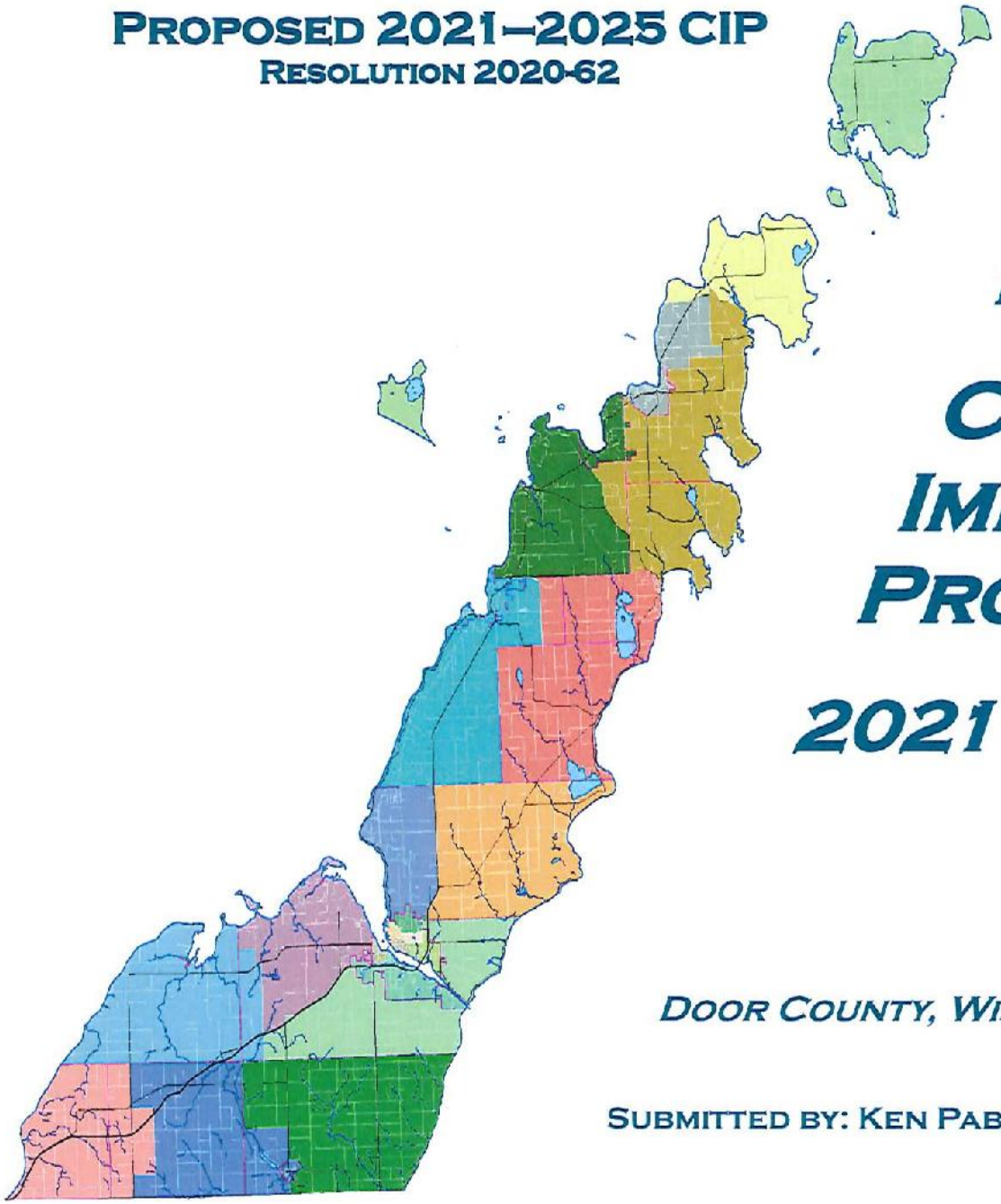
PROPOSED 2021–2025 CIP
RESOLUTION 2020-62



DOOR COUNTY
CAPITAL IMPROVEMENTS PROGRAM
2021 - 2025

DOOR COUNTY, WISCONSIN

SUBMITTED BY: KEN PABICH, COUNTY ADMINISTRATOR

DOOR COUNTY

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BULTMAN			
CHOMEAU			
COUNARD			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KOHOUT			
LIENAU			
LUNDAHL			
NORTON			
ROBILLARD			
TAUSCHER			
THAYSE			
VIRLEE			
VLIES WOTACHEK			
VOGEL			

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: Adoption of this resolution moves the 2021 C.I.P. projects forward as per the plan to be included with the 2021 budget process. Projects for 2022 thru 2025 will become part of the 2022 C.I.P process—2026 will be added and projects will again go through the review and approval process. 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 28th day of July, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2020-62

CAPITAL IMPROVEMENTS PLAN 2021-2025

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, By adoption of Resolution 2007-38, the Door County Board of Supervisors approved the *Capital Improvements Plan, Policy and Procedures*; and

WHEREAS, The County Administrator and Finance Director crafted a *Capital Improvements Plan 2021-2025*, which was reviewed and approved by the Finance Committee on July 20, 2020; and

WHEREAS, The *Capital Improvements Plan 2021-2025* is subject to review by the County Board.

NOW, THEREFORE, BE IT RESOLVED, By the Door County Board of Supervisors that the *Capital Improvements Plan 2021-2025* [which is incorporated herein by reference] is hereby approved.

BE IT FURTHER RESOLVED, That the *Capital Improvements Plan 2021-2025* is remanded to the Finance Committee for inclusion in the 2021 Budget.

Tax Levy	$4,495,934.00
Federal Funding	$6,146,691.00
State Funding	$ 450,100.00
Other Funding	$2,120,000.00
Total C.I.P. Projects	$13,212,725.00

SUBMITTED BY: FINANCE COMMITTEE

David Englebert, Chairperson

Nancy Robillard

Daniel Austad

Laura Vlies Wotachek

Alexis Heim Peter

Dale Vogel

Susan Kohout

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Capital Improvement Plan (C.I.P.) Introduction

The Door County Capital Improvements Program (C.I.P.) analyzes the County's capital asset needs and identifies major projects that enhance and support the County's ability to provide the needed services. Capital improvement projects are different from programs adopted in the operating budget; such projects often represent very large financial obligations, and may span two or more fiscal years. It is important that they be properly planned, budgeted and tracked. Because of the unique nature of capital improvements, the processes for preparing, prioritizing and presenting them are different from the operating budget. Capital improvement projects require additional information such as geographic location, multi-year funding sources and impact on the operating budget. The ability to forecast capital needs is becoming more complex, precise and expensive. The C.I.P. is a schedule of major County projects contemplated to be undertaken during the next five years.

Objectives of the Capital Improvement Program

There are several objectives of the C.I.P.

1. A C.I.P. sets a realistic schedule of capital improvements that can be implemented within the limits of the County's financial resources.
2. It is a mechanism for departments to identify potential projects and provide justification for their need to the County Administrator. Projects can be evaluated from a long-term perspective rather than satisfying immediate needs.
3. The C.I.P. serves as a conduit of information from the various departments to the County Board.
4. It is a comprehensive document that not only provides continuity in financial decisions but connects long-term planning to the annual budget process for major projects.
5. The C.I.P will help to stabilize the tax levy over time and effectively match future expenditures with the capacity to pay for them in a given time frame.
6. Improving public awareness about future needs is another valuable objective of a C.I.P.

Capital Improvements Projects Defined

For the purposes of the C.I.P., a capital asset ***to be included*** in a C.I.P. is defined as:

1. an expenditure that is for a County department or operation;
2. generally non-recurring;
3. has a cost over **$50,000**;
4. has a service life of ***five*** **(5)** years or greater.

Goals and Expectations of the C.I.P.

The most important issue faced by the County is the maintenance of a balance between operational expenditures and capital expenditures. The County needs to protect its investment in buildings, equipment, infrastructure, and land improvements, which totaled $167,464,150 as of December 31, 2017. In the past, capital projects may have been deferred to supplement the operating budget. There is recognition that the two portions of the budget, operating and capital, are of equal importance to the County. There are legitimate needs that will not be funded through the normal budget process. It is the purpose of the C.I.P. to develop a funding mechanism within the scope of the adopted Capital Improvements Plan Policy and Procedures for these needs.

CAPITAL PROJECT COST SUMMARY BY FUNDING SOURCE AND YEAR

This section contains the capital project costs summarized by funding for all five (5) years of the Capital Improvement Plan.

Table 1
Cost Summary by Funding Source and Year
FY 2021

Project No.	2021 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)								
Airport								
1-53-01	North/South Runway Reconstruction ("Other" is CIP Carryover from prior years)	-	-	3,515,000	-	25,000	200,000	3,740,000
1-53-02	Apron area north of and including Taxiway G	-	-	-	-	25,000	-	25,000
		-	-	**3,515,000**	-	**50,000**	**200,000**	**3,765,000**
Highway								
1-33-01	CTH C (Rileys Bay Road - Pickeral Road)	-	-	-	-	784,890	-	784,890
1-33-02	CTH J (Mill Road - CTH O)	-	-	-	450,100	192,900	-	643,000
1-33-03	CTH A (CTH E - CTH V)	-	-	2,631,691	-	657,923	-	3,289,614
1-33-04	CTH C (CTH DK - E Gardner Road)	-	-	-	-	532,873	-	532,873
1-33-05	CTH Y (STH57 - CTH DK)	-	-	-	-	35,810	-	35,810
1-33-06	CTH Q (Sunset Drive - North Bay Dr.-N. Int.))	-	-	-	-	672,442	-	672,442
1-33-07	CTH N (Ledge Road - CTH K)	-	-	-	-	304,007	-	304,007
1-33-08	CTH N (Four Corners Road - CTH C)	-	-	-		495,825	-	495,825
		-	-	**2,631,691**	**450,100**	**3,676,670**	-	**6,758,461**
Facilities and Parks								
1-37-01	John Miles Park - Entrance Gate, Signs and Ticket Booth ("Other" is unused C.I.P. funding from prior year)	-	-	-	-	-	120,000	120,000
1-37-03	Government Center Elevator Replacement	-	-	-	-	50,000		50,000
1-37-04	Justice Center Booster Pump Replacement	-	-	-	-	54,000		54,000
		-	-	-	-	**104,000**	**120,000**	**224,000**
Emergency Services								
~~1-29-01~~	~~Washington Island ES Building ("Other" is from EMS Wash Is Building Reserve)~~	-	-	-	-	~~1,200,000~~	~~800,000~~	~~2,000,000~~
1-29-01	Washington Island ES Building ("Other" is from EMS Wash Is Building Reserve-$785,000; Comm Central Station-$335,738; Workers Comp Fund-$679,262)	-	-	-	-	-	1,800,000	1,800,000
		-	-	-	-	-	-	-
		-	-	-	-	-	**1,800,000**	**1,800,000**

Project No.	2021 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
Register of Deeds								
1-15-01	ROD Media Conversion	-	-	-	-	200,264	-	200,264
		-	-	-	-	-	-	-
		-	**-**	**-**	**-**	**200,264**	**-**	**200,264**
Sheriff								
~~1-28-01~~	~~Body cameras~~	-	-	-	-	~~161,567~~	-	~~161,567~~
	Recommend deferral to 2022.	-	-	-	-	-	-	-
		-	-	-	-	-	-	-
		-	**-**	**-**	**-**	**-**	**-**	**-**
Emergency Management								
~~1-69-01~~	~~LaSalle Park Communication Tower~~	-	-	-	-	~~465,000~~	-	~~465,000~~
1-69-01	Communication Tower (Fish Creek)					465,000		465,000
		-	**-**	**-**	**-**	**465,000**	**-**	**465,000**
Technology Services								
~~1-13-01~~	~~County Board/Chambers Room Audio/Video Upgrade to include ADA Compliant ("Other" is CIP Carryover from prior year)~~	-	-	-	-	~~100,000~~	~~154,000~~	~~254,000~~
	Use CARES Funding in 2020	-	-	-	-	-	-	-
		-	**-**	**-**	**-**	**-**	**-**	**-**
	TOTAL - 2021 C.I.P.	-	-	6,146,691	450,100	4,495,934	2,120,000	13,212,725
	2020 Adopted C.I.P.	-	-	-	*135,000*	*4,616,676*	*2,183,700*	*6,572,349*
	2021 Over (Under) 2020 Adopted	**-**	**-**	**6,146,691**	**315,100**	**(120,742)**	**(63,700)**	**6,640,376**
	% Increase/Decrease 2021 over 2020	0%	0%	100%	233%	-3%	-3%	101%

Table 2

Cost Summary by Funding Source and Year

FY 2022

Project No.	2022 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)								
Airport								
1-53-02	Apron area north of and including Taxiway G	-	-	-	-	25,000	-	25,000
1-53-03	Snow Removal Equipment Building ("Other" is C.I.P. carryover from prior years)	-	-	-	-	-	625,000	625,000
		-	-	-	-	**25,000**	**625,000**	**650,000**
Highway								
1-33-09	CTH G (STH 42 - Bluff Drive)	-	-	-	-	501,724	-	501,724
1-33-10	CTH W (Main Street - Airport Road)	-	-	-	64,000	96,342	-	160,342
1-33-11	CTH W (McDonald - Jackson Harbor)	-	-	-	30,000	50,171	-	80,171
1-33-12	CTH W (Aznoe Road - Woodland Road)	-	-	-	250,000	432,810	-	682,810
1-33-13	CTH SB (CTH M - West of May Road)	-	-	-	-	334,483	-	334,483
1-33-14	CTH O (Geier Road - CTH H)	-	-	-	-	334,483	-	334,483
1-33-15	CTH MM (STH 42/57 - CTH C)	-	-	-	135,000	678,153	-	813,153
1-33-16	CTH EE (STH 42 - CTH A)	-	-	-	-	664,183	-	664,183
1-33-17	CTH EE (CTH A - CTH F)	-	-	-	-	436,209	-	436,209
		-	-	-	**479,000**	**3,528,558**	-	**4,007,558**
Facilities and Parks								
1-37-03	Government Center Elevator Replacement	-	-	-	-	100,000	-	100,000
1-37-05	Younkers remodel ("Other" is from Museum Expansion Reserve)	-	-	-	-	4,770,779	429,221	5,200,000
		-	-	-	-	-	-	-
		-	-	-	-	**4,870,779**	**429,221**	**5,300,000**
Land Use (Public Safety)								
1-68-01	County-Wide Address Sign Replacement	-	-	-	-	675,000	-	675,000
		-	-	-	-	-	-	-
		-	-	-	-	**675,000**	-	**675,000**
Sheriff								
1-28-02	Replacement of Mobile & Portable Radios	-	-	-	-	274,910	-	274,910
1-28-01	Body cameras	-	-	-	-	161,567	-	161,567
		-	-	-	-	-	-	-
						436,477	-	**436,477**
Emergency Management								
1-69-02	La Salle Park Communication Tower					465,000		465,000
		-	-	-	-	**465,000**	-	**465,000**
	TOTAL - 2022 C.I.P.	-	-	-	479,000	10,000,814	1,054,221	11,534,035

Table 3

Cost Summary by Funding Source and Year

FY 2023

Project No.	*2023 Project Name*	*Eligible for Long Term Financing*	*Eligible for Short Term Financing*	*Federal*	*State*	*Levy*	*Other*	*TOTAL*
**Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)*								
Airport								
1-53-02	Apron area north of and including Taxiway G ("Other" is CIP carryover from prior years)	-	-	-	-	25,000	-	25,000
		-	-	-	-	**25,000**	-	**25,000**
Highway								
1-33-18	CTH S (Maplewood Road - Wilson Road)	-	-	-		848,672	-	848,672
1-33-19	CTH E (STH 42 - CTH A)	-	-	-		717,075	-	717,075
1-33-20	CTH NP (STH 42 - Newport State Park)	-	-	-		479,668	-	479,668
1-33-21	CTH Q (North Bay Drive - Woodcrest Road)	-	-	-		332,643	-	332,643
1-33-22	CTH CC (CTH C - Lime Kiln Road)	-	-	-		446,963	-	446,963
1-33-23	CTH WD (STH 57 - West Shore Drive)	-	-	-		499,469	-	499,469
1-33-24	CTH ZZ (Appleport - Meadow Road)	-	-	-		360,791	-	360,791
		-	-	-	-	**3,685,281**	-	**3,685,281**
Emergency Services								
1-29-02	Egg Harbor/Jacksonport Ambulance Station	-	-	-	-	900,000	-	900,000
Facilities and Parks								
1-37-03	Government Center Elevator Replacement	-	-	-	-	75,000	-	75,000
		-	-	-	-	-	-	-
		-	-	-	-	**75,000**	-	**75,000**
	TOTAL - 2023 C.I.P.	-	-	-	-	4,685,281	-	4,685,281

Table 4

Cost Summary by Funding Source and Year

FY 2024

Project No.	*2024 Project Name*	*Eligible for Long Term Financing*	*Eligible for Short Term Financing*	*Federal*	*State*	*Levy*	*Other*	*TOTAL*
**Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)*								
Highway								
1-33-25	CTH C (CTH PD - N. Duluth Ave)	-	-	-	-	495,420	-	495,420
1-33-26	CTH B White Cedar Road - CTH G)	-	-	-	-	1,046,342	-	1,046,342
1-33-27	CTH P (STH 42 - STH 57)	-	-	-	-	400,188	-	400,188
1-33-28	CTH C (East Gardner Road - Fox Lane)	-	-	-	-	537,136	-	537,136
1-33-29	CTH DK (S. Stevenson Pier - Stone Road)	-	-	-	135,000	622,282	-	757,282
1-33-30	CTH C (Fox Lane - Pickeral Road)	-	-	-	-	732,595	-	732,595
		-	-	-	-		-	-
		-	-	-	**135,000**	**3,833,961**	-	**3,968,961**
Facilities and Parks								
1-37-03	Government Center Elevator Replacement	-	-	-	-	50,000		50,000
		-	-	-	-	-	-	-
		-	-	-	-	**50,000**	-	**50,000**
	TOTAL - 2024 C.I.P.	-	-	-	135,000	3,883,961	-	4,018,961

Table 5

Cost Summary by Funding Source and Year

FY 2025

Project No.	*2025 Project Name*	*Eligible for Long Term Financing*	*Eligible for Short Term Financing*	*Federal*	*State*	*Levy*	*Other*	*TOTAL*
**Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)*								
Highway								
1-33-31	CTH J (Carnot Road - CTH S)	-	-	-	-	243,643	-	243,643
1-33-32	CTH I (Oak Road - CTH T)	-	-	-	-	487,287	-	487,287
1-33-33	CTH M (CTH C - Idlewild Road)	-	-	-	-	586,552	-	586,552
1-33-34	CTH U (Midway Road - CTH OO)	-	-	-	-	240,005	-	240,005
1-33-35	CTH S (Maplewood Road - County Line)	-	-	-	-	845,500	-	845,500
1-33-36	CTH T (STH 42/57 - Glidden Drive)	-	-	-	-	650,695	-	650,695
1-33-37	CTH WD (West Shore Drive - North Cave Point Dr.)	-	-	-	-	276,545	-	276,545
1-33-38	CTH BB (CTH B - STH 42/57)	-	-	-	-	534,169	-	534,169
		-	-	-	-	**3,864,396**	-	**3,864,396**
	TOTAL - 2025 C.I.P.	-	-	-	-	3,864,396	-	3,864,396

CAPITAL PROJECT COST SUMMARY BY YEAR FOR ALL YEARS

This section contains the capital project costs summarized by year for all five (5) years of the Capital Improvement Plan. The last page of this summary also gives a snapshot short summary by funding source.

Table 6
Capital Project Cost Summary by Year

Project No.	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PROJECT TOTAL
Airport							
1-53-01	North/South Runway Reconstruction	3,740,000				-	3,740,000
1-53-02	Apron area north of and including Taxiway G	25,000	25,000	25,000	-	-	75,000
1-53-03	Snow Removal Equipment Building ("Other" is C.I.P. carryover from prior years)	-	625,000	-	-	-	625,000
		3,765,000	**650,000**	**25,000**	**-**	**-**	**4,440,000**
Highway							
1-33-01	CTH C (Rileys Bay Road - Pickeral Road)	784,890					784,890
1-33-02	CTH J (Mill Road - CTH O)	643,000					643,000
1-33-03	CTH A (CTH E - CTH V)	3,289,614					3,289,614
1-33-04	CTH C (CTH DK - E Gardner Road)	532,873					532,873
1-33-05	CTH Y (STH57 - CTH DK)	35,810					35,810
1-33-06	CTH Q (Sunset Drive - North Bay Dr.-N. Int.))	672,442					672,442
1-33-07	CTH N (Ledge Road - CTH K)	304,007					304,007
1-33-08	CTH N (Four Corners Road - CTH C)	495,825					495,825
1-33-09	CTH G (STH 42 - Bluff Drive)		501,724				501,724
1-33-10	CTH W (Main Street - Airport Road)		160,342				160,342
1-33-11	CTH W (McDonald - Jackson Harbor)		80,171				80,171
1-33-12	CTH W (Aznoe Road - Woodland Road)		682,810				682,810
1-33-13	CTH SB (CTH M - West of May Road)		334,483				334,483
1-33-14	CTH O (Geier Road - CTH H)		334,483				334,483
1-33-15	CTH MM (STH 42/57 - CTH C)		813,153				813,153
1-33-16	CTH EE (STH 42 - CTH A)		664,183				664,183
1-33-17	CTH EE (CTH A - CTH F)		436,209				436,209
1-33-18	CTH S (Maplewood Road - Wilson Road)			848,672			848,672
1-33-19	CTH E (STH 42 - CTH A)			717,075			717,075
1-33-20	CTH NP (STH 42 - Newport State Park)			479,668			479,668
1-33-21	CTH Q (North Bay Drive - Woodcrest Road)			332,643			332,643
1-33-22	CTH CC (CTH C - Lime Kiln Road)			446,963			446,963
1-33-23	CTH WD (STH 57 - West Shore Drive)			499,469			499,469
1-33-24	CTH ZZ (Appleport - Meadow Road)			360,791			360,791

Table 6

Capital Project Cost Summary by Year

Project No.	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PROJECT TOTAL
Highway - Continued							
1-33-25	CTH C (CTH PD - N. Duluth Ave)				495,420		495,420
1-33-26	CTH B White Cedar Road - CTH G)				1,046,342		1,046,342
1-33-27	CTH P (STH 42 - STH 57)				400,188		400,188
1-33-28	CTH C (East Gardner Road - Fox Lane)				537,136		537,136
1-33-29	CTH DK (S. Stevenson Pier - Stone Road)				757,282		757,282
1-33-30	CTH C (Fox Lane - Pickeral Road)				732,595		732,595
1-33-31	CTH J (Carnot Road - CTH S)					243,643	243,643
1-33-32	CTH I (Oak Road - CTH T)					487,287	487,287
1-33-33	CTH M (CTH C - Idlewild Road)					586,552	586,552
1-33-34	CTH U (Midway Road - CTH OO)					240,005	240,005
1-33-35	CTH S (Maplewood Road - County Line)					845,500	845,500
1-33-36	CTH T (STH 42/57 - Glidden Drive)					650,695	650,695
1-33-37	CTH WD (West Shore Drive - North Cave Point Dr.)					276,545	276,545
1-33-38	CTH BB (CTH B - STH 42/57)	-	-	-	-	534,169	534,169
		6,758,461	**4,007,558**	**3,685,281**	**3,968,961**	**3,864,396**	**22,284,657**
Sheriff							
1-28-01	Body cameras - Recommended deferral to 2022	———	161,567	-	-	-	161,567
1-28-02	Replacement of Mobile & Portable Radios	-	274,910	-	-	-	274,910
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	**436,477**	**-**	**-**	**-**	**436,477**
Emergency Services							
1-29-01	Washington Island ES Building	1,800,000	-	-	-	-	1,800,000
1-29-02	Egg Harbor/Jacksonport Ambulance Station	-	-	900,000	-		900,000
		1,800,000	**-**	**900,000**	**-**	**-**	**2,700,000**

Table 6

Capital Project Cost Summary by Year

Project No.	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PROJECT TOTAL
Land Use							
1-68-01	County-Wide Address Sign Replacement	-	675,000	-	-	-	675,000
		-	-	-	-	-	-
		-	**675,000**	**-**	**-**	**-**	**675,000**
Facilities and Parks							
1-37-01	John Miles Park - Entrance Gate, Signs and Ticket Booth ("Other" is unused C.I.P. funding from prior year)	120,000	-	-	-	-	120,000
1-37-03	Government Center Elevator Replacement	50,000	100,000	75,000	50,000	-	275,000
1-37-04	Justice Center Booster Pump Replacement	54,000	-	-	-	-	54,000
1-37-05	Younkers remodel	-	5,200,000	-	-	-	5,200,000
		224,000	**5,300,000**	**75,000**	**50,000**	**-**	**5,649,000**
Register of Deeds							
1-15-01	ROD Media Conversion	200,264	-	-	-	-	200,264
		-	-	-	-	-	-
		200,264	**-**	**-**	**-**	**-**	**200,264**
Emergency Management							
1-69-01	Communication Tower (Fish Creek)	465,000	-	-	-	-	465,000
1-69-02	La Salle Park Communication Tower	———	465,000			-	465,000
		465,000	**465,000**	**-**	**-**	**-**	**930,000**
Technology Services							
1-13-01	County Board/Chambers Room Audio/Video Upgrade-to include ADA Compliant - Project to use CARES Funding in 2020	———	-	-	-	-	———
							-
		-	**-**	**-**	**-**	**-**	**-**
	TOTAL	**13,212,725**	**11,534,035**	**4,685,281**	**4,018,961**	**3,864,396**	**37,315,398**

Table 7

Capital Project Cost Summary by Funding Source

All Years

Project No.	*Project Name*	*Eligible for Long Term Financing*	*Eligible for Short Term Financing*	*Federal*	*State*	*Levy*	*Other/ Undesig.*	*TOTAL COST*
Airport								
1-53-01	North/South Runway Reconstruction	-	-	3,515,000	-	25,000	200,000	3,740,000
1-53-02	Apron area north of and including Taxiway G	-	-	-	-	75,000	-	75,000
1-53-03	Snow Removal Equipment Building ("Other" is C.I.P. carryover from prior years)	-	-	-	-	-	625,000	625,000
		-	**-**	**3,515,000**	**-**	**100,000**	**825,000**	**4,440,000**
Highway								
1-33-01	CTH C (Rileys Bay Road - Pickeral Road)	-	-	-	-	784,890	-	784,890
1-33-02	CTH J (Mill Road - CTH O)	-	-	-	450,100	192,900	-	643,000
1-33-03	CTH A (CTH E - CTH V)	-	-	2,631,691	-	657,923	-	3,289,614
1-33-04	CTH C (CTH DK - E Gardner Road)	-	-	-	-	532,873	-	532,873
1-33-05	CTH Y (STH57 - CTH DK)	-	-	-	-	35,810	-	35,810
1-33-06	CTH Q (Sunset Drive - North Bay Dr.-N. Int.))	-	-	-	-	672,442	-	672,442
1-33-07	CTH N (Ledge Road - CTH K)	-	-	-	-	304,007	-	304,007
1-33-08	CTH N (Four Corners Road - CTH C)	-	-	-		495,825	-	495,825
1-33-09	CTH G (STH 42 - Bluff Drive)	-	-	-	-	501,724	-	501,724
1-33-10	CTH W (Main Street - Airport Road)	-	-	-	64,000	96,342	-	160,342
1-33-11	CTH W (McDonald - Jackson Harbor)	-	-	-	30,000	50,171	-	80,171
1-33-12	CTH W (Aznoe Road - Woodland Road)	-	-	-	250,000	432,810	-	682,810
1-33-13	CTH SB (CTH M - West of May Road)	-	-	-	-	334,483	-	334,483
1-33-14	CTH O (Geier Road - CTH H)	-	-	-	-	334,483	-	334,483
1-33-15	CTH MM (STH 42/57 - CTH C)	-	-	-	135,000	678,153	-	813,153
1-33-16	CTH EE (STH 42 - CTH A)	-	-	-	-	664,183	-	664,183
1-33-17	CTH EE (CTH A - CTH F)	-	-	-	-	436,209	-	436,209
1-33-18	CTH S (Maplewood Road - Wilson Road)	-	-	-		848,672	-	848,672
1-33-19	CTH E (STH 42 - CTH A)	-	-	-		717,075	-	717,075
1-33-20	CTH NP (STH 42 - Newport State Park)	-	-	-		479,668	-	479,668
1-33-21	CTH Q (North Bay Drive - Woodcrest Road)	-	-	-		332,643	-	332,643
1-33-22	CTH CC (CTH C - Lime Kiln Road)	-	-	-		446,963	-	446,963
1-33-23	CTH WD (STH 57 - West Shore Drive)	-	-	-		499,469	-	499,469
1-33-24	CTH ZZ (Appleport - Meadow Road)					360,791		360,791

Table 7

Capital Project Cost Summary by Funding Source

All Years

Project No.	Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other/ Undesig.	TOTAL COST
Highway - Continued				-				
1-33-25	CTH C (CTH PD - N. Duluth Ave)	-	-	-	-	495,420	-	495,420
1-33-26	CTH B White Cedar Road - CTH G)	-	-	-	-	1,046,342	-	1,046,342
1-33-27	CTH P (STH 42 - STH 57)	-	-	-	-	400,188	-	400,188
1-33-28	CTH C (East Gardner Road - Fox Lane)	-	-	-	-	537,136	-	537,136
1-33-29	CTH DK (S. Stevenson Pier - Stone Road)	-	-	-	135,000	622,282	-	757,282
1-33-30	CTH C (Fox Lane - Pickeral Road)	-	-	-	-	732,595	-	732,595
1-33-31	CTH J (Carnot Road - CTH S)			-	-	243,643		243,643
1-33-32	CTH I (Oak Road - CTH T)			-	-	487,287		487,287
1-33-33	CTH M (CTH C - Idlewild Road)			-	-	586,552		586,552
1-33-34	CTH U (Midway Road - CTH OO)			-	-	240,005		240,005
1-33-35	CTH S (Maplewood Road - County Line)	-	-	-	-	845,500	-	845,500
1-33-36	CTH T (STH 42/57 - Glidden Drive)			-	-	650,695		650,695
1-33-37	CTH WD (West Shore Drive - North Cave Point Dr.)			-	-	276,545		276,545
1-33-38	CTH BB (CTH B - STH 42/57)			-	-	534,169		534,169
		-	**-**	**2,631,691**	**1,064,100**	**18,588,866**	**-**	**22,284,657**
Sheriff								
1-28-01	Body cameras - Recommended deferral to 2022	-	-	-	-	161,567	-	**161,567**
1-28-02	Replacement of Mobile & Portable Radios					274,910		**274,910**
		-	-	-	-			**-**
		-	-	-	-			**-**
		-	**-**	**-**	**-**	**436,477**	**-**	**436,477**
Emergency Services								
1-29-01	Washington Island ES Building	-	-	-	-	-	1,800,000	1,800,000
1-29-02	Egg Harbor/Jacksonport Ambulance Station	-	-	-	-	900,000	-	900,000
		-	**-**	**-**	**-**	**900,000**	**1,800,000**	**2,700,000**
Land Use								
1-68-01	County-Wide Address Sign Replacement	-	-	-	-	675,000	-	675,000
		-	-	-	-	-	-	-
		-	**-**	**-**	**-**	**675,000**	**-**	**675,000**

Table 7

Capital Project Cost Summary by Funding Source

All Years

Project No.	*Project Name*	*Eligible for Long Term Financing*	*Eligible for Short Term Financing*	*Federal*	*State*	*Levy*	*Other/ Undesig.*	*TOTAL COST*
Facilities and Parks								
1-37-01	John Miles Park - Entrance Gate, Signs and Ticket Booth ("Other" is unused C.I.P. funding from prior year)	-	-	-	-	-	120,000	120,000
1-37-03	Government Center Elevator Replacement	-	-	-	-	275,000	-	275,000
1-37-04	Justice Center Booster Pump Replacement					54,000		54,000
1-37-05	Younkers remodel	-	-	-	-	4,770,779	429,221	5,200,000
		-	-	-	-	**5,099,779**	**549,221**	**5,649,000**
Register of Deeds								
1-15-01	ROD Media Conversion	-	-	-	-	200,264	-	200,264
		-	-	-	-	-	-	-
		-	-	-	-	**200,264**	-	**200,264**
Emergency Management								
1-69-01	Communication Tower (Fish Creek)	-	-	-	-	465,000	-	465,000
1-69-02	La Salle Park Communication Tower					465,000		465,000
		-	-	-	-	**930,000**	-	**930,000**
Technology Services								
1-13-01	County Board/Chambers Room Audio/Video Upgrade to include ADA Compliant - Project to use CARES Funding in 2020	-	-	-	-			
		-	-	-	-			-
		-	-	-	-	-	-	-
	TOTAL	-	-	**6,146,691**	**1,064,100**	**26,930,386**	**3,174,221**	**37,315,398**

Table 8

General Funding Summary by Year and Source

Source of Funds	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Long Term Financing Eligible	-	-	-	-	-	-
Short Term Borrowing Eligible	-	-	-	-	-	-
Federal Revenues	6,146,691	-	-		-	6,146,691
State Revenues	450,100	479,000	-	135,000	-	1,064,100
Tax Levy	4,495,934	10,000,814	4,685,281	3,883,961	3,864,396	26,930,386
Undesignated Fund Balance	-	-	-	-	-	-
Other Revenue-CIP Carryover	320,000	625,000	-	-	-	945,000
Other Revenue-Non-CIP Carryover		-	-	-	-	-
Other Revenue-Donations			-	-	-	-
Other Revenue-City Share	-			-	-	-
CIP Designated	-	-	-	-	-	-
Comm Central Station Reserve	335,738	-	-	-	-	335,738
EMS Wash Is Building Reserve	785,000					785,000
Workers Comp Fund	679,262					679,262
Museum Expansion Project Reserve	-	429,221	-	-	-	429,221
Total Summary by Funding	**13,212,725**	**11,534,035**	**4,685,281**	**4,018,961**	**3,864,396**	**37,315,398**

PROJECT REPORTS

This section contains individual project descriptions, project justifications, estimated costs, sources of funds, and operating impacts by year.

C.I.P REQUESTS

AIRPORT

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Airport** Submitted By:

Project Name: **North-South Runway Project** Date: **5/4/2020**

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

Description (summarized--detailed project plan, location, and justification to be attached):
Project will consist of pulverizing existing pavements, grading, new pavement, striping and new lighting for runways and taxiways. Also replacment of rotating beacon.

Location (summarized--detailed project plan, location, and justification to be attached):
Cherryland Airport

Justification (summarized--detailed project plan, location, and justification to be attached):
Current runway surface is 30 yrs old. The pavement condition index (PCI) is 63 or less. A PCI of 70 or less is eligeble for funding. The project has been petitioned for and is currently in the state plan for 2021. The project is anticipate to be funded 90/5/5.

Expenditures (in thousands) Provide $ amounts for all years if applicable.	***Budget 2021***	***Proposed 2022***	***Proposed 2023***	***Proposed 2024***	***Proposed 2025***
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	25,000	-	-	-	-
Equipment Purchase	-	-	-	-	-
TOTAL	25,000	-	-	-	-

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

Funding Source (in thousands) Provide $ amounts for all years if applicable.	***Budget 2021***	***Proposed 2022***	***Proposed 2023***	***Proposed 2024***	***Proposed 2025***
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	3,515,000	-	-	-	-
Tax Levy	25,000	-	-	-	-
Other (prior year carryover)	200,000	-	-	-	-
TOTAL	3,740,000	-	-	-	-

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

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Airport**
Project Name: **Apron area north of and including Taxiway G**

Submitted By:
Date: **5/4/2020**

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

Description (summarized--detailed project plan, location, and justification to be attached):
Project will consist of pulverizing existing pavements, grading, new pavement and concrete pads for jet parking, Tie Downs and Pavement Markings

Location (summarized--detailed project plan, location, and justification to be attached):
Cherryland Airport

Justification (summarized--detailed project plan, location, and justification to be attached):
Pavement is 40+ years old and is well below PCI rating for replacement.
Project cost will be offset with 90% State and Federal Funding,

Expenditures (in thousands) Provide $ amounts for all years if applicable.	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	25,000	25,000	25,000	-	-
Equipment Purchase	-	-	-	-	-
TOTAL	25,000	25,000	25,000	-	-

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

Funding Source (in thousands) Provide $ amounts for all years if applicable.	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	25,000	25,000	25,000	-	-
Other (prior year carryover)	-	25,000	50,000	-	-
TOTAL	25,000	50,000	75,000	-	-

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

C.I.P REQUESTS

HIGHWAY

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Highway Department**

Project Name: **County Highway Construction Program**

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

Description	This Program identifies the required construction projects based upon a needs analysis to maintain the current level of service of the County Highway's. The program should average 18 miles of roadway resurfacing each year based upon the design standards and life expectancy of the Hot Mix Asphalt roadway system.
Location	Various sites, see attached sheets.
Justification	The work is necessary to maintain the investment that the County has in its roadway system.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	$6,758,461	4,007,558	3,685,281	3,968,961	3,864,396
Equipment Purchase	-	-	-	-	-
TOTAL	6,758,461	4,007,558	3,685,281	3,968,961	3,864,396

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	$0	$0	$0	$0	$0
Federal/State Aids (describe)	$2,631,691	$0	$0	$0	$0
Tax Levy	$3,676,670	$3,528,558	$3,685,281	$3,833,961	$3,864,396
Other Funds	$450,100	$479,000	$0	$135,000	-
TOTAL	6,758,461	4,007,558	3,685,281	3,968,961	3,864,396

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

Door County Highway Department 2021 Proposed CIP Program

7/16/2020 14:07

Road	From	To	Paser Rating	Length (miles)	Width	Work performed	Total Cost	County CIP Funding	Other Funding
Paving Projects									
CTH C	Rileys Bay Road	Pickeral Road	6	3	24	Full Depth Mill, 4" total	$784,890	$784,890	$0
CTH J	Mill Road	CTH O	5	1.5	28	Pulv & Mill, 2 lifts @ 2" and 1 1/2", Bridgework	$643,000	$192,900	$450,100
CTH A	CTH E	CTH V	5	5.25	28	Mill, Pulverize, 2 lifts @ 2" and 2" Compacted	$3,289,514	$657,923	$2,631,691
CTH C	CTH DK	E Gardner Road	4	1.8	28	Var. Width, Mill at Curb, Pulv rest, 4" hot mix	$532,873	$532,873	$0
CTH Y	STH 57	CTH DK	4	0.16	22	Pulverize, 2 lifts @ 2" and 1 1/2" Compacted	$35,810	$35,810	$0
CTH Q	Sunset Drive	North Bay Dr.- N. Int.	6	3.86	26	Wedge and 1 1/2" overlay, 2.5" Total	$672,442	$672,442	$0
CTH N	Ledge Road	CTH K	5	1.5	22	Full Depth Mill, 4" total	$304,007	$304,007	$0
CTH N	Four Corners Road	CTH C	4	2.25	22	Pulverize, 2 lifts @ 2" and 1 1/2" Compacted	$495,825	$495,825	$0
		Sub-Total		**19.32**					
		Paving Totals		**19.32**					
							$6,758,461	$3,676,670	$3,081,791

Revenue

County Road Const. Fed Aid	$2,631,691
Tax Levy/CIP Funding	$3,676,670
LRIP Funding	$0
Multimodal Supplemental Funding - CTH J	$450,100
Revenue budgeted from LRIP	$0
Total Budgeted	$6,758,461
Total Est. Cost	$6,758,461

Revised Budget Amount including total LRIP $6,758,461

MLS Funding	$450,100
CHI - Funding Available	$0
Federal STP Funding	$2,631,691
CHI-D Funding Available	$0
Sub-Total	$3,081,791

Note 1: All County roadway projects are calculated at 22 foot of width, unless noted

C.I.P REQUESTS

FACILITIES AND PARKS

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Facilities & Parks**
Project Name: **John Miles Park-Entrance Gate, Signs, Ticket Booth**

Submitted By: **Director**
Date: **5/20/2020**

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

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

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

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

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase	120,000	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	-	-	-	-	-
TOTAL	120,000	-	-	-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	-	-	-	-	-
Other (prior year carryover)	120,000	-	-	-	-
TOTAL	120,000	-	-	-	-

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

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Facilities & Parks**
Project Name: **Gov Center Elevator Replacement**

Submitted By: **Wayne Spritka**
Date: **5/4/2020**

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

Description:
Full replacement of the Otis Elevator car and mechanical equipment.
Recomend building a project fund prior to replacement unless an emergency replacement is required.

Location (summarized--detailed project plan, location, and justification to be attached):
Governmnet Center 4th Ave entrance.

Justification (summarized--detailed project plan, location, and justification to be attached):
Governmant Center National Elevator is 63 years old. Car & mechanical equipment incorporates antiquated technology from 1957. Parts are dificult to aquire for repairs.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	50,000	100,000	75,000	50,000	-
TOTAL	50,000	100,000	75,000	50,000	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy		-	-	-	-
Other (prior year carryover)	-	-	-	-	-
TOTAL	-	-	-	-	-

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

Otis Elevator Company

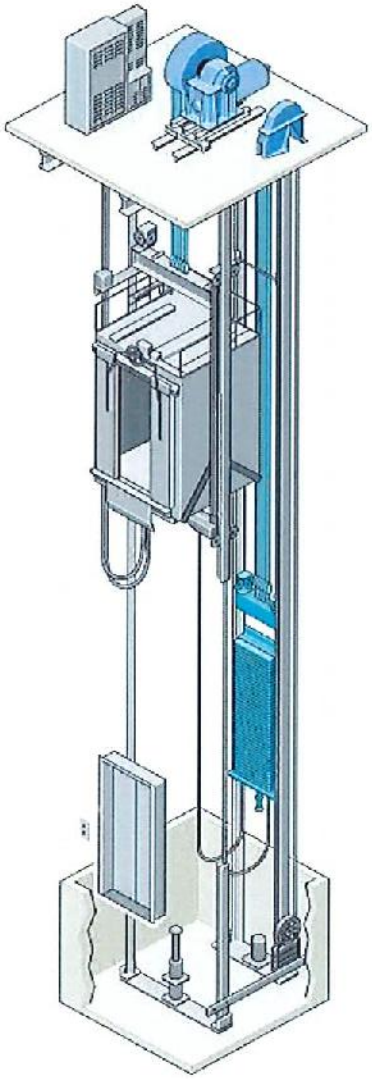
North American Area
9000 N Deerbrook Trail
Suite 100
262-240-3424 Fax: 860-755-3701
E-Mail: Tyler.Braniff@otis.com

Otis
A United Technologies Company

February 24, 2020

Reference: Door County Government Center

Below is a brief description of the work involved in modernizing the traction passenger elevator at **Door County Government Center**. This is a capital budget figure designed to help you plan for a future modernization. Once you are committed to moving forward with the project (within 90 days) a firm proposal with current labor and material pricing will be provided.

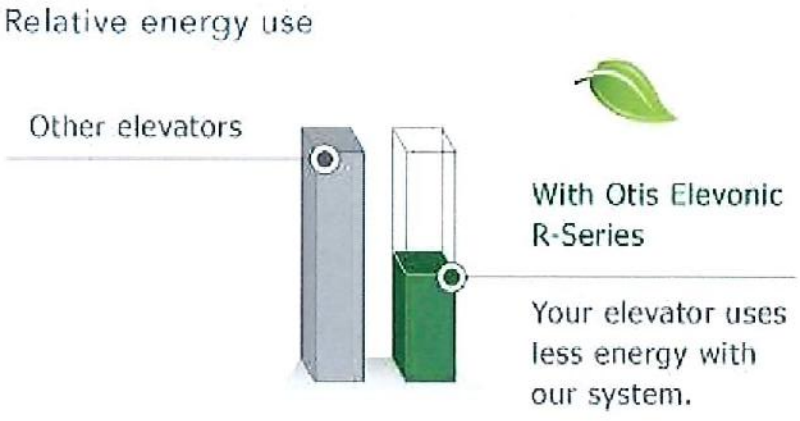


The following list shall provide some additional information that will assist you in your review of our scope of work:

- The attached proposal includes a complete modernization scope of work:
  - Complete Elevator Control system –Elevonic R Controller. ***Note: This is a regenerative drive controller.***
  - A/C Motor
  - Loadweighing
  - Traveling cable & hoistway wiring
  - New geared machine
  - Emergency brake installation
  - Door operator
  - Fixtures
  - Door interlocks
  - Door restrictor device
  - Roller guides
  - Cab interior and ceiling
  - Governor
  - Car doors cladding

Visions **Horizons**

- **ReGen This new control system will be regenerative, which will allow for energy cost savings. .**



- Otis REM (Remote Elevator Monitoring) – continuously monitors your elevator 24 hours per day, 7 days per week. Monitors 325 different elevator systems and provides data that assists in reducing downtime and enhancing our preventative maintenance performance.
- We shall provide a professionally managed project. Otis has a detailed process that is in place to effectively manage modernization projects. We are the only elevator company in the Milwaukee area that has a dedicated modernization group.
    - We have a dedicated modernization team that effectively manages the project from start to finish.
        - Modernization Sales Manager
        - Modernization Superintendent

- We shall commit to a schedule for the project. We will provide a written schedule once we have ordered materials and we have been given firm ship dates from our factory.
- We shall meet with you throughout the project to update you on progress and discuss other issues that arise.
- Internally, Otis has routine MSIP modernization project meetings to review status of the project.
- We shall coordinate the final inspection by the City of Milwaukee.
- We will provide a certificate of final acceptance and completion by the City of Milwaukee.

- **The following shall provide the schedule for the elevator modernization project.**
  - **4 weeks preparation time for approval drawings, from award date. (Signal Fixtures)**
  - **Once drawings are approved, lead time for Fabrication and Delivery shall be approximately 10 weeks.** ***Please note that lead times are current and subject to change based on when the order is actually placed.***
  - **Modernization Base Bid Scope of Work for this elevator shall require approximately 24 weeks (12 weeks for each elevator). Be advised that one elevator will be in service at all times.**

Budget Price: $240,000.00 - $260,000.00

WORK BY OTHERS

The following items must be performed by others and you agree to:

Provide suitable ventilation and cooling equipment, if required, to maintain the machine room ambient temperature between 45°F and 95°F. The relative humidity should not exceed 95 percent non-condensing.

Provide electrical power for light, tools, hoists, etc. during installation as well as electrical current for starting, testing and adjusting the elevator.

Provide a smoke detector system, located as required with wiring from the sensing devices to each elevator controller. Should the existing fire safety system require additional work as a result of installing smoke detectors, it will addressed as a change order as an additional cost to the contract.

Do any required cutting, including cutouts to accommodate hall signal fixtures, patching and painting of walls, floors or partitions.

At no expense to us, others are to provide a dedicated (non-PBX) touch-tone business telephone line terminated in the machine room.

Provide a lockable, fused disconnect switch or circuit breaker for each elevator per the applicable National Electrical Code with feeder or branch wiring to controller. Size to suit elevator contractor.

Provide a 120 volt AC, 20 amp, single-phase power supply with lockable, fused SPST disconnect switch for each elevator with feeder wiring to each controller for car lights.

Provide standby power unit and means for starting it that will deliver sufficient power to the elevator disconnect switches to operate one or more elevators at a time at full-rated speed. Provide a transfer switch for each feeder for switching from normal power to standby power and a contact on each transfer switch closed on normal power supply with two wires from this contact to one elevator controller. ***Intergroup emergency power is not included in this submittal. Should intergroup emergency power be required, it will be addressed as a change order as an additional cost to the contract.***

Provide a safe and dry on-site storage area for elevator material.

Any modification or installation of lights and/or electrical outlets in the machine room and/or pit to be performed by others.

Replace machine room door based on the following:

- Self closing, self locking
- Fire rated with a 1 ½ hour label
- Marked with a sign stating, "Danger – Authorized Personnel Only"
- Swing out from machine room.

Code requires Class ABC fire extinguisher be mounted in elevator machine room. This is usually placed near the strike jamb of the doorway as you enter the machine room.

Convenience outlets are required in the machine room. These shall be ground fault protected.

Ground fault protection shall be provided in the elevator pit.

A moisture proof light is required in each elevator pit. The switch shall be within reach of the access door or lowest terminal floor hoistway door.

We thank you for the opportunity to provide this budget letter. We look forward to further discussion on this elevator modernization. If you have any questions, please feel free to contact me at 262-240-3424.

Sincerely,

Natalie Meyer | Account Manager
Otis Elevator Company
9000 North Deerbrook Trail, Suite 100
Milwaukee, Wisconsin 53223 USA
Tel. (262) 240-3424 | Cell. (414) 331-0551

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Facilities & Parks**
Project Name: **Justice Center Booster Pump Replacement**

Submitted By: **Wayne Spritka**
Date: **5/20/2020**

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

Description:
Replace booster pump in the Justice Center mechanical room

Location (summarized--detailed project plan, location, and justification to be attached):
1201s Dulth Ave- Justice Center

Justification (summarized--detailed project plan, location, and justification to be attached):
Booster has had 2 repairs in the last year. The pump sled has a small leak currently witht a temporary patch.
2019 Bassett Mechanical recommened a replacemnt within 2 years. Since then a second leak has developed.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase		-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase/Repair	54,000				-
TOTAL	54,000	-	-	-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy		-	-	-	-
Other (prior year carryover)	-	-	-	-	-
TOTAL	-	-	-	-	-

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

BASSETT MECHANICAL
• CONTRACTING • ENGINEERING
• METAL FABRICATING • SERVICE

Door County Justice Center Booster Pump Replacement Budgetary Proposal

PREPARED FOR:
Wayne Spritka
Door County Facilities and Parks Director
421 Nebraska Street
Sturgeon Bay, WI 54235

PREPARED BY:
Doug Verhagen
Plumbing Project Specialist
Bassett Mechanical
Phone: 920-462-1866
Doug.Verhagen@bassettmechanical.com

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Kaukauna, WI 54130
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800.759.2500
FAX: 920-759-2501

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Madison, WI 53718
608.838.6362

MILWAUKEE
W136 N4829 Campbell Dr.
Menomonee Falls, WI 53051
414.536.3500

www.bassettmechanical.com

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Date: 7/8/19
Quote Number: DV-7349BE

BASSETT MECHANICAL
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• METAL FABRICATING • SERVICE

PROJECT / PROPOSAL AGREEMENT

7/8/19

Wayne Spritka
Door County Facilities and Parks Director
421 Nebraska Street
Sturgeon Bay, WI 54235

RE: Booster Skid Replacement
Quote #: DV-7349BE

This budgetary proposal includes equipment, parts, materials, labor, tools and mileage to install a new duplex variable speed domestic water booster pump skid.

We Include:

- All necessary pipe and fittings
- Duplex variable speed domestic water booster pump skid with 5 HP pumps rated for 125 GPM.
- New 80 Gallon Hydro-Pneumatic tank
- 4" stainless steel flexible pump connectors
- Complete project management
- Labor, tools and mileage
- All work to be performed on regular time Monday-Friday 7:00 AM – 3:30 PM.
- Bassett's one year parts, labor, and workmanship warranty

Project Exclusions / Clarifications:

- Additional labor and/or parts and materials that are not listed or described above are excluded
- All electrical is excluded
- Equipment pad alterations are excluded
- All Insulation is excluded
- We assume existing skid can be disposed of on site
- New skid is approximately 14" taller than existing skid. We assume there is adequate space available.
- No taxes are included in proposal

Price for the above budgetary scope is - $47,747
(Forty Seven Thousand Seven Hundred Forty Seven Dollars)

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Due to the volatility of current market conditions, the price(s) included in this proposal for the material, labor, subcontractor costs, and equipment component(s) identified herein shall remain in effect through and including 30 days from the date of this proposal. Thereafter, Bassett Mechanical may in good faith adjust such prices to reflect increases in the costs or availabilities of such price components. At the time of shipping, any surcharges from our supplier will be added to the costs of this proposal.

ACCEPTANCE OF PROPOSAL – Please sign, date and return one copy as acceptance of this proposal. Return via fax, e-mail or postal delivery.

Payment Plan - 50% down, 50% at substantial completion.

Terms Net 30 Days

CONTRACTOR		CUSTOMER	
Signature	Doug Verhagen	Signature/P.O. #	
Name	Doug Verhagen	Name	
Title	Plumbing Project Specialist	Title	
Date	7/8/16	Date	

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices and per attached "Terms & Conditions" and "Exclusions" pages. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry life, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. Information presented in this quotation is considered proprietary and the sole property of Bassett Mechanical.

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INCLUSIONS / EXCLUSIONS

Any products or services not specifically mentioned on this proposal shall be the responsibility of others.

Bassett Mechanical will provide for the complete:

- ☐ Design/Engineering
- ☒ Installation
- ☒ Replacement
- ☐ Retrofit / Repair
- ☐ Modification
- ☐ Fabrication

The following checked items will be included in this proposal:

(Any items not checked are excluded from this proposal.)

- ☐ Complete Project Management
- ☐ Systems training program
- ☐ System commissioning
- ☐ Control wiring
- ☐ Power wiring
- ☐ Low voltage wiring
- ☐ Drain piping
- ☒ Water piping
- ☐ Gas piping
- ☐ Condensate drain piping
- ☐ Medical gas piping
- ☐ Medical gas testing and verification
- ☐ Electrical Conduit
- ☐ Disconnects
- ☐ Roof flashings
- ☐ Roof cut and patch
- ☐ Paint or prime coating
- ☐ Equipment rental option
- ☐ Rigging
- ☐ High lift rental
- ☐ Crane rental
- ☐ Piping insulation (per code)
- ☐ Internal duct insulation (per code)
- ☐ External duct insulation (per code)
- ☐ Ductwork (per SMACNA Standards)
- ☐ TABB certified air and/or water balancing
- ☐ Flues for boilers and unit heaters
- ☒ Mileage
- ☒ Tools
- ☐ Local fee
- ☐ State approval and inspections
- ☐ Taxes
- ☐ Premium time labor
- ☐ Plumbing permits
- ☒ Clean Up
- ☐ Equipment Disposal
- ☐ Operational checkout and start-up
- ☐ Operation and maintenance manual(s):
- ☐ Warranty Documents
- ☐ Equipment warranty per manufacturer:
- ☐ Parts warranty per manufacturer:
- ☒ Bassett's 1 year parts, labor and workmanship warranty
- ☐ Freight company – fuel surcharge
- ☒ Freight
- ☐ Asbestos removal
- ☐ Other:

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TERMS & CONDITIONS

1. Customer shall permit Bassett Mechanical Contractors & Engineers free and timely access to areas and equipment, and allow Bassett Mechanical Contractors & Engineers to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Bassett Mechanical Contractors & Engineers's normal working hours.
2. Bassett Mechanical Contractors & Engineers warrants that the workmanship hereunder shall be free from defects for one (1) year from date of start - up. If any replacement part or item of equipment proves defective, Bassett Mechanical Contractors & Engineers will extend to Customer the benefits of any warranty Bassett Mechanical Contractors & Engineers has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Bassett Mechanical Contractors & Engineers's expense during the one (1) year warranty.
The above noted warranty excludes any/all shaft seal repair or replacements as shaft seals will receive manufacturer's warranty only.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Bassett Mechanical Contractors & Engineers may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Bassett Mechanical Contractors & Engineers's rates then in effect) over the sum stated in this Agreement.
5. In the event Bassett Mechanical Contractors & Engineers must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Bassett Mechanical Contractors & Engineers all court costs and attorneys' fees incurred by Bassett Mechanical Contractors & Engineers.
6. Any legal action against Bassett Mechanical Contractors & Engineers relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Bassett Mechanical Contractors & Engineers shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Bassett Mechanical Contractors & Engineers's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
8. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
9. Customer shall make available to Bassett Mechanical Contractors & Engineers's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Bassett Mechanical Contractors & Engineers's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, Bassett Mechanical Contractors & Engineers's sole obligation will be to notify the Owner of their findings. Bassett Mechanical Contractors & Engineers shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL BASSETT MECHANICAL CONTRACTORS & ENGINEERS BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy.
13. Bassett Mechanical Contractors & Engineers shall not be liable for any liquidated damages except those caused by Bassett Mechanical Contractors & Engineers.
14. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

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C.I.P REQUESTS

EMERGENCY SERVICES

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Emergency Services**
Project Name: **Washington Island**

Submitted By: **Aaron LeClair**
Date: **7/21/2020**

Priority: Urgent/Necessary/Growth-Related

Description (summarized--detailed project plan, location, and justification to be attached):
See attached document

Location (summarized--detailed project plan, location, and justification to be attached):
See attached document

Justification (summarized--detailed project plan, location, and justification to be attached):
See attached document

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase	1,800,000	-		-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	-	-	-	-	-
TOTAL	1,800,000	-		-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	-	-	-	-	-
Other (prior year carryover)	1,800,000	-	-	-	-
TOTAL	1,800,000	-	-	-	-

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

Door County
Emergency Services
916 N 14th[th] Ave.
Sturgeon Bay, WI 54235

Memorandum
Aaron LeClair, Director

Date: 07/21/2020

To: Director Steve Wipperfurth

CC: Administrator Ken Pabich

From: Aaron LeClair

RE: Washington Island EMS/County Facility

Emergency Services has been researching a new facility on Washington Island since 2014. Initial talks started as a partnership with the Town of Washington (Fire/law). In 2018, by resolution of the Town, Door County was directed to proceed on our own. Also, by resolution, we were given 18 months to vacate the leased space in the current fire department.

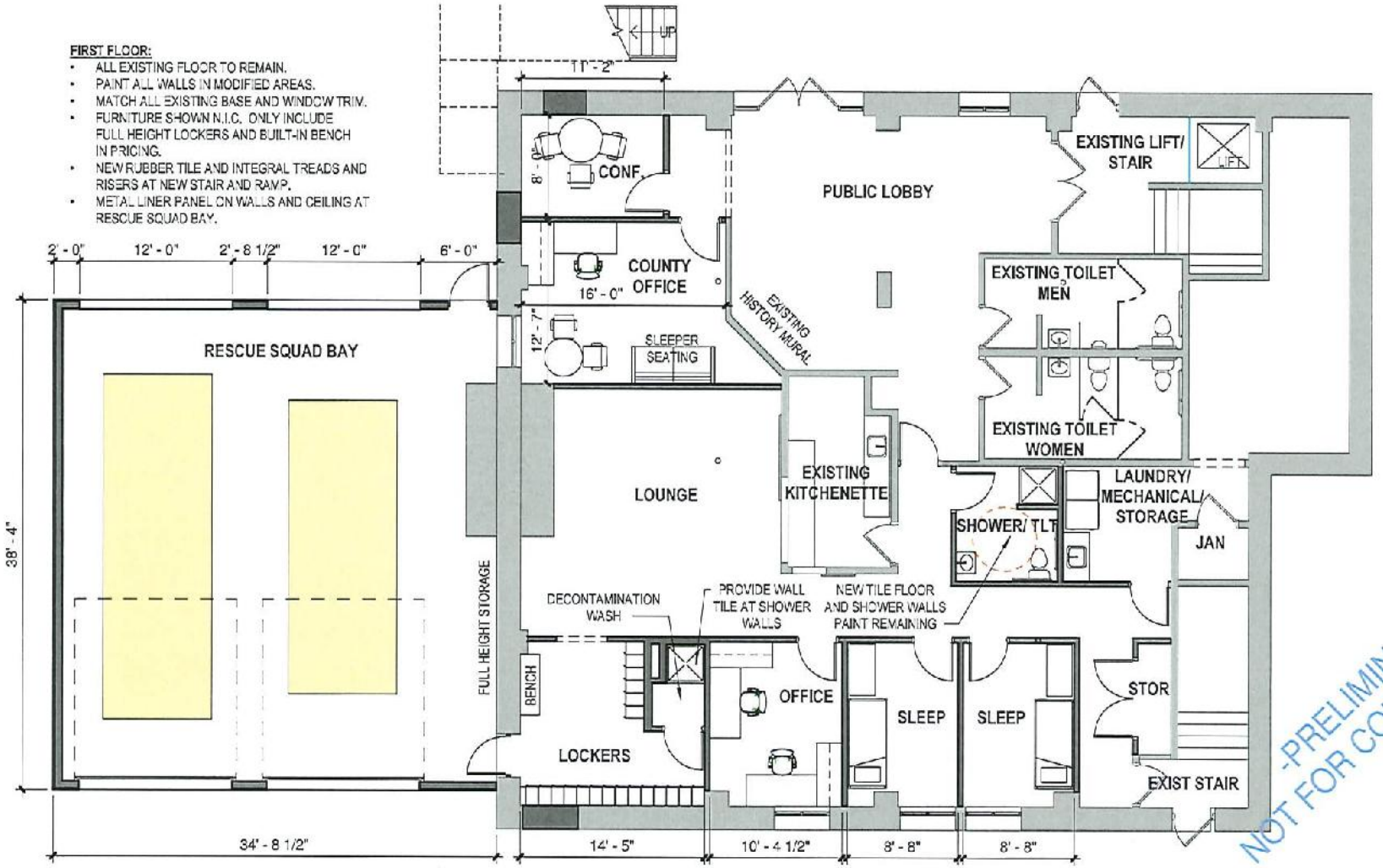
Working with Administrator Pabich and Director Spritka, numerous properties were evaluated. The department also worked with the Public Safety Committee and Facilities and Parks to develop a needs list for the island facility. In late 2019, early 2020, we were directed to work with the Samuel's Group to do a feasibility study comparing a new station on vacant land versus remodeling the "Dairy" property and building.

The Samuel's Group presented their recommendations to the Facilities and Parks Committee on May 28[th]. The Samuel's Group along with staff recommended the purchase and remodel of the "Dairy" project. After discussion, direction was given to the Samuel's Group to give an additional option of removing the deck and adding on a garage. This work was completed and updated pricing reviewed and approved.

As I have been involved in this project since 2014, I am confident the proposed "Dairy" project meets the current and future needs of Emergency Services, and I recommend the County proceed forward with the project as presented.

Estimate Summary (by Division) for Renovation

(No Deck)	Division	Budget (to $1K)
1100	General Requirements	$140,000
2050	Demolition	$87,000
2100	Sitework	$72,000
3000	Concrete	$57,000
4000	Masonry	$20,000
5000	Metals	$50,000
6000	Woods & Plastics	$12,000
7000	Therm & Moist Protect	$72,000
8000	Doors & Windows	$59,000
9000	Finishes	$107,000
10000	Specialties	$26,000
15400	Plumbing	$34,000
15600	HVAC	$29,000
16000	Electrical	$56,000
	Sub-Total:	$821,000
	Other (insurance, fees, ferry)	included
	Escalation for 2021 construction	included
	Design and Construction Fee	$88,000
	TOTAL:	**$909,000**



1 A1 NEW WORK FIRST FLOOR
1/8" = 1'-0"

-PRELIMINARY-
NOT FOR CONSTRUCTION

the Samuels Group
www.samuelsgroup.net
CORPORATE OFFICE
311 Financial Way, Suite 330
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8058
IOWA OFFICE
2929 Westown Parkway
Suite 200
West Des Moines, IA 50266
phone 515.288.0457
fax 515.288.0471

ISSUED FOR:	DATE

WASHINGTON ISLAND EMS FACILITY
SCHEMATIC
EXISTING HISTORIC ISLAND DAIRY LOCATION
1309 RANGELINE ROAD
WASHINGTON, WI 54246

DATE	5.16.2020
PROJECT NUMBER	7229.0
DRAWN BY	JS
CHECKED BY	DR
TIMESTAMP	5/16/2020 9:54:11 AM

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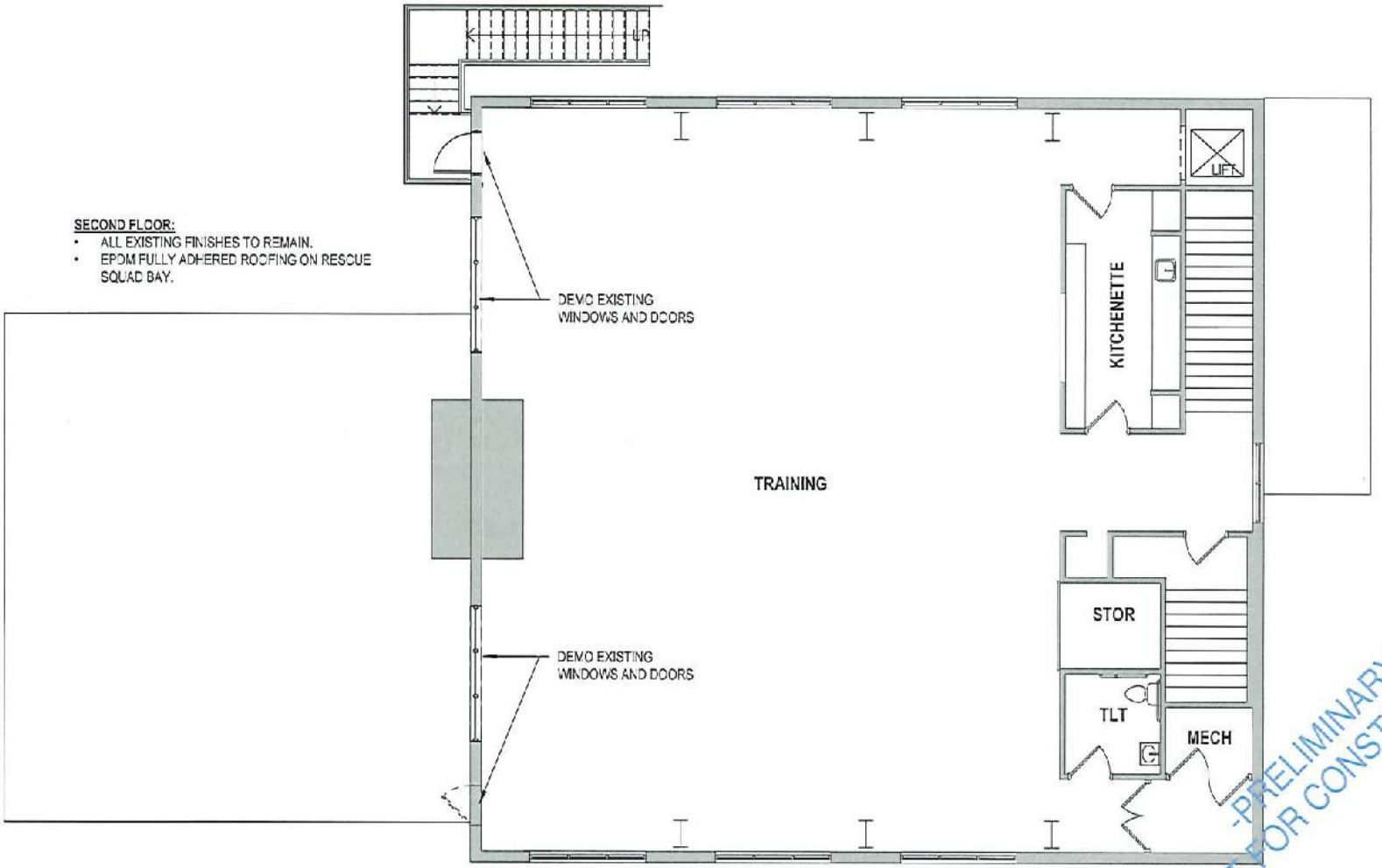

1 / A2 NEW WORK SECOND FLOOR
1/8" = 1'-0"

the Samuels Group
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Suite 200
West Des Moines, IA 50266
phone 515.288.0467
fax 515.288.0471

ISSUED FOR:	DATE

-PRELIMINARY-
NOT FOR CONSTRUCTION

WASHINGTON ISLAND EMS FACILITY
SCHEMATIC
EXISTING HISTORIC ISLAND DAIRY LOCATION
1309 RANGELINE ROAD
WASHINGTON, WI 54246

DATE	6.16.2020
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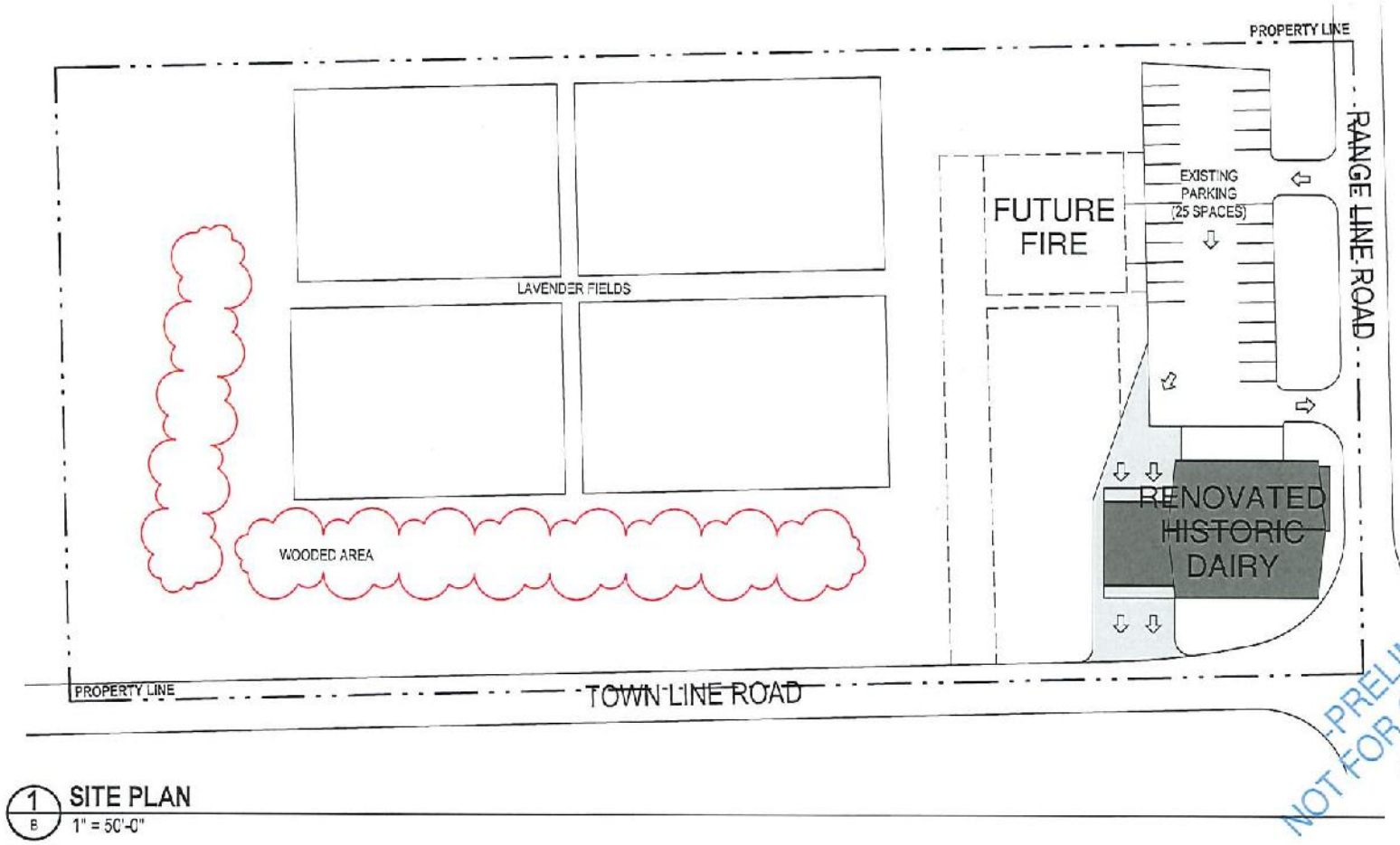

1 / B SITE PLAN
1" = 50'-0"

-PRELIMINARY-
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fax 515.288.0471

ISSUED FOR:	DATE

WASHINGTON ISLAND EMS FACILITY
SCHEMATIC
EXISTING HISTORIC ISLAND DAIRY LOCATION
1309 RANGELINE ROAD
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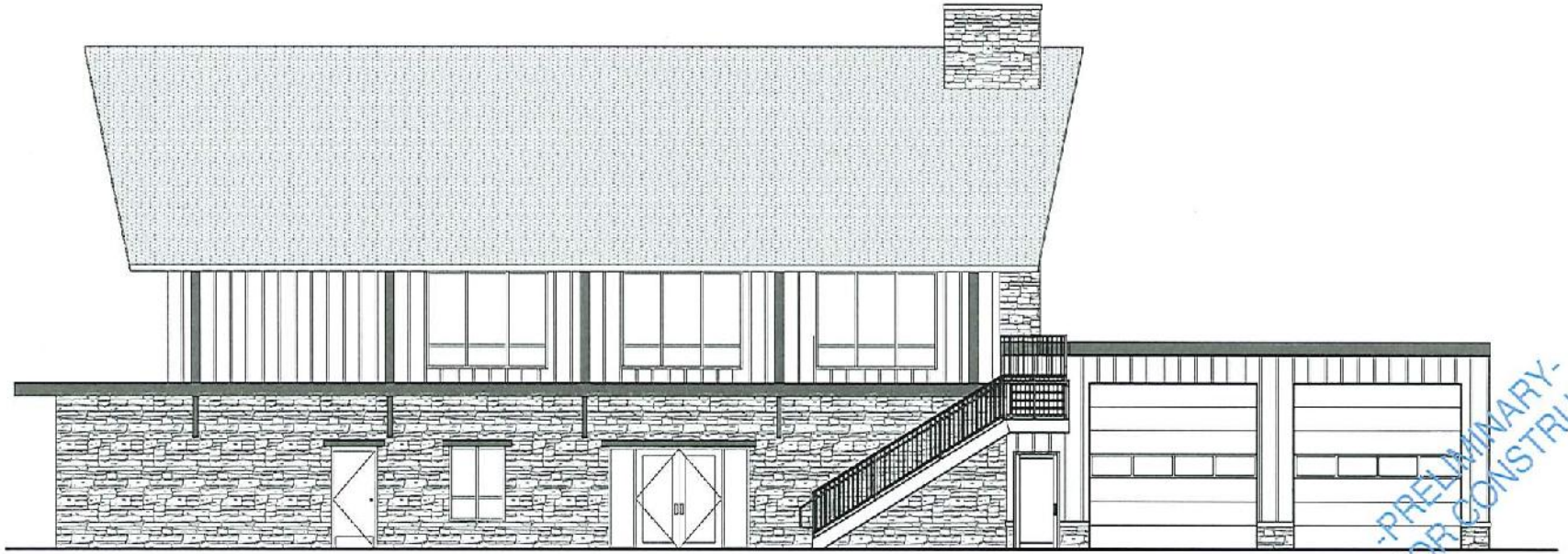

1 / C NORTH ELEVATION
1/8" = 1'-0"

-PRELIMINARY-
NOT FOR CONSTRUCTION

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ISSUED FOR:	DATE

WASHINGTON ISLAND EMS FACILITY
SCHEMATIC
EXISTING HISTORIC ISLAND DAIRY LOCATION
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WASHINGTON, WI 54246

DATE	5.16.2020
PROJECT NUMBER	72293
DRAWN BY	Author
CHECKED BY	Checker
TIMESTAMP	5/16/2020 9:54:13 AM

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C

C.I.P REQUESTS

REGISTER OF DEEDS

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Register of Deeds**
Project Name: **Media Conversion/Register of Deeds**

Submitted By: **Carey Petersilka**
Date: **6/24/2020**

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

Description (summarized--detailed project plan, location, and justification to be attached):
SOW Attached

Location (summarized--detailed project plan, location, and justification to be attached):
SOW Attached-scanning of books in the ROD Office; reaminder of indexing, cropping, etc at the vendors location.

Justification (summarized--detailed project plan, location, and justification to be attached):
Increased revenues and accessibilty by our business partners along with other county offices. Disaster recovery, and in the case of a pandemic, all records are available for access. Increased efficiency by staff to produce the record.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Media Conversion	200,264	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
TOTAL	200,264	-	-	-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	200,264		-	-	-
Other (prior year carryover)	-	-	-	-	-
TOTAL	200,264		-	-	-

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

Door County, WI

Media Conversion Agreement

Clint Heitz
Partner Relationship Manager
Office: (563) 345-1239
Mobile: (563) 200-2598
Email: clinth@fidlar.com

Statement of Work

Book Type	Range	Dates	# of Books
Official Record Books	Vols. 125-150	1960-1963	26
Deed Books	Vols. A-Z, 1-120	1854-1960	146
Mortgage Books	Vols. A-K, 1-124	1854-1960	135
Miscellaneous Books	Vols. 1-22	1894-1944	22
Satisfaction Books	Vols. 14-34		21
Lis Pendens Books	Vols. 1-7		7
Charters & Corps Books	Vols 10-17		8
Mortgage Assignment Books	Vols. 7-13		7
Sheriff Sale Books	Vols. A, 25		2
Articles of Incorporation Books	Vols. A-Z		4
Cert. of Terminations Books	Vols. 1-3		3
Land Contracts	Vols. 1, 2, 4, V	1882-1940	4
Tax Deeds	Vols. A-F	1869-1947	6
Guardian Deed	Vol. 1	1913	1
Final Decrees	Vols. 1-4	1917-1946	4
Quit Claim Deeds	Vols A-F, Z, 2, 6-9, 11	1869-1938	13
DRIVE SPACE REQUIRED 23.07GB			

June 30th, 2020

Door County Register of Deeds
Ms. Carey Petersilka
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Carey,

The following provides the details of your upcoming scanning agreement.

As your current Land Records software vendor, we provide a 100% guarantee that all image and index file formats generated from this project are fully compatible with your Fidlar image database.

Fidlar will manage all aspects of this project from start to finish. Services include coordinating the necessary resources for scanning your books, conversion, enhancement of the images, grouping and naming of the appropriate pages of each book into individual documents, and importing all specified book records into your Fidlar AVID/Laredo system.

As your business partner, we greatly appreciate the opportunity to continue to provide you with the valued services and products you have come to expect from Fidlar. We look forward to adding additional value to your office, your constituents, and your abstract and title searchers.

Sincerely,

Clint Heitz
Partner Relationship Manager
Fidlar Technologies
Office: 563-345-1239
Mobile: 563-200-2598
Email: clinth@fidlar.com

Investment Summary: Fidlar Services Description

✓ ***Scan & Capture***

Professionally trained and qualified personnel, utilizing state-of-the-art scanning equipment and processes, will scan the books. During this phase, the following activities will occur: travel, configuration of scanning equipment and computer peripherals, inventory, inspection, handling and scanning, and content inspection. The end result is a set of digitized images that will be enhanced and imported into your system.

✓ ***Image Cropping, Border Removal, & Image Enhancements***

Utilizing customizable and automated image enhancement software, excess borders will be removed and the images will be enhanced into a usable state. Images will go through double inspection at 99.9% accuracy.

✓ ***Grouping/Naming of Images***

The images will be grouped into unique documents and named with the appropriate document number. The accuracy of grouping/naming is 99.9%. Fidlar will provide the county with Grouper. Grouper will offer the county the ability to manipulate images returned from their imaging project for cleanup purposes: moving, copying, splitting and deleting images.

Images that cannot be corrected using Grouper, will be done so at no additional cost to the county.

✓ ***Project Resources Management & Import***

Fidlar utilizes many resources in the management of the complete project from start to finish. This includes coordinating and scheduling all project resources, importation of all document images and document number index files into your Fidlar system, and configuring your Fidlar system for immediate access to newly imported documents via Laredo, Tapestry, and AVID. The imported documents will also be made available for back indexing in AVID if desired.

Estimated Investment Summary: Professional Services Rendered

In exchange for products and services outlined in this Professional Services Agreement, Door County agrees to pay Fidlar Technologies the total amount due in the following payment schedule:

- ✓ **Scan, Capture, & Image Processing** **$171,815.06**
  - **Includes Scanning, Image Cropping, Border Removal, Image Enhancements & Grouping/Naming of Images**
- ✓ **Book & Page Location Index** **$6,452.22**
- ✓ **Project Resource Management & Import** **$21,996.22**

TOTAL INVESTMENT ***$200,263.50***

***Totals are based on 24-hour on-site access for scanning (Estimated Days On-Site: 10).**

****Total Investment is based on estimated quantities. Final invoice will reflect actual quantities.**

Billing Milestones

1. 25% due upon signing of this Professional Services Agreement.
   $ 50,065.87
2. 50% due upon scanning completion.
   $ 100,131.75
3. Balance due upon completion of importing of documents/images (based on actual quantities of scanned and processed images), with prior approval by County Recorder if the total investment exceeds the estimate.
   $ 50,065.87 (**Estimated)

** Your final invoice will be charged based upon the final document count after grouping and naming. This charge may vary from the estimated count found during discovery.

These payments are not "deferred payments" under section 3.10 and are subject to County's statutory claims procedure.

Schedule "A" – Media Conversion Project

This Agreement is made this ___ day of _____, 2020, by and between FIDLAR TECHNOLOGIES, (FIDLAR) and DOOR COUNTY, WI (the "CLIENT").

RECITALS

A. FIDLAR provides various image archival services, all of which are hereinafter referred to as "ARCHIVAL SERVICES."

B. CLIENT desires to purchase from FIDLAR image archival services for the purpose of indexing and imaging documents electronically.

TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

ARTICLE I - GENERAL TERMS

1.1 ARCHIVAL SERVICES: CLIENT agrees to buy from FIDLAR, and FIDLAR agrees to sell to CLIENT, image archival service(s) described in the Image Archival Services Statement of Work, at the price quoted and subject to the terms of this Agreement. Article II describes the terms of this Agreement as it relates to the services.

1.2 ACCEPTANCE BY CLIENT: CLIENT agrees to accept the image archival services at the conclusion of the project referenced in the Image Archival Services Statement of Work. If CLIENT notifies FIDLAR of a material problem with the services within 30 days of installation and testing, FIDLAR will use its best efforts to correct such problems; otherwise, CLIENT will be conclusively presumed to have accepted the services upon completion of installation and testing.

1.3 DELIVERY: FIDLAR will deliver the image archival services to CLIENT at CLIENT'S facility located at:

Door County Register of Deeds
Ms. Carey Petersilka
421 Nebraska Street
Sturgeon Bay, WI 54235

ARTICLE II – SERVICES PERFORMED

2.1 FIDLAR shall perform the work in accordance with currently approved methods and standards of practice in the image archival professional specialty.

2.2 All images, film, documents, books and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the CLIENT whether executed by or for FIDLAR for CLIENT and all such documents and copies thereof shall be returned or transmitted to CLIENT forth with upon CLIENT termination or completion of the work under this Agreement.

ARTICLE III

3.1 CONFIDENTIAL INFORMATION: FIDLAR and CLIENT agree that information designated in writing as proprietary by one party shall be held in confidence by the other party.

3.2 EXCLUSIVE REMEDY: CLIENT's exclusive remedy against FIDLAR for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at FIDLAR's option and subject to applicable law. CLIENT will only be entitled to the direct damages that CLIENT actually incurs in reasonable reliance, up to the amount of a refund of the price (plus sales tax) that CLIENT paid for the item. CLIENT will not be entitled to any incidental, consequential or other damages, including but not limited to damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy for failure to meet any duty including of good faith or of reasonable care, for negligence or negligent misrepresentation, and for any other pecuniary or other loss whatsoever, even in the event of the fault of FIDLAR (or any supplier), of tort (including negligence),

strict or product liability, breach of agreement or breach of warranty, and even if FIDLAR or any supplier has been advised of the possibility of such damages. These limitations and exclusions regarding damages will apply even if any remedy fails.

3.3 WAIVER: Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that, or any other provision.

3.4 NOTICES: Any notices or demands required to be given herein shall be given to the parties in writing, and by mailing to the address hereinafter set forth, or to such other addresses as the parties may hereinafter substitute by written notice given in the manner prescribed in this Section.

a. Notice to FIDLAR: Fidlar Technologies, Inc.
350 Research Parkway
Davenport, IA 52806
Attn: Ernest Riggen, President

b. Notice to CLIENT: Ms. Carey Petersilka
421 Nebraska Street
Sturgeon Bay, WI 54235

3.5 ENTIRE AGREEMENT: It is expressly agreed that this Agreement embodies the entire agreement and that there is no other oral or written agreement or understanding between the parties at the time of the execution hereunder. Further, this Agreement cannot be modified except by written agreement of all parties hereto.

3.6 GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of the State of Wisconsin.

3.7 BINDING EFFECT: This Agreement shall inure to the benefit of and bind the parties hereto, their successors and assigns.

3.8 AUTHORITY: FIDLAR and CLIENT each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

3.9 SECTION HEADINGS: All section headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.

3.10 DEFERRED PAYMENT: To the extent that this Agreement includes deferred payments, such payments will include an imputed interest factor based on a current market rate. Deferred payments are defined as payments which extend beyond completion of the project installation and acceptance. Deferred payments are exempt from interest under the Installment Payment Agreement attached hereto and made a part hereof, except as may be provided for late charges as described in Section I of the Installment Payment Agreement.

This Agreement has been executed by the parties as of the aforementioned date.

ACCEPTANCE AND AUTHORIZATION:

Door County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Door County agrees to pay Fidlar Technologies, the total amount due within 30 days from the date of invoice. Fidlar Technologies also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

ACCEPTED:

Ms. Carey Petersilka
Door County, WI
421 Nebraska Street
Sturgeon Bay, WI 54235

Print_____

Signature_____

Title_____

Date_____

ACCEPTED:

Fidlar Technologies
350 Research Parkway
Davenport, IA 52806

Print_____

Signature_____

Title_____

Date_____

FIDLAR APPROVED:

Signature _____

Date_____

C.I.P REQUESTS

SHERIFF

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Sheriff**
Project Name: **Body Camera Program**

Submitted By: **Patrick McCarty**
Date: **7/7/2020**

Priority: Necessary

Description (summarized--detailed project plan, location, and justification to be attached):
Implementation of a Body Camera Program

Location (summarized--detailed project plan, location, and justification to be attached):
Deputies assigned to the Patrol Division

Justification (summarized--detailed project plan, location, and justification to be attached):
There is a public expectation today that law enforcement record their activities when dealing with inicidents. Studies have shown the use of body cameras result in fewer uses of force and reduced numbers of citizen complaints. This proposal includes body cameras for all uniformed patrol deputies, school resource officers and investigators. The proposal includes body cameras and docking stations. The proposal includes use of Evidence.com, a cloud-based storage system. It also includes a user-friendly redaction system. This system integrates with our current CAD/RMS system. It also includes automatic triggers that activeate the camera when a deputy turns on the emergency lights or removes their weapon from the holster. With the warranty plan included in this proposal deputies would be issued new cameras at the 2.5 year mark. There is a $5,000 discount for paying this in one payment rather than the 5 years listed in the estimate.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	***Budget 2021***	***Proposed 2022***	***Proposed 2023***	***Proposed 2024***	***Proposed 2025***
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	161,567		-	-	-
TOTAL	161,567	-	-	-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	***Budget 2021***	***Proposed 2022***	***Proposed 2023***	***Proposed 2024***	***Proposed 2025***
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	161,567	-	-	-	-
Other (prior year carryover)	-		-	-	-
TOTAL	161,567	-	-	-	-

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

C.I.P REQUESTS

EMERGENCY MANAGEMENT/COMMUNICATIONS

DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2021-2025

Department: **Emergency Management and Communications**
Project Name: **La Salle Park Communication Tower**

Submitted By: **Daniel Kane**
Date: **7/14/2020**

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

Description (summarized--detailed project plan, location, and justification to be attached):
Construct a communication tower capable of providing increased access to internet, phone, and public safety radio service.

Location (summarized--detailed project plan, location, and justification to be attached):
La Salle Park in the Town of Clay Banks

Justification (summarized--detailed project plan, location, and justification to be attached):
The Town of Clay Banks approached the County about addressing gaps in cell phone, internet, and public safety radio coverage along the shore which is on the east side of the town. The Town drafted an offical resolution (19-04-01) indicating the need for this project stating that public safety is the number one goal of the project. To be able to provide citizens a way to better contact public safety for help and for public safety to be able to better communitcate while responding to an incdient.

Expenditures (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Building Construction/Remodeling/Purchase	-	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	465,000	-	-	-	-
TOTAL	465,000	-	-	-	-

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

Funding Source (in thousands) **Provide $ amounts for all years if applicable.**	*Budget 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*	*Proposed 2025*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)	-	-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	465,000	-	-	-	-
Other (prior year carryover)	-	-	-	-	-
TOTAL	465,000	-	-	-	-

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

Town of Clay Banks

RESOLUTION 19-04-01

Implement a Comprehensive Communications Plan

Whereas, the Town of Clay Banks cooperated with the Door County Economic Development Corporation in conducting a survey to gather information on the path to improving Cell Phone and Internet Service availability; and

Whereas, the Door County Economic Development Corporation goal is to develop a plan for countywide broadband coverage for each and every business and resident in Door County; and

Whereas, the results of our survey showed there are major breaches in cell phone and internet coverage's scattered throughout the Town of Clay Banks, with locations along the shoreline and below the bluffs being the most affected areas; and

Whereas, the Town of Clay Banks is aware the Southern Door Fire Department also experiences breaches in communications, under the Door County Communication System, when responding to emergency calls in these same prone areas; and

Whereas, proper communications is paramount for the safety and well-being of our citizens and those passing through, knowing that at anytime an emergency call from a cell phone or a communication from an emergency vehicle could save a life or protect property; and

Whereas, the present service for Cell Phone and Internet coverage in Door County is a mixture of either satellite or hit-or-miss communication tower construction. It is a 'Porcupine' approach to a problem that requires serious planning.

Now Therefore Be It Resolved, by action at the Annual Meeting for the Town of Clay Banks, the electorate present hereby calls on the County of Door to conduct a study and implement a Comprehensive Communications Plan that will provide broad coverage for Emergency, Cell Phone and Internet coverage for all areas and properties in Door County, and

Be it Further Resolved, the seriousness of the problem requires that the Comprehensive Communications Plan be approved and in place before there is any expansion to any present or new Emergency, Cell Phone or Internet Systems, and

Be it Further Resolved, that the Clerk for the Town of Clay Banks send a copy of this Resolution to the Door County Economic Development Corporation, the Door County Administrator, our County Board Representative and the Door County Unit of the Towns Association requesting their assistance in advancing this effort.

I attest this Resolution was unanimously passed
at the Annual Meeting for the Town of Clay Banks
on April 18, 2019.

Jessica Bongle

Jessica Bongle, Clerk

C.I.P REQUESTS

TECHNOLOGY SERVICES

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

Department: TECHNOLOGY SERVICES
Submitted By: JASON ROUER
Project Name: COUNTY BOARD/CHAMBERS ROOM AUDIO/VIDEO UPGRADE
Date: 7/16/2020

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

Description (summarized--detailed project plan, location, and justification to be attached):
This project is to upgrade the existing audio/video equipment in the County Board/Chambers Room keeping current functionality level and improving the system based off the needs/recommendations of our County Clerk and Administrator.

Location (summarized--detailed project plan, location, and justification to be attached): Government Center - County Board & Chambers Room

Justification (summarized--detailed project plan, location, and justification to be attached):
The current County Board/Chambers Room equipment is dated and beyond it's end of life running software that is no longer supported. Currently we replace components as needed when there are issues but it's become increasingly difficult to find such parts due to their age. The aged technology also makes it difficult for current equipment to utilize it putting stress on the technology services department or those that act as stewards for the room to find solutions to make it work. Lastly we've included a feed to meet current recording needs of the service the County pays for and utilizes. This is a needed upgrade we did not include in last year's CIP but are bringing forward this year.

Expenditures (in thousands) Provide $ amounts for all years if applicable.	*Budget 2020*	*Proposed 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*
Building Construction/Remodeling/Purchase	254,000	-	-	-	-
Road Construction/Maintenance	-	-	-	-	-
Equipment Purchase	-	-	-	-	-
TOTAL	254,000	-	-	-	-

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

Funding Source (in thousands) Provide $ amounts for all years if applicable.	*Budget 2020*	*Proposed 2021*	*Proposed 2022*	*Proposed 2023*	*Proposed 2024*
Long Term Financing (15 years to 25 years)	-	-	-	-	-
Short Term Financing (60 days)		-	-	-	-
Federal/State Aids (describe)	-	-	-	-	-
Tax Levy	100,000	-	-	-	-
Other (prior year carryover)	154,000	-	-	-	-
TOTAL	254,000	-	-	-	-

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

DEBT MANAGEMENT PARAMETERS

This section contains the parameters specified within the Capital Improvements Plan Policies and Procedures adopted by the County Board on May 22, 2007 in Resolution #2007-38. The methodology uses equalized value as the base.

Table 9

Debt Management Parameters

Maximum Use of County Debt Capacity

Projected Equalized Value (Based on 2019 Equalized Value)	5% of Equalized Value Per State Statute	15% of Available Capacity - County C.I.P. Policy
$ 7,415,836,800	$ 370,791,840	$ 55,618,776

Maximum Debt Rate

Projected Equalized Value	.80 Cents Per $1,000 Maximum Debt Rate in Dollars
$ 7,415,836,800	$ 5,932,669

Maximum % of Total Expenditures for Debt Service

Budgeted General Fund Expenditures for 2020	Debt Service Cannot Exceed a Maximum of 25% of Budgeted GF Expenditures
$ 33,688,152	$ 8,422,038

2020 Debt Service

Scheduled Debt Service 2020 Budget	Total Debt 1/1/2020
$ 2,381,545	$ 13,730,000

DOOR COUNTY, WISCONSIN

SCHEDULE OF BONDED INDEBTEDNESS

GENERAL OBLIGATION DEBT - AS OF JANUARY 1, 2018

Prepared by Mark Janiak, Door County Finance Department

	GO Refunding Bonds Series 2015A		GO Building Bonds Series 2017A					
Issuance Date	July 14, 2015		March 23, 2017					
Original Amount	$9,610,000.00		$9,995,000.00					
Final Maturity	September 1, 2021		September 1, 2036					
Fiscal Year	Principal	Interest	Principal	Interest	Total Principal	Total Interest	Total Principal & Interest	Remaining Principal Outstanding
2018	$1,855,000	$154,000	$100,000	$255,845	$1,955,000	$409,845	$2,364,845	$15,740,000
2019	$1,910,000	$116,900	$100,000	$253,845	$2,010,000	$370,745	$2,380,745	$13,730,000
2020	$1,950,000	$78,700	$100,000	$251,845	$2,050,000	$330,545	$2,380,545	$11,680,000
2021	$1,985,000	$39,700	$100,000	$249,845	$2,085,000	$289,545	$2,374,545	$9,595,000
2022	$0	$0	$540,000	$247,845	$540,000	$247,845	$787,845	$9,055,000
2023	$0	$0	$550,000	$237,045	$550,000	$237,045	$787,045	$8,505,000
2024	$0	$0	$560,000	$226,045	$560,000	$226,045	$786,045	$7,945,000
2025	$0	$0	$575,000	$213,445	$575,000	$213,445	$788,445	$7,370,000
2026	$0	$0	$585,000	$199,070	$585,000	$199,070	$784,070	$6,785,000
2027	$0	$0	$600,000	$184,445	$600,000	$184,445	$784,445	$6,185,000
2028	$0	$0	$615,000	$169,445	$615,000	$169,445	$784,445	$5,570,000
2029	$0	$0	$630,000	$154,070	$630,000	$154,070	$784,070	$4,940,000
2030	$0	$0	$645,000	$138,320	$645,000	$138,320	$783,320	$4,295,000
2031	$0	$0	$670,000	$120,260	$670,000	$120,260	$790,260	$3,625,000
2032	$0	$0	$685,000	$101,500	$685,000	$101,500	$786,500	$2,940,000
2033	$0	$0	$705,000	$82,320	$705,000	$82,320	$787,320	$2,235,000
2034	$0	$0	$725,000	$62,580	$725,000	$62,580	$787,580	$1,510,000
2035	$0	$0	$745,000	$42,280	$745,000	$42,280	$787,280	$765,000
2036	$0	$0	$765,000	$21,420	$765,000	$21,420	$786,420	$0
Totals	$7,700,000	$389,300	$9,995,000	$3,211,470	$17,695,000	$3,600,770	$21,295,770	

OTHER PERTINENT INFORMATION

This section contains the Door County Adopted Policy for the Capital Improvements Plan.
This section also includes guidelines for the CIP & other Non-Major Capital Outlay.

DOOR COUNTY, WISCONSIN

CAPITAL IMPROVEMENTS PLAN POLICY AND PROCEDURES

Adopted by County Board

May 22, 2007

Resolution 2007-38

Door County Capital Improvements Plan (CIP)
Policy and Procedures

INTRODUCTION AND PURPOSE

Introduction

The Door County Capital Improvements Plan (CIP) is a schedule of qualifying capital outlay and major County projects expected to be considered during the next five years. The plan represents the comprehensive prioritization of long-range capital needed to protect existing investments, replace assets that have outlived their usefulness, or meet the changing needs of the County. An effective capital improvements plan will provide the basic foundation for an effective decision making process.

Purpose

The purpose of a CIP is to provide a schedule of projects, which may or should be considered for funding over the next 5 years. It is a planning document. Therefore, inclusion of a project in the CIP does not guarantee it will be funded (i.e. not "set in stone").

There are several reasons for this CIP process. (1) A CIP sets a realistic schedule of capital improvements that can be implemented within the limits of the County's financial resources. (2) It is a mechanism for departments to identify potential projects and provide justification for their need to the County Administrator. Projects can be evaluated from a long-term perspective rather than satisfying immediate need. (3) The plan also services as a conduit of information from the various departments to the County Board. (4) It can be a comprehensive document that not only provides continuity in financial decisions but connects long term planning to the annual budget process for major projects. (5) A successful CIP can stabilize the tax levy over time and effectively match future expenditures with the capacity to pay for them in a given time frame. (6) Improving public awareness about future needs is another valuable objective of a CIP.

THE PROCESS AND PROCEDURE

Coordination

The capital improvements plan process involves bringing together people and information from nearly all areas of County Government. Because of the scope of this effort, the coordination of the process is extremely important. The Finance Director will make sure that the necessary data and information is collected and assembled into a reviewable format, and to take primary responsibility for drafting the CIP for review by the County Administrator.

Department Requests

Each department head will compile and submit their proposed projects for the CIP on the capital improvements request form provided (Addendum A). Descriptions of proposed projects, brief justifications for the projects, and identification of the suggested sources of funds to pay for the projects are to be included on this form. Each department head is responsible for having ***their oversight committee review and approve*** all capital item requests prior to submitting them to the Finance Director for inclusion in the CIP.

Determination of Capital Items

For the purposes of the CIP, a capital asset ***to be included*** in a CIP is defined as: (1) an expenditure that is for a county department or operation; (2) generally non-recurring; (3) has a cost over **$50,000**; and (4) has a service life of ***five (5)*** years or greater.

Capital assets or outlay with an individual cost of **$5,000 to $50,000** will be considered non-major capital, will not be included in the CIP plan and will be handled routinely during the budget process as non-major capital outlay. All non-major capital requests will be requested in the same manner as those that qualify for CIP. Examples of three broad categories are defined as follows:

Buildings – New construction or major rehabilitation of buildings;

Equipment – Rolling stock (i.e. automobiles, vans, trucks), large equipment such as computer servers, air conditioners, telephone networks, and software (Vehicle replacements are exempt from these criteria but will be included in the non-major capital request listing);

Improvements – Minor building rehabilitation, land purchases, highway resurfacing etc.

Criteria

The County Administrator and Finance Director will go through a screening process. There are two levels of screening that will be used. The first level will identify (1) if there is statutory authority for the County to expend funds on the project, (2) if there is sufficient county wide impact, and (3) if the sponsoring agency is maximizing all other avenues for funding. The second level will examine the project to identify how effectively it meets the overall goals of the County. If a project meets these screening criteria, then it can be ranked in the CIP process. If the project does not meet the screening criteria, the requesting agency will be told where its application is deficient and if a revised request may be resubmitted.

FUNDING AND DEBT MANAGEMENT GUIDELINES

Funding Methods

• **Cash Funding.** Any Capital Project that is expected to cost less than **$50,000** will be funded through the tax levy, Federal, State or other funding or a combination thereof.

• **Short Term Financing.** Any capital project that is expected to cost more than **$50,000** may be considered for funding using short-term notes to achieve the effect of "near cash" financing. For purposes of these guidelines, short term is considered to be an amortization period not to exceed **60** days. Said debt would be scheduled with a sale in December and payoff in January or February.

• **Long Term Financing.** Any capital project that is expected to cost more than **$50,000**, and that has an anticipated life expectancy of at least **15 *years or greater*** may be funded with long-term debt with the amortization period equal to a term not to exceed the project's life expectancy. Regardless of the project life expectancy, the County has established a maximum amortization period for any project financing of **15 *years***. The Finance Committee may recommend a longer amortization period for major building projects that would have a useful life of more than **25 *years***.

Debt Management Parameters

Financing Guidelines. In utilizing long term financing for capital projects, the County has established the following debt management parameters:

Maximum Debt Rate. The County's equalized tax rate for long-term debt service will not exceed **80 *cents per thousand***.

Note: the 80¢ is NOT added to the existing rate, but would be the TOTAL maximum debt rate going forward for existing and any new debt. The rate is calculated for the budget year by taking the total debt service plus planned debt service divided by the equalized value divided by $1,000.

Maximum % of Total Expenditures for Debt Service. The County will not issue long term debt that would result in annual debt service requirements in amounts greater than a number equal to **25%** of its total projected General Fund expenditures budget.

Note: Rate is calculated for the budget year by taking the total debt service payments (current and planned) and dividing that number by total projected General Fund expenditures). Example: The 2007 payment on existing long-term debt was equal to 9.98% of 2007 budgeted General Fund expenditures. When major capital outlay from the 2007 budget is added to the debt service payment, the total represents approximately 25% of the total General Fund Expenditures budget.

Maximum Use of County Debt Capacity. The County may, per Wisconsin State Statute, issue general obligation debt in a principal amount not to exceed **5%** of its equalized value. The County will at any given time utilize not more than **15%** of its available capacity.

Note: Calculated by taking 5% of equalized value for budget year and multiplying that number by 15%.

Nothing in this policy prohibits the County Board from considering alternative methods of financing when those alternative methods are judged to be in the best interest of the County.

DEVELOPING THE CAPITAL IMPROVEMENTS PLAN

The County Administrator and Finance Director will prepare the Capital Improvements Plan to be presented to the Finance Committee. To some extent, developing the CIP is a "trial and error" process in which there is a concerted effort to match various funding sources and combination of sources to achieve the best results. The process involves some subjective judgment as to the best combinations.

After the complete Capital Improvements Plan is prepared and adopted by the Finance Committee, it is forwarded to the County Board for review and approval. The program approved by the County Board is subsequently forwarded to the Finance Committee for inclusion in the following year's budget.

IMPLEMENTING, MONITORING, AND UPDATING THE CAPITAL IMPROVEMENTS PROGRAM

The CIP should be developed somewhat concurrently with the annual operating budget. After the CIP is adopted, the first year of the program becomes the approaching year's capital budget which is combined with the non-major capital items and vehicle replacement and adopted with the operating budget. These guidelines should be reviewed on an annual basis to ensure they are meeting the ongoing needs of the County. Legislative changes, changes in the County's financial position, capital project needs, and other variables make it prudent to review these guidelines on a periodic basis and modify them as needed and appropriate.

County of Door
2021 Capital Outlay Budget
CIP and Non-Major
Department Guidelines

All 2021 Capital Outlay/Capital Improvements requests will be submitted to the Finance Director in the proper format. The 2021 budget schedule specifies when this particular budget information is needed. The route for approval of Outlay requests shall be determined by the dollar amount of your request.

Capital Outlay/Capital Improvement items $5,000-$50,000

Capital Outlay/Capital Improvement requests for items $5,000-$50,000 are to be included on the non-major Outlay Request Form.

- Complete form and forward to the Finance Director who will catalog and place in a format to be reviewed by the County Administrator.
- **Requests that meet the $5,000 minimum per item threshold are to be budgeted in account 69901.**
- Non-major capital outlay request form can be found on the P:/2021 County Budget/ 2021 Non-Major Outlay Requests.
- Worksheets can be adjusted to fit your budget information content (maintain letter size).
- Do **not** include known Vehicle Replacement Fund (VRF) outlay.
- **Do include** requests that are not part of the current VRF (i.e. a department has a need for an additional vehicle—lst time requested).
- Department's will be notified when an item has been rejected or deferred to the subsequent year's budget.

➢ Note-→ if you request a workstation that consists of several attaching units and the aggregate value is over $5,000, count the workstation as one item and budget as Capital Outlay.

Capital Projects/Outlay/Capital Improvement/Construction and Building items $50,000 or More (CIP)

Capital Outlay/Capital Improvement request for items $50,000 or more qualify for the CIP (Capital Improvements Plan).

- Policies and procedures are on P:/2021 County Budget/2021 C.I.P. A C.I.P. request form for each project must be completed; forms are available on P:/2021 County Budget/2021 C.I.P./CIP Request Form Template 2021.
- The form, as presented by the individual departments, will be inserted into the CIP for the pertaining budget year.

County of Door
2021 Capital Outlay Budget
CIP and Non-Major
Department Guidelines

- Departments are required to fill in all information as known. The Description, Location, and Justification are required fields.
- Attach any supporting documentation for items listed.
- The Project ID# will be assigned by the Finance Department.
- Complete a separate CIP form for each CIP project.
- List suggested funding source(s).
- The Door County 2021 Budget Schedule covers the timing for items to be included in the CIP.

Outlay items under $5,000 per item (non-capital outlay)

- Add to the non-capital outlay of the department budget one-time large purchases that will have an impact on subsequent year's budget.
- Example: if purchasing (2) two workstations at $4,900 each ($9,800 total), these would qualify as operational because of the individual dollar amounts but these are items that will not be purchased on an annual basis.
- Typically the following year's budget request, if all else remained static, would be less as the non-capital outlay would not be included.
- The same would hold true for single one time purchases.
- There is a separate account for Non-Capital Outlay purchases within each department—**account number 53136.**
- **It is required that all one-time non-capital outlay be budgeted in this account.**
- All non-capital outlay will be approved as part of the "regular" annual budget process. Non-capital outlay is part of your operational budget.
- A spreadsheet detailing what will be included in the Non-Capital Outlay Account #53136--providing a description of what is requested, a price per unit, and the number of units requested--should be included in the materials submitted to the Finance Department as part of the annual budget process.