,892.00
   b. Architectural & Engineering Services..............................$9,350.00

   Total......................................$975,242

See: River Architects-Detailed Cana Island Light Station Restoration Phase 4 draft dated-10-30-20

See: Immel Construction Cost Estimation dated- 12-03-20
Resolution No. 2018-71
Transfer of Non-Budgeted Funds
(Cana Island Restoration Phase III) Per § 65.90, Wis. Stats.

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Pursuant to §65.90(5)(a), Wis. Stats. and Rules of Order #19
the amounts of the various appropriations and the purposes for such
appropriations stated in a budget required may not be changed unless
authorized by a vote of two-thirds of the entire membership of the County
Board of Supervisors.

WHEREAS, This Project has been the subject of myriad resolutions,
including Resolution No. 2013-38 (adopted 05-28-2013); Resolution No. 2013-
39 (adopted 05-28-2013); Resolution No. 2013-59 (adopted 09-26-2013);
Resolution No. 2013-62 (adopted 10-22-2013); Resolution No. 2014-03
(adopted 01-28-2014); Resolution No. 2014-60 (adopted 06-24-2014); and
Resolution No. 2016-38 (adopted 05-24-2016); Resolution No. 2017-33
(adopted 04-18-17); Resolution No. 2017-47 (adopted 07-25-17) & Resolution
No. 2018-18 (adopted 03-27-2018) and

WHEREAS, Phase I and Phase II of this Project, authorized by Resolution
No. 14-60 & 2016-38 & 2017-33 & 2017-47, have been completed;
Phase III, authorized by Resolution 2018-18, has commenced and

WHEREAS, By adoption of Resolution 2018-18, the County Board
authorized a transfer of up to $365,000.00 from the Unassigned Fund Balance
(Account #100.33101) to the Cana Island Restoration Fund (Account
#213.66.49110.100) for Phase III of this Project, and

WHEREAS, The 12% increase in construction costs over the summer
were not anticipated, and the estimated budget is more than Resolution 2018-
18 approved, and

WHEREAS, It is recommended that an additional $150,000 be transferred
from the Unassigned Fund Balance (Account #100.33101) to the Cana Island
Restoration Fund (Account #213.66.49110.100) to cover the shortfall for
Phase III of this Project.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of
Supervisors does hereby approve the transfer of an additional $150,000.00
from the Unassigned Fund Balance (Account #100.33101) to the Cana Island
Restoration Fund (Account #213.66.49110.100) for Phase III.

SUBMITTED BY: FINANCE COMMITTEE

Kathy Schultz, Chair
David Englebert
David Enigl
Susan Kohout
Nancy Robillard
Richard Virlee
Laura Viies Wotachek

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 23rd day of October, 2018 by the Door County Board of
Supervisors.

Jill M. Lau
County Clerk, Door County