

Tuesday, August 23, 2022
9:00 a.m.

**DOOR COUNTY BOARD
OF SUPERVISORS**

*Door County Government Center
County Board Room (C101), 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

AGENDA

1. Call Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call by County Clerk
4. Presentation of Agenda
5. Correspondence
 - C. Reid Email 8-1-22
 - C. Reid Email 8-7-22
 - C. Reid Email 8-11-22
6. Public Comment
7. Supervisors Response
8. Approval of Minutes of the July 26, 2022 County Board Meeting
9. County Administrator
 - Monthly Report on Operational and Capital Projects
10. Pending Business/Updates
 - Resolution 2022-75 Amendment to Door County Administrative Manual Sect. 2.15 – Expense Reimbursement
11. Resolutions
 - 2022-77 Revision of Horseshoe Bay Cave Management Plan
 - 2022-78 Expansion of Forestville Dam County Park by the Addition of Parcel Identification Number 0100029262543d
 - 2022-79 CTH S / South Duluth Avenue Project & Wis. DOT STP Funding
 - 2022-80 Non-Budgeted Funds: Improvements to Gordon Road/CTH BB at and Near Its Junction with STH 42/57
 - 2022-81 Non-Budgeted Funds – Purchase of Emergency Management Vehicle
 - 2022-82 Library - Reclassification of Administrative Assistant Position
 - 2022-83 Use of ARPA FRF - Grants to Nonprofits for Health & Human Services Programs & Services
 - 2022-84 Requesting the State of Wisconsin Allocate Funds for and Move Forward with Improving the STH 42/57 and CTH BB/Gordon Road Intersection
12. Ordinances
13. Special Reports
14. New Business
15. Oral Committee Reports
16. Review Committee Minutes
17. Review Vouchers, Claims and Bills
18. Announcements
 - WCA Annual Conference – September 18 – 20, 2022
 - Next County Board Meeting: Tuesday, September 27, 2022 – 9:00 a.m.
19. Adjourn

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:

Go to:

<https://us02web.zoom.us/j/87887164601?pwd=T2pRVVdzV2ZScTIQOEhCcnpCeWhsdz09>

Meeting/Webinar ID: 878 8716 4601

Passcode: 772205

To connect via phone:

Call 1-312-626-6799

LAU, JILL

From: Christine Reid <creid0913@gmail.com>
Sent: Monday, August 1, 2022 7:01 PM
To: County Board
Cc: Robert Sijgers; Dennis Halverson
Subject: Millpond Property Values
Attachments: IMG-8728.jpg; IMG-9590.jpg

Gentlemen,

Attached is a picture of my dock before the drawdown followed by a picture of my dock on July 5, 2022 after the drawdown completed. The visible water on the right side of the dock is because I cut a path through the cattails in an effort to get my canoe or kayak out. The invasive cattails that took root during the drawdown and have landlocked riparian property owners will not “die off”.

I was born and raised in Sturgeon Bay and after decades of working across the country and Canada I chose to retire near the Great Lakes in Door County. That has become the biggest mistake of my life. The first several years of retirement were like a slice of paradise but that was ripped away which makes the loss even more painful.

The 2nd installment of property taxes are due. In 2019, shortly before the start of the destructive drawdown, some riparian property owners requested a reassessment due to the loss of enjoyment of their property. Others said “Don’t do it or they’ll target you”. Those property owners who requested a break were told that their property assessments (for some unexplained reason) had been valued too low and should actually be raised - not lowered. The hearings were conducted by one of the county supervisors who voted yes to the drawdown. Hardly seems fair since local government should protect tax paying citizens.

For the record - we pay the same taxes for looking at a wall of cattails as the beautiful, serene view in the “before” picture. The county needs to restore the Millpond. You ignored the advice of the “expert” Don Pirrung and the overwhelming opposition from the people who are directly impacted. You made a mistake; you have to acknowledge that; and fix it.

“It is hard to imagine a more stupid or more dangerous way of making decisions than by putting those decisions in the hands of people who pay no price for being wrong.” - Thomas Sowell

Please include this message along with the pictures in the agenda packet.

Christine A. Reid





LAU, JILL

From: Christine Reid <creid0913@gmail.com>
Sent: Sunday, August 7, 2022 10:06 AM
To: County Board
Subject: Fwd: "The Natural State"
Attachments: IMG_2276.jpeg; IMG_2804.jpeg; 340330 Advocate Article.JPG

Please include the following email and attachments in the agenda packet for the next county board meeting.

Christine A. Reid

----- Forwarded message -----

From: **Christine Reid** <creid0913@gmail.com>
Date: Sun, Aug 7, 2022 at 10:02 AM
Subject: "The Natural State"
To: County Board <countyboard@co.door.wi.us>
CC: Loren Uecker <loren6865@gmail.com>, Mike Bahrke <msb11649@gmail.com>, Robert Sijgers <robsijgers@gmail.com>, Steve Eatough <steve9838@gmail.com>, Terry McNulty <mcnulty.terry@gmail.com>

Gentlemen,

The topic of removing the Forestville Dam and returning the Ahnapee River to its "natural state" has popped up more and more frequently, often used as a cudgel to deter people opposed to the drawdown. The natural state was a forest, thus the name Forestville. The Ahnapee watershed was home to beavers. When people started thoughtlessly mismanaging the land they cut the forest and killed the beavers, called them pests and continued to eradicate them. The miller that built the first dam likely took ownership of a beaver dam.

Please see the hand drawn map below from an 1800's plat. The Forestville Flowage has always been a wide section of the riverbed carved out by glaciers. Small tributaries start the narrow headwaters that spill into the wide section, which also has hundreds of tributaries up and down both sides and very active springs. The pinch point below would be an ideal home for beavers. That's what they do - build dams. Due to the impact of climate change, beavers are being reintroduced in the West to help deter fires. Live and learn.

Will your perceived standard of the "natural state" be imposed across the board, or in limited cases to suit your whim of the moment? The next time the topic of the "natural state" comes up let's take a look at the Sturgeon Bay ship canal at the Coast Guard station. If our little dam is a problem and "unnatural" then pull the sheet piling along the canal and refill it to restore the peninsula. That is a far bigger manmade intervention.

If fish migration is a priority then FOFD has formally requested that the Forestville Dam be considered for a ladder. We can have both - our wildlife and recreational area AND a fish passage.

In conclusion, please see the attached newspaper article. It confirms the stories of the townspeople completing the construction of the dam that was built in the early 1930's. 7,500 people attended the dedication of that dam and this is still a very popular destination and much-loved nature area that residents feel they still have some ownership in because they volunteered to help build it. It has been the natural state since the miller moved here in 1877. It most closely mimics what the natural state would be if the area was still a forest with beavers and their dams. Let it be.

Sincerely,

Christine A. Reid
Friends Of the Forestville Dam, Inc.

Forestville Completes Dam to Create Mile and One-Half Lake

Forestville — The Forestville dam and lake project, begun under the CWA has been completed by donations of labor. The total amount appropriated by the CWA was \$3,935. The total amount spent for labor was \$1,785, for material \$542.42, for trucking \$212.55, for teaming \$75, a total of \$2,614.97.

Since the CWA withdrew the remaining \$1,320.03, an appeal was made to the community, and the response was most gratifying. A total of 2,000 man-labor hours and 175 team-labor hours was donated, besides 25 yards of gravel. Beer, sausage, coffee and bread for lunch were donated by the storekeepers and the tavern owners. The town officials, the business and professional men of Forestville and Maplewood, not forgetting the farmers, showed a fine spirit of helpfulness and cooperation.

The project is just about completed and the gates of the dam will soon be closed. Material for the bath house is on the grounds, and donation labor has been of-

fered to complete it. Forestville will then have a place to be proud of.

The property has been donated to the township of Forestville by the Poh estate. The lake will cover an area approximately one and one-half miles long and 80 rods wide.

Just as soon as the weather permits, the bath house will be erected, the grounds leveled off, and trees planted according to plans made by a landscape architect. The bath house will contain one section for ladies and one for men, also a tool and equipment room. A board walk will be built out into the lake from the bathhouse, supported by log and rock pilers, from which bathers may enter the water without walking on the sand or dirt.

The town of Forestville will have one of the finest public places in the state for recreation grounds, bathing, fishing, skating and an ideal place for harvesting ice.

The project is a worth while one, an asset to the community.





LAU, JILL

From: Christine Reid <creid0913@gmail.com>
Sent: Thursday, August 11, 2022 7:33 PM
To: County Board; SWCD Dept Account
Cc: Robert Sijgers; Terry McNulty; Loren Uecker; Mike Bahrke; Steve Eatough; Lora Jorgensen
Subject: "Forestville Mill Pond Update"
Attachments: IMG_0246.jpeg; 210815 Dam Overflow Dates Rev1 (1).pdf

This is a follow up to Greg Coulthurst's subject presentation.

The update presented by Greg Coulthurst during the July 26, 2022 board meeting was misleading and omitted many pertinent facts. The impression was left that the lowering of the water level in the Millpond met the recommended limit of not more than 3" per day when actually that limit was exceeded repeatedly and at one point by 8-fold or 24" in 1 day, drastically exceeding Carrie Webb, DNR's recommendation.

Greg acknowledged that the flowage refilled repeatedly (see attached spreadsheet with "overflow" dates). Between those 12 overflow events (1 persisting for 25 days straight) with the valve fully open, the basin of the flowage was flooded dozens of times without filling all the way to overflow. Each time the water level dropped massive amounts of sediment were flushed through the valve. Each time the flowage refilled the remaining sediment was rearranged by wind/waves and fish/wildlife and that sediment refilled the channels to be flushed again.

The impression was left that compaction of sediment occurred because more rocks appeared in a later photo of the basin and some cracked soil. In this case the term compaction means decay of organic matter trapped between the grains of soil. This requires extended arid conditions that did not occur. Any change in the appearance of sediment is because it was washed away. We have all seen public service announcements warning that a small amount of moving water over a roadway can move a 2-ton vehicle in the direction of the flow. Massive amounts of sediment flushing through the open valve are well documented in videos and pictures throughout the drawdown. We took water level readings at the dam daily and were able to graph a direct correlation between water levels and the amount of sediment that was transported downstream.

These failures required reassessment of the plan and corrective action and FOFD members wrote and/or attended county meetings regularly and requested that the flushing of polluted sediment be stopped but those requests were ignored.

A really baffling statement that Greg made about restocking of fish in the Millpond surprised several people I talked to. He said "And I guess what's really important to state here is that the DNR would not have planted these fish if we did not do the drawdown." I repeated his comment to friends and several fishermen and they finished my sentence for me - If they hadn't done the drawdown they wouldn't have to restock! People were very happy with the fishing before the drawdown. In fact, the fish survey from 2008 found 71.26% of the fish population was carp and in the 2016 survey carp were down to 64.85% and the game fish population was improving. Would fishing improve after dredging? Yes. Would fish benefit from the drawdown? No. Most of the fish were wiped out, including a large fish kill in December 2019 when the fish barrier froze.

One of the supervisors asked if future monitoring will include secchi disk readings. Members of FOFD are WAV and CLMN citizen water testing volunteers. We recorded both stream and lake data in the DNR SWIMS database prior to and throughout the drawdown. On August 4, 2022 we took a secchi disk reading in the "deep hole of the Millpond" and got a 2' reading which is similar to readings before the drawdown. Greg's statement "It was difficult to see the bottom, let alone a couple of inches deep into the column." doesn't match the data we collected.

The county must clean up and correct all of the problems that were caused by the failed drawdown. You ignored the advice of the environmental engineer Don Pirrung and the overwhelming opposition from the people who intimately know the watershed, the people who are directly impacted.

Please include this message along with the attachments in the agenda packet.

Sincerely,
Christine A. Reid
Friends Of the Forestville Dam, Inc.



Millpond Overflow Dates Rev1			
The drawdown start was 11/1/2019 but didn't drop below the top until 11/12/2019			
	Start	Finish	# of Days
1	11/27/2019	12/5/2019	8
2	12/29/2019	1/6/2020	8
3	3/10/2020	4/4/20	25
4	4/13/2020	4/15/20	2
5	5/19/2020	5/23/20	5
6	5/29/2020	6/1/20	3
7	6/24/2020	6/27/20	3
8	8/11/2020	8/12/20	1
9	10/24/2020	10/27/20	4
10	11/17/2020	11/18/20	1
11	7/27/2021	7/29/21	3
12	8/12/2021	8/15/21	3
			66

MINUTES
Tuesday, July 26, 2022

DOOR COUNTY BOARD
OF SUPERVISORS

*Door County Government Center
 County Board Room (C101), 1st floor
 421 Nebraska Street, Sturgeon Bay, WI*

Call Meeting to Order

The meeting was called to order at 9:03 a.m. by Chairman David Lienau at the Door County Government Center.

Chairman Lienau led the Pledge of Allegiance.

Roll call was taken – 19 County Board Members were present – Dan Austad, Rodney Beardsley, David Englebort, Roy Englebort, David Enigl, Ken Fisher, Elizabeth Gauger, Joel Gunnlaugsson, Alexis Heim Peter, Walter Kalms, David Lienau, Jeff Miller, Claire Morkin, Nissa Norton, Nancy Robillard, Morgan Rusnak, Todd Thayse, Dale Vogel, and Hugh Zettel. 1 County Board Member attended virtually - Bob Bultman. Vinni Chomeau was excused.

Presentation of Agenda

Motion by Enigl, seconded by Rusnak to approve the agenda. Motion carried by voice vote.

Correspondence

- Robert Sijgers Email of 6-28-22

Public Comment

No one from the public commented.

Supervisors Response

N/A.

Approval of Minutes of the June 28, 2022 County Board Meeting

Motion by Norton, seconded by Robillard to approve the minutes of the June 28, 2022 County Board Meeting. Motion carried by voice vote.

County Administrator

Monthly Report on Operational and Capital Projects

The report was included in the meeting packet.

Special Reports

Door County Historical Museum & Archives Basis of Design Report and Discussion

Administrator Pabich explained a campus study was completed last year. Plans and options were discussed and it was decided there was no commonality between the Library and the Museum & Archives. Based on that decision an RFP was let out. Dorschner and Associates was hired to provide ideas and concepts on a stand-alone Museum & Archives project. Diana Dorschner and Dawn O’Kroley, Dorschner Associates, Inc., presented a PowerPoint outlining the following: Elements in the basis of design; Square footage requirements; Room data; Adjacency of rooms; Analysis of previously completed studies; Guiding principles; 3 Options; and Cost estimates (\$6.26M for options 2 and 3). There may be an option to divide the property for another use while still accomplishing enough room for the Museum and Archives. The Highway and Facilities Committee’s consensus was to eliminate Option 1 and have a possible combination of Option 2 and Option 3, leaving open space. Facilities & Parks Director Wayne Spritka explained Dorschner & Associates has completed the contracted services. To move to the second phase a couple of questions need to be answered which include: should all of the property be maintained by the County; or, does the County want to partner with a developer to develop a portion of the property? The Maritime Museum has an interest in the space for maritime archives and history. The Maritime Museum would develop and manage their own space. City of Sturgeon Bay Community Development Director Marty Olejniczak supports option 2 for a full block of development which would add property back to the tax roll. Olejniczek strongly encourages the County to activate the corner of 4th and Louisiana St. Josh VanLieshout, City Administrator, supports option 2. Kevin Osgood, Executive Director Maritime Museum, explained the interest the Maritime Museum has in partnering with the County. Steven Rice, Museum Manager, explained staff leans towards option 3, however, there may be opportunities for option 2. Both options 2 and 3 include the razing of the former Younkers building. Discussion followed and included: cost, partnering with the Maritime Museum, traffic control, moving or

demolition of the Pioneer Fire Co., attraction to building, where parking could be located, if the County partners with the Maritime Museum are they ready to move forward now or soon, would the County lease to the Maritime or sell a parcel or partner in some manner by sharing some space. Initial discussions will begin with the Maritime Museum. The project will be brought back to the Highway & Facilities Committee for further discussion and recommendation in the future.

The Board recessed at 10:04 a.m. and reconvened at 10:15 a.m.

Forestville Mill Pond Update

A memo with information was distributed to Board Members. Emeritus CC Grant Thomas reviewed the memo and updated the Board regarding the legal action filed by the Friends of the Forestville Dam, noting the case is resolved. On May 12th a request was made by the Friends of the Forestville Dam, Inc and others to the WDNR to set a minimum water level. Alternatives for the County include include amendment of its existing dam permit to address future drawdowns, pursue transfer of ownership and operation of the dam to interested parties, pursue dam removal, or other options not yet discussed.

Greg Coulthurst, County Conservationist, updated the Board on the timeline, drawdown status, observations, and information related to questions asked. Discussion followed and included could the weeds be a seasonal/this year issue, fish population, continued testing, and efforts to reduce nitrogen and phosphorus entering the water.

Pending Business/Updates

No pending business or updates were presented.

Resolutions

2022-69 Landfill Compliance - Highway & Airport Department

Motion by D. Englebert, seconded by Heim Peter to approve Resolution 2022-69 – Authorization for the Door County Highway & Facilities Committee to transfer funds from the Landfill Reserve Account totaling \$25,825 to pay for repairs needed to bring the County's Landfill into compliance with State Code.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-70 Designate a Single Public Safety Answering Point in Door County for Grant and Other Purposes

Motion by Gunnlaugsson, seconded by Norton to approve Resolution 2022-69 – Designating Door County's Public Safety Answering Point as the PSAP within Door County for the purposes of applying for, accepting awards of, and expending state and federal grants related to NG 911, including grants authorized by 2019 Wisconsin Act 26.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-71 Approval of Design Development for the Door County Facilities and Parks Maintenance Garage Facility Construction Project

Motion by R. Englebert, seconded by Fisher to approve Resolution 2022-71 – Authorization to proceed with the construction documents phase.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-72 Approval of Wisconsin Coastal Management Grant for Outreach Resources Made Available in Hmong and Spanish

Motion by Norton, seconded by Bultman to approve Resolution 2022-72 – Authorization for the Soil & Water Conservation Department to accept the 2022-2023 Wisconsin Coastal Management Grant for outreach and education resources made available in English, Spanish, and Hmong, in the amount of \$24,597 with a total project cost of \$49,194.

County Conservationist Greg Coulthurst reviewed the documents to be included in the translation.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-73 Transfer of Non-Budgeted Funds for Government Center Elevator Modernization Project

Motion by D. Englebert, seconded by Kalms to approve Resolution 2022-73 – Authorization to proceed with the Elevator Modernization Project to be awarded to Zeise Construction and approval of the transfer of up to \$100,000 from the Door County Unassigned Fund Balance Account to the Capital Outlay Expense Facilities & Parks Account.

Facilities & Parks Director Wayne Spritka reviewed the bids and memo outlining the recommendation which was included in the meeting packet.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-74 Use of American Rescue Plan Act Fiscal Recovery Funds for Emergency Services Employees Educational Assistance Program

Motion by D. Englebert, seconded by Rusnak to approve Resolution 2022-74 – Authorization of the expenditure of up to \$31,500 per year, each year, in 2022, 2023, 2024, 2025, and 2026 from ARPA FRF for the Emergency Services Employees Educational Assistance Program.

ES Director Aaron LeClair explained this will allow the department to begin to fund educational training opportunities.

Motion carried by roll call vote with 20 Members voting Yes; 1 Member excused.

2022-75 Amendment to Door County Administrative Manual: Section 2.15 – Expense Reimbursement Handbook

Motion by Heim Peter, seconded by (Gauger) Bultman to approve Resolution 2022-75 – Approval of the amendment of the Door County Administrative Manual, Sect. 2.15 specific to meal expense reimbursement.

Administrator Pabich explained the amendment changes the meal reimbursement to the General Services Administration (GSA) Standards and attempts to standardize the reimbursement process and keep the reimbursement process simple. Pabich noted committee discussion included reimbursement for meals already paid for in a conference or seminar fee. Discussion followed and included taking reimbursement for meals covered and paid for in conference registration, the reimbursement is primarily for staff, and amending the language to exclude supervisors.

Motion by Norton, seconded by Fisher to amend the language to exclude County Board Supervisors in the policy. Discussion followed. Supervisor Fisher rescinded his second, Supervisor Norton rescinded her motion to amend.

Discussion regarding sending the policy back to committee for further review and revision.

Supervisor Gauger was excused at 11:32 a.m. Due to Supervisor Gauger leaving the meeting and per CC Donohue a new second to the original motion was needed – Second by Bultman.

Motion by Thayse, seconded by Robillard to postpone the resolution to next month.

Motion carried by roll call vote with 17 Members voting Yes; 2 Members voting No – Bultman and R. Englebert; 2 Members excused – Chomeau, and Gauger.

The Board recessed at 11:48 a.m. Supervisor Beardsley was excused at 11:55 a.m. The Board reconvened at 11:57 a.m.

2022-76 Capital Improvements Plan - 2023-2027

Motion by D. Englebert, seconded by Heim Peter to approve Resolution 2022-76 – Approval of the 2023-2027 Capital Improvements Plan.

Finance Director Steve Wipperfurth explained this is a guiding document and is not final approval for the budget. This is a 5-year look at capital expenditures. Administrator Pabich reviewed the 2023 projects included in the CIP. Total expenditures are approximately \$4.4M. Finance Director Steve Wipperfurth reviewed the proposed financing of the 2023 CIP. Administrator Pabich explained he as County Administrator submitted the rural signage addressing project. Discussion regarding if the plan builds in inflationary and natural increases in costs.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Fisher; 3 Member excused – Beardsley, Chomeau, and Gauger.

Ordinances

Report Amendment to the Zoning Map of Sevastopol – Drossart

Motion by Enigl, seconded by Fisher to accept the report. Motion carried by voice vote.

Adam Drossart, registered agent of Pioneer Corner, LLC, petitions for an amendment to the detailed zoning map of the Town of Sevastopol to rezone an approximately 15-acre area of a 32.5-acre lot from Countryside (CS) to Mixed-Use Commercial (MC) and to rezone the remaining roughly 17.5-acre area from CS to Small Estate (SE). The property is located at 4115 STH 42-57. The rezoning request is being sought to build professional offices within the Mixed-Use Commercial (MC) district and houses in the Small Estate (SE) district.

Motion carried by voice vote.

2022-08 Amendment to the Zoning Map of Sevastopol – Drossart

Motion by Enigl, seconded by R. Englebert to approve Ordinance 2022-08.

Motion carried by roll call vote with 17 Members voting Yes; 1 Member voting No – Fisher; 3 Members excused – Beardsley, Chomeau, and Gauger.

New Business

No new business was presented.

Oral Committee Reports

No oral committee reports were presented.

Review Committee Minutes

Reviewed.

Review Vouchers, Claims and Bills

Reviewed.

Announcements

- Administrators Annual Evaluation due to Chairman Lienau by August 16th
- Next County Board Meeting: Tuesday, August 23, 2022 – 9:00 a.m.
- WCA Annual Conference – September 18 – 20, 2022 – Wisconsin Dells
- WCA Shirts can be ordered – contact County Clerk Lau
- County Board Retreat – September 1, 2022

Adjourn

Motion by Fisher, seconded by Enigl to adjourn. Motion carried by voice vote. Time 12:24 p.m.

Respectfully submitted by Jill M. Lau, County Clerk



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

MEMORANDUM

TO: County Board of Supervisors
FROM: Ken Pabich, County Administrator
DATE: August 23, 2022
RE: Monthly Report

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

Operational / Special Projects

- Broadband / FTTP:
 - What: We have transitioned to the implementation of the Broadband Study.
 - Status: Broadband summit was successful. County-wide survey in progress.
- Library & Miller Art Center:
 - What: From the Campus Study in 2021 (for downtown Sturgeon Bay), the Library/Miller portion of the project was placed on hold until the space needs study was completed. Once completed, it needs to be vetted by Highway & Facilities to determine the next steps forward.
 - Status: Space needs assessment draft is complete and under review by Library Director.
- Miller Art Center Agreement:
 - What: From the Campus Study in 2021 (for downtown Sturgeon Bay), the County Board requested that the relationship for space and operations be better defined and documented.
 - Status: We continue to make progress and we hope to have some recommendations by the 3rd quarter.

Capital Projects:

- Museum / Archives / Former Younkers:
 - What: From the Campus Study in 2021 (for downtown Sturgeon Bay), the Museum & Archives (and former Younkers site) was recommended to proceed with architectural design.
 - Status: We are collecting information from the Maritime Museum and will have a discussion on Highway and Facilities to determine if we are ready to proceed with phase II.
- Emergency Communications Tower (Fish Creek):
 - What: The tower in Fish Creek is critical to our overall communication network. Our equipment is on a shared tower which now has too much interference. We budgeted to place a new tower up on a new site.
 - Status: Design work for the project has started – still scheduled for completion in 2023.
- CDBG Westside School Housing Project:
 - What: We are providing grant funds to assist with the conversion of the old Westside School in the City of Sturgeon Bay to develop 15 rental units of which 51% must be available to low or moderate-income individuals (LMI). We are responsible for administering the grant and reporting to the State.
 - Status: They are reviewing applications for tenants and individuals are moving in. We have not closed out the grant process. This will take several months.
- Cana Island:
 - What: Phase 4 Construction documents are under development; this project is funded by a grant and donation dollars sought by the DCMM.
 - Status: Completed and open for tours. Project has not “closed out” yet from fiscal standpoint.

- Parks Maintenance Building Expansion:
 - What: As part of the approved capital budget, we are expanding the Parks maintenance garage located at John Miles Park.
 - Status: Phase II is in progress.
- Parks Bathrooms for former Waysides:
 - What: As part of the approved capital budget, we are adding restrooms back to the two former waysides.
 - Status: Units have been ordered, exact delivery and setup has not been established.
- Central Highway Shop Brine Facility:
 - What: The County approved a small addition to the Highway shop for adding brine equipment.
 - Status: Under construction.
- Government Center Elevator:
 - What: As part of the approved capital budget, we are replacing the old elevator in the Government Center.
 - Status: Project is ready to begin however we are waiting for parts related to the project.

Door County Gift, Grant or Donations rec'd since the last report

Date	Department	Type	Rec'd From	Description or Purpose	Amount or Estimated Value
08/02/22	Facilities & Parks	Donation	Spielbauer Fireworks	Murphy donation	200.00
07/13/22	Human Svcs - ADRC	Donation	Marty Martinez	Cash- unspecified donation	100.00
07/22/22	Human Svcs - ADRC	Donation	Gail Blasier	Cash- unspecified donation	20.00
07/26/22	Sheriff	Grant	State of Wisconsin	Pre-Booking Diversion Grant	14,069.47
07/31/22	Museum	Donation	Visitor Donations	Donations from Museum donation box 7/01/22-7/31/22	2,037.00



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

MEMORANDUM

TO: County Board of Supervisors
FROM: Ken Pabich, County Administrator
DATE: August 26, 2022
RE: Diversity, Equity and Inclusion Report

I wanted to provide a more detailed report on the efforts related to Diversity, Equity and Inclusion. If you recall, the County wanted Administration to take two paths:

1. What can we do as an organization to improve DEI
2. What can we do as a County to improve DEI

Internal Update

We created an internal project team to discuss our actions as an organization. To date, we have completed the following:

- 2 Training sessions in 2021 (online)
- Employee Assessment in 2021
- 1 Training session in 2022 with one more planned in fall
- With the new Broadband program, we have also prioritized digital inclusion.
- We are also planning to complete an assessment of our clients / customers in how we provide services. This assessment has been on hold until we determine how the external assessment will be done.
- When the assessment is done, we are hoping to use the results to determine what training is needed or if there are changes that need to be made in how we provide services.

External Update

We created an external project team made up of community stakeholders to discuss our actions as a County. This work has been divided into two phases so far:

- Phase I: Pre-Facilitator:
 - As a team, we tried to define who are the potential stakeholders that could be involved.
 - The team tried to work with the County resolution to determine the direction that should be taken.
 - From these initial meetings, the team felt it would be beneficial to have an “outside” facilitator to help guide the group.
 - The team reviewed proposals for facilitating the group and NWTC was selected for the process.
- Phase II: Facilitator:
 - Amanda Chu, NWTC Facilitator, has met with the group for 5 sessions (at the time of this memo).
 - With Amanda on board, the group has developed a work plan which is similar to a strategic planning process.
 - To date, we have established a “working mission”, which means it is our mission with the ability to change as we learn more. The mission is:

“We are here to better understand diversity, equity and inclusion strengths and challenges in Door County. Our goals are to identify the strengths and challenges we face, collaborate on actions to address the challenges and amplify strengths, and lead to motivate and empower our community to take action.”

- From this work mission, the group has been focusing on understanding existing data which will help define what we “currently know” and what we need to collect in terms of data.
- We are relying on the *Social Determinates of Health* which is a national standard to help gauge the conditions in the places where people live, learn, work, and play that affect a wide range of health and quality-of-life-risks and outcomes. For our work, we are using a analyzing our health through a Diversity, Equity and Inclusion perspective. The Social Determinates of Health focuses on:
 - Access to healthcare
 - Education
 - Economic Stability
 - Social and Community Context
 - Neighborhood and the built environment
- Looking ahead, we are anticipating the following:
 - Data collection
 - Data analysis
 - Identification of strengths and challenges
 - Development of actions and next steps

Social Determinants of Health



Members of the team to date are provided below:

<u>Representative</u>	<u>Representing:</u>	<u>Alternate</u>
1. Julie Gilbert	Destination Door County	Jon Jarosh
2. Jeff Greathouse	Pastor at Bayview	
3. Michelle Lawrie	Door County Economic Development Corporation	
4. Brian Stephens	Door County Medical Center	
5. Bret Bicoy	Door County Community Foundation	
6. Amy Kohnle	United Way	
7. Dan Tjernagel	Sturgeon Bay Schools	Keith Nerby / Lindsay Ferry
8. Kyle Luedtke	Sevastopol Schools	
9. Chris Peterson	Southern Door Schools	
10. vacant	YMCA	
11. Milly Gonzales	Help of Door County	
12. Mike Leonhard	CEO Sunshine Resources	
13. Josh VanLieshout	City of Sturgeon Bay	
14. Beth Mitchell	PFLAG of Door County	Sandy Brown
15. April Konitzer	NWTC	Lisa Tetzloff
16. Stephanie Birmingham		
17. Paula Christensen	We Welcome ALL	Mark Richards
18. Ken Pabich	County Administrator	
19. Joe Krebsbach	Health & Human Services Director	
20. Jake Erickson	Health & Human Services, ADRC/Aging Director	
21. Eric Krawczyk	Health & Human Services, Public Health	
22. Dominic Frandrup	Door County Library Director	
23. vacant	Boys & Girls Club	
24. vacant	Gibraltar Schools	
25. Colleen Binz		



DOOR COUNTY

**Resolution No. 2022-75
AMENDMENT TO DOOR COUNTY ADMINISTRATIVE MANUAL
SECTION 2.15 – EXPENSE REIMBURSEMENT**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

1 **WHEREAS**, The *Door County Employee Administrative Manual* was approved
2 by the County Board’s adoption of Resolution No. 2013-69 on October 22, 2013,
3 and has been in full force and effect from and after January 1, 2014; *and*

4
5 **WHEREAS**, Amendments to § 2.15 *Expense Reimbursement section A Meal*
6 *Expenses – Door County Administrative Manual*, as set forth in *Addendum A*
7 (attached hereto and incorporated herein by reference as if fully set forth) are
8 deemed both necessary and appropriate; *and*

9
10 **WHEREAS** The Finance Committee and Administrative Committee have each
11 reviewed and recommend approval of the proposed amendments.

12
13 **NOW, THEREFORE, BE IT RESOLVED**, that the Door County Board of
14 Supervisors does hereby amend the *Door County Administrative Manual - § 2.15*
15 *Expense Reimbursement section A Meal Expenses* as set forth in *Addendum A*
16 (attached hereto and incorporated herein by reference as if fully set forth).

17
18 **BE IT FURTHER RESOLVED**, That the Door County Administrative Manual
19 shall remain unchanged and will continue in full force and effect except as amended
20 by this Resolution.

21
22 **BE IT FINALLY RESOLVED**, That this amendatory Resolution shall be in full
23 force and effect from and after its adoption by the Door County Board of
24 Supervisors.

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

SUBMITTED BY: ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

_____	_____
David Lienau	David Englebert
Administrative Committee Chairperson	Finance Committee Chairperson
_____	_____
David Englebert	Alexis Heim Peter
_____	_____
Daniel Austad	Bob Bultman
_____	_____
David Enigl	Joel Gunnlaugsson
_____	_____
Elizabeth Gauger	Jeff Miller
_____	_____
Nancy Robillard	Morgan Rusnak
_____	_____
Todd Thayse	Dale Vogel

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: There is no fiscal impact with a policy change. Reimbursable meals for travel & training are part of the annual budget 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 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

2.15 – EXPENSE REIMBURSEMENT

(A. Meal Expenses)

Meal expenses incurred by an employee while on official County business shall be reimbursed on a per diem basis in accordance with the U.S. General Services Administration's Wisconsin Standard rate, not to include incidental expenses. Current rates can be found by visiting the GSA website at www.gsa.gov.

In-County

Meal expenses in Door County, excluding Washington Island, shall not be reimbursed. ~~Unless provided by the conference or meeting registration.~~

Out-of-County Same Day

Employees are eligible for reimbursed meals within a day at the standard published rate. **Excluding meals covered by the event.** This reimbursement is considered a fringe benefit, so **taxable** income.

Example: Meeting in Appleton from 10am-2pm. Employee can claim lunch rate as taxable income on expense voucher.

Out-of-County Overnight

Employees are eligible for reimbursed meals during the travel period at the standard published rates. **Excluding meals covered by the event.** This reimbursement is considered **non-taxable** income.

- ~~• First day of departure may be claimed – reimbursement will be at 75% of the daily rate.~~
- ~~• Full day at training/conference/meeting – reimbursement will be 100% of the daily rate.~~
- ~~• Return from training/conference/meeting – reimbursement will be at 75% of the daily rate.~~

~~Example 1: 2-Day Conference in Madison. No receipts are required.~~

~~Day 1: Employee can claim 75% of the daily rate.~~

~~Day 2: Employee can claim 75% of the daily rate.~~

~~Example 2: 3-Day Conference in Madison. No receipts are required.~~

~~Day 1: Travel Day – Employee can claim 75% of the daily rate.~~

~~Day 2: Conference Day – Employee can claim 100% of the daily rate.~~

~~Day 3: Conference Day – Employee can claim 100% of the daily rate.~~

~~Day 4: Conference until noon & Travel Day – Employee can claim 75% of the daily rate.~~

~~NOTE: On Day 4, if conference ended at 4:30 then the full rate (100%) can be requested.~~

Meal receipts are not required. You must complete the Expense Voucher form and attach a copy of the full conference agenda in order to be considered for reimbursement.

2.15 EXPENSE REIMBURSEMENT

Replaces Policy	330.0 Expense Reimbursement
Adopted per Resolution 2007-55	06/28/2007
Reference	HB, XVII, Section GG. Reimbursement

A. MEAL EXPENSES

1. In-State Travel

Meal expenses incurred by an employee while on official County business shall be reimbursed at the following rate:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$17.00
Total	\$35.00

2. Out of State Travel

Reimbursement of meal expenses shall be in accordance with the U. S. Internal Revenue Service's standard meal allowance. The amount allowed varies, depending on where and when travel occurs.

3. General

No meal reimbursement will be granted if a conference, meeting, training, or other function includes a meal.

The meal amounts include tax but not gratuity. Deviation from the meal limits is permissible, but the maximum total for the eligible number of meals may not be exceeded in a day. The total daily meal allowance may be used for one or two meals only if the individual is eligible for all three meals.

Reimbursement shall be made only for expenses incurred while on official County business outside Door County or on Washington Island, and when the nature of business is that the meal is incorporated as part of such business. All meal reimbursements incurred while not away from home overnight are considered a fringe benefit and are taxable as per IRS ruling. This means that these meals will be a reimbursement through the payroll system and will be taxed as a benefit. All conference/seminar/training meals, overnight away from home, one day, must have the agenda of the event attached as backup before reimbursement. Meals included with the conference/seminar/training registration are tax free.

Reimbursement for meals which exceed one of the above rates shall be made in full when such meal is included in the cost of a conference, seminar, or meeting. Reimbursement shall be subject to submission of evidential documentation.

Receipts are required and, reimbursement for individual meals will not exceed amounts listed above.

B. MILEAGE & TRAVEL

Mileage shall be reimbursed at the applicable Internal Revenue Code standard mileage rate as actually incurred in the performance of official duties. The date, destination, and purpose of each trip shall be itemized with full detailed explanations.

CURRENT POLICY
Back-Up to Resolution 2022-75

Persons are obligated to use a County Vehicle whenever possible. If a person chooses to drive their own vehicle, and a County vehicle is available for use, mileage reimbursement is not available. In some situations, travel by a personal vehicle is reimbursable, with a written justification.

All employee travel out of state shall be approved by the Administrative Committee, or the County Administrator prior to each anticipated trip. Such request shall be made in writing to include the reason, duration, and specifics of the trip.

Advance payment must be requested from and approved by the County Administrator for training programs. Advance payment will not be made for meals and lodging unless it is included in the total program fee.

C. TELEPHONE

Telephone charges are reimbursable when necessary for official business.

D. LODGING

All lodging expenses outside of Door County or as approved by the County Board or County Administrator shall be reimbursed in full when incurred in the performance of duties, but must be supported by an original machine or hand printed receipt. A statement explaining the necessity for the lodging expense must accompany the lodging receipt with the expense voucher. Since many lodging establishments offer reduced government rates for official business, employees should ask for a government discount/contract rate when making lodging reservations. If husband and wife occupy a room, the County shall reimburse only at the single room rate and the support statements must indicate such single rate.

E. REGISTRATION FEES

Registration fees for conferences, conventions, and seminars are reimbursable provided receipts are attached to the voucher.

All expenses incurred, such as transportation expenses when traveling by common carrier, or parking fees, or registration fees, etc., shall be reimbursed within reasonable limitations as may be set by each department head under any given circumstances, except that air travel shall not be at first class rates.

F. CONDITIONS

No expense not actually incurred shall be payable and all requested reimbursements shall be by itemized statement which shall have been approved by the department head involved and subsequently approved by the appropriate committee of the Door County Board or such other committee as the Board may designate. Whenever such committee may desire further explanations of any request for reimbursement, it shall be supplied before payment is allowed. The department head and/or the County Board committee designated may make such adjustment in expense vouchers as it deems reasonable.

Any employee who shall initially seek reimbursement for expenses not actually incurred or shall otherwise fraudulently apply for reimbursement of expenses shall be subject to immediate discharge by the department head without further notice.

PROCEDURE

Revised per Resolution 2014-78	August 24, 2014
--------------------------------	-----------------

A. GENERAL

Complete an Employee Development-Training Request Form and submit it to Department Head or designee for approval. The Department Head or designee, if approving the request, forwards the request to the County Administrator for approval.

1. Meals, Mileage, Parking, Tolls, Lodging, Registrations and Office Supplies Expense:
 Reimbursement for lodging, registrations, and office supplies must be requested on a County expense voucher.
 Prepare and submit an expense voucher once each month. Print or write legibly and make certain all applicable information is provided including the specific nature of official business and related expenditures.
2. Sign your voucher and double check to be sure computations are correct and that required supporting documents are attached.
3. The department head's approval (signature) is required on the voucher.
4. Retain a copy of your voucher for income tax purposes. IRS requires that you report reimbursement for mileage and meal expenses not involving overnight travel.
5. Copies of Expense Vouchers having requests for expense reimbursement are to be retained in the department of the employee by the department head for two years.

B. RECEIPTS

Attach machine or hand printed receipts for meals and lodging and a common carrier ticket receipt for all claims for transportation, except taxi and air limousine, to County expense voucher.

Appendix Forms: Employee Development-Training Request Form; County Expense Voucher



DOOR COUNTY

Resolution No. 2022-77

REVISION OF HORSESHOE BAY CAVE MANAGEMENT PLAN

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

1 **WHEREAS**, The *Horseshoe Bay Cave Management Plan* was
2 approved by adoption of Resolution No. 2014-59 on June 24, 2014;
3 *and*
4
5 **WHEREAS**, A rewrite of *Ch. 7: Cave Safety Strategy* of the
6 *Horseshoe Bay Cave Management Plan* was deemed appropriate
7 and undertaken by staff with assistance from interested parties; *and*
8
9 **WHEREAS**, The Highway & Facilities Committee, at its August
10 10, 2022 meeting, considered and recommends approval of the
11 proffered rewrite of *Ch. 7: Cave Safety Strategy* of the *Horseshoe*
12 *Bay Cave Management Plan* (attached hereto as *Exhibit A*, and
13 incorporated by reference herein as if fully set forth).
14
15 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
16 Board of Supervisors hereby approves the proffered rewrite of *Ch. 7:*
17 *Cave Safety Strategy* of the *Horseshoe Bay Cave Management*
18 *Plan*.
19
20 **BE IT FURTHER RESOLVED**, That, except as specifically
21 revised by this resolution, the *Horseshoe Bay Cave Management*
22 *Plan* shall continue in full force and effect.

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

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify
that the above is a true and correct copy of a
resolution that was adopted on the 23rd day
of August, 2022 by the Door County Board of
Supervisors.

Jill M. Lau
County Clerk, Door County

SUBMITTED BY:
Highway & Facilities Committee

Roy Englebert, Chairperson

Daniel Austad

Ken Fisher

Elizabeth Gauger

Alexis Heim Peter

Walter Kalms

Todd Thayse

CHAPTER 7: CAVE SAFETY STRATEGY

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Introduction

Safety (risk management) is a primary consideration in the management of HSB Cave. That being stated, it must be recognized that the County cannot make HSB Cave completely safe at all times for all users.

The purpose of this Cave Safety Plan is to establish procedures, processes and protocols that can be followed to assure minimal risk to persons entering HSB Cave. This Plan consists of risk assessment, pre-planning, cave safety guidelines, and service and rescue. It is intended to be goal-directed versus prescriptive.

Having adequate training and reliable equipment are the main points of all versions of safe caving guidelines. Safe use of equipment can be achieved only by sharing information, teaching and demonstrations. Chances of being injured are reduced by awareness of dangers and by knowledge of equipment and techniques.

Risk & reducing risk

Statistically, caving accidents are mostly attributed to poor judgment, little or no caving experience and falls. The National Speleological Society compiles annual NSS American Caving Accidents reports. According to these reports, the most common causes of caving accidents include: falling, being struck by falling objects and hypothermia.

To reduce the risk of falling, avoid jumping and uncontrolled sliding down slopes, wear proper footwear, check and discard any faulty or worn vertical equipment and obtain proper training. When caving, always maintain three points of contact when moving over uneven ground. This means having three points on your body supported on immovable objects to stabilize your body while moving through difficult areas.

Injury caused by falling objects are best avoided by always wearing a helmet. It is best to stay clear of the base of drops and climbs when someone is climbing. When moving in vertical areas, secure all items of equipment so that they will not drop on cavers below. Always yell "ROCK!" for all falling objects, even if it's a water bottle. Saying "WATER!" takes too much time and might be confusing for those below.

Hypothermia is one of the most important considerations in Horseshoe Bay Cave due to its unavoidable wet, cold conditions. Hypothermia is less of a concern when moving through the cave due to keeping warm through activity but is of great concern should someone become incapacitated and need to wait for rescue. The first signs of hypothermia are fatigue, drowsiness, exhaustion, unwillingness to go on, feeling cold, poor coordination and stumbling. Additionally, cold-season trips into Horseshoe Bay Cave should include plans for sheltering from the elements while changing outside the cave, but before entering a warm vehicle. This can include placing cars in a way to block wind, having warm water thermoses on hand, plenty of towels, and a tarp to stand on (rather than on snow).

Not all caving problems involve injuries. People become lost in caves, become stuck or are unable to climb up a ledge or continue crawling to get out of the cave. Exhaustion and a lack of light (or light failure) are other hazards to consider. Personal medical emergencies could arise, such as heart attack, seizure, or stroke. Entrapment by flooding is a possible occurrence in Horseshoe Bay Cave and trip leaders need to constantly check the weather forecast prior to the trip and alter plans if necessary.

Safety planning

When planning a cave trip into Horseshoe Bay Cave, several topics should be included in pre-trip planning. Proper preparation will help ensure a safe trip and will help to mitigate hazard risks.

Emergency resources

If an emergency should occur, the County Parks Manager holds a current list of both local community contacts and groups that could be called upon to provide incident response and a list of potential volunteers with specific HSB Cave or cave rescue experience.

Community resources

In addition to standard fire and rescue groups there are several community resources available that could become useful depending on the emergency. These include,

- Local marinas, dredgers, and ship builders who may have resources in the event of a large-scale lengthy rescue (i.e. water pumping systems, confined space evacuation equipment)
- WI DNR Bat Program staff can provide guidance and possibly in-person assistance because they are familiar with the cave and regularly use the cave for bat monitoring and research trips
- National Cave Rescue Commission offers rescue training, equipment guidance, rescue guidance, possible pre-rigging assistance. However, they do not perform rescues. Website: <http://ncrc.info/>
- Complete rescue guidance is provided in the book [*On Call: A Complete Reference for Cave Rescue*](#), 2001 Edition, published by the National Speleological Society and available on their [website](#)

An emergency card with initial response instructions and phone numbers for an incident at HSB Cave are to be kept with the cave key. This card should be taken inside the cave and remain with the key near

the cave entrance during each trip if top-cover is not available on-site (such as during public tours with a staffed registration station).

Safety & rescue training

All Trustees entering HSB Cave should participate in cave safety orientations provided by Door County Parks. Even if only public interpretive tours are planned in Zones 1 and 2, no part of the cave is completely hazard free. The loss of a light source in Zone 2 could be just as disorienting and worrisome as in Zone 3. Similarly, a personal medical emergency of any kind, in any zone, would require a plan for evacuation.

Door County Parks will provide opportunities to develop and support Trustees. This may include workshops concerning mock rescues and technique instruction to enhance caving skills such as crevicing and negotiating low air spaces.

An important resource is the National Cave Rescue Commission (NCRC), which offers an introductory level two to three-day program which consists of classroom and field work in all phases of horizontal cave rescue including: underground environment, extrication techniques, communication systems, medical management, and organization and management of cave rescue. The basic orientation course material is appropriate for HSB Cave trip leaders (e.g., Trustees), emergency services personnel, and rescue management personnel. An all-day mock rescue is usually included.

The NCRC offers annual cave rescue seminars in other states which are available to cave volunteers and emergency personnel. Cave rescue is constantly evolving, and a wide variety of techniques are presented at each year's seminar. The seminar emphasizes rescuer preparedness and safety, cave travel skills, understanding the cave environment, patient care and stabilization, evacuation techniques applicable to cave passage, single rope techniques for personal movement, rope rescue techniques, medical considerations, underground communications, and incident management.

Additionally, Wilderness First Aid (WFA) courses are offered periodically by the Red Cross, NOLS, and Wilderness Medical Associates International. WFA is typically a 16-hour course that offers a hands-on introduction to responding to medical emergencies in isolated locations. WFA training would be useful training for Trustees leading trips into Zone 4.

Rescue cache

Door County intends to supply and maintain two cave rescue caches. A simple cache will be located in a water-proof barrel inside the cave at the junction between Zones 3 and 4 above the Crevice/Dining Room area. This should only be opened in case of emergency. The rescue cache should be brought out of the cave and checked or updated at least once every ten years. A more complete rescue cache will be located in the HSB gear trailer or Building 10 and includes larger items like a rescue Sked and extra wetsuits for rescue volunteers.

Internal cave cache

1. Aluminum folding ladder is to be staged at the Dining Room to be used at the crevice.
2. A water-proof barrel is to be staged in the Dining Room. Its contents may include:

- For hypothermia
 - Thermal sleeping pad
 - Thermal underwear & fleece
 - Hat
 - PVC “dry” cave suit
 - Candle (also a light source such as glow-sticks)
 - Space blanket
 - Three plastic ponchos
- For injuries
 - First aid kit
 - SAM splints for long bones and fingers
- For rescue
 - 6 ft Etrier (foot loops)
 - Adjustable chock-blocks (for leverage in Crevice)

External cave cache

May be in gear trailer or in Building 10

1. First aid kit
2. Sked (stretcher/drag sheet) & OSS (Oregon Spine Splint)
3. Towels for padding patient in Sked
4. Face shield for patient in Sked
5. 2 lengths of 50 ft static climbing rope
6. Carabiners
7. Climbing pulley
8. Tubular stitched webbing loops
9. Military field phones and 1000 ft of wire

Other Wisconsin rescue resources

- DNR Sked & OSS (located at the DNR Science Operations Center in Madison, contact WI Bat Program staff)
- WSS Sked & OSS (located at Ledge View Nature Center in Chilton)
- Military field phones and 1000 ft of wire: a set is also available from caver Joe Senulis in Madison

General Safety Strategy

Preparing for a safe trip

Safety begins well before the day of the cave trip. Individuals interested in caving are often comfortable with some level of risk. To prepare for a cave trip, a person must consider risks, try to anticipate problems, and think about unknowns. Never go into the cave without at least taking a few minutes to think about the things that can go wrong on a trip. Additionally, there are a few other preparations that should take place prior to entering the cave:

✓ Weather check

Several days in advance of each trip, the trip leader (Trustee or Parks Manager) should check the weather forecast for rain for the date of the scheduled trip. Continue to check the forecast right up until the trip takes place. Trips in Zone 1 and 2 up to the Duck Under can usually continue during inclement weather. Otherwise, trip plans should be changed if anything more than light rain is forecast, additionally extreme winter warm-ups (winter whiplash) should be considered due to flooding potential in HSB Cave. Trips beyond the Duck Under should be canceled or rescheduled if heavy rain or thunderstorms are forecast for the timing of the trip. Water during flooding has never been observed higher than half the height of the passageway between the Rocky Mountain Room and Entrance. Door County Parks may cancel any and all cave trips due to an inclement weather forecast.

✓ Gear check

Prior to each trip underground, check all equipment to make sure that it is working properly. If last minute repairs or adjustments need to be made to the equipment, they should be completed before heading underground. A safe cave trip starts with mindful preparation. Taking the time to “do it right” will, among other things, keep individuals safe and healthy and reduces the likelihood of a rescue.

✓ Light check

An individual’s primary light source needs to be mounted to the helmet. Consider mounting a second light just in case the primary light fails. This is particularly useful if a trip the involves navigating the vertical Crevice. The general rule for lights is never go underground without at least three sources of light and sufficient extra batteries. Sources of light should be able to last at least twice as long as the planned trip. The objective of these light sources is to see well enough to get out of the cave after a primary light source has failed.

✓ Contact Top-cover

The Top-cover is a person responsible for making sure a cave trip returns to the surface. Remember to let the designated Top-cover know the trip is departing along with the plan for the trip and designated time out.

Visitor preparation & screening

Most safety preparation occurs before even entering the cave. Visitors should be prepared with both information and the appropriate clothing and equipment before every trip.

Everyone going on the trip should be physically and mentally ready for the challenges that will be associated with the trip. They should also have the skills required for the kind of cave. For example, does someone have a limiting medical condition? Is someone claustrophobic or prone to panic attacks? The bottom line is, if you think that you or someone else on the trip is not up to challenges that you will be encountering, it is far better to bring it up before a serious problem arises inside the cave.

Trustees and Door County Parks will let visitors know what the cave is like, in measurable terms, such as: “you need to be able to army crawl the length of a football field and back” (i.e. go to the Big Room), or

“you need to be able to crawl on your hands and knees for about 400 feet”. Remind people that the cave will be very dark, feel relatively cool, and that they will be getting wet in cold puddles.

Recommend that group members inform the trip leader if know if they are prone to claustrophobia or have other concerns before entering the cave. Suggest they can pull the trip leader aside privately to disclose this if they wish. Remind visitors that they can easily leave the cave (from public tours) if they feel they need to.

When caving it is important to remain clear headed. Drugs, including alcohol, that affect alertness, judgment, or ability to think clearly make an individual a threat to group safety.

Top-Cover Procedure

Designating a person to hold the role of “top-cover” is a standard cave safety procedure. Essentially it involves appointing a specific responsible individual to keep watch of the time, hold information about your cave trip plans, and know who to contact, and when, should an emergency arise.

Top-cover roles & responsibilities

1. Knowledge that a party is entering the cave
 - a. Note approximate time of entry (simply keep the text/phone call time stamp)
2. Know the precise time when a party is due out of the cave
 - a. Check your phone messages close to the “out” time to ascertain if the group has made it out
3. Keeping track of the time and being available by phone so you know if a party is overdue
4. Know who the trip leader (Trustee) is and know where to find a list of other trip participants (usually this will be with the County Parks office)
5. If a group is overdue, first try contacting the group leader or secondary contacts in the group (in case someone forgets to report that the group is already out)
6. Know who to call if a party is overdue (the County Parks Manager is backup if the primary Top-cover cannot be reached.)

Roles and responsibilities

Incident Command System (ICS)

The Door County Sheriff’s office is responsible for county-level search and rescue and will serve as **Incident Commander** for all search and rescue operations.

Underground Coordinator

In collaboration with Door County Parks the Door County Sheriff should designate, under ICS) a qualified Underground Coordinator familiar with HSB Cave to manage all underground activities.

Communications Liaison (Public Information Officer—PIO)

Door County will designate a spokesperson to communicate with the media and family members. No information about the patient or rescue should be given out except via this channel.

Alerting emergency contacts of trip participants

Contact with family members of missing or injured cave trip participants should only occur via a designated family liaison

Defining the problem: initiating search/rescue

Cave emergencies generally begin one of two ways: with a call to local emergency response (911) from a caver with a known emergency, or from parents or friends who are concerned when their cavers have not returned from a trip. Based on cave emergency documentation, three types of missions tend to follow the call-out: a search for the overdue party, an evacuation of a caver with an injury or medical emergency, or a search based on a mental health concern (suicidal individual) or criminal activity.

In-cave response to a known event (caver medical emergency or injury)

Remain calm if unexpected or emergency circumstances occur. Good communication between group members is critical at these times.

1. **Protect yourself first then your patient.** Don't become a victim yourself.
2. **Obtain safe access** to the injured person. Check for unsafe conditions before entering an accident site and correct all dangerous conditions.
3. **Determine extent of injuries and stabilize** the patient if you have the skill. Continue to treat for hypothermia prevention.
4. **Determine if the person can walk or crawl out.** If he or she can be assisted to climb and/or crawl out that may be the best course of action. If there is any chance of spinal injury, do not move the patient to prevent further injury.
5. If the injury is serious, use your own judgment. Begin to **take notes** about your patient. Record his or her pulse, respiration, and skin temperature with times on all data.
6. **Treat for shock and hypothermia prevention.** Keep the injured caver warm (and yourself, use buddy heat if possible).
7. **Inventory all equipment** in the group to determine what is available to help the patient survive, to aid others and determine what may be needed from the outside. Get the information to the surface.
8. **Send two people** to contact the County Parks Manager or local authorities or wait for Top-cover to initiate a search and rescue if that is most appropriate.
9. When two people leave for help they should leave as much food, water and dry clothing or wetsuits as possible for the people that remain with the patient. They should carry a copy of all notes concerning patient condition and location. Include information about your needs as well as what you have on site to treat the patient with. Make sure the help party knows how to access phone numbers and vehicle keys and use/unlock the cave gate.

Overdue party response

1. Attempt contact with the group leader or secondary contacts in the group (in case someone forgets to report that the group is already out)
2. If no phone response, immediately contact the County Parks Manager. The County Parks Manager then becomes the **Incident Commander** unless the **search response** is upgraded to **rescue response**.
3. Designate a person to drive to the cave and check the entrance area to see if the group is out.
4. If the party remains overdue initiate a **Search phase (see below)**
5. Put non-local Cave First Responders on alert status.
 - a. A person may be designated to make the alert contacts.

- b. Take clear notes about the scenario of the overdue group in the cave and also what is heard back from Cave First Responders (not available, etc.)
6. Designate a person on-site at the cave to serve as **entrance control** and begin keeping record (time/name/description) of people and gear entering and exiting the cave.

Responding to break-ins, mental health concerns, and suspected criminal activity

Anyone responding to a break-in or similar situation should use caution upon entering the cave and should involve law enforcement in the process of any search. It is unlikely that someone breaking into HSB Cave would venture beyond Zone 2, when crawling through cold water will rapidly deter most people unprepared with wet-suits and waterproof light sources. Therefore a search of Zone 1 and 2 will likely suffice in clearing the cave before re-securing the entrance gate.

Numerous caves in Wisconsin have been cited as location where individuals with mental health emergencies may be hiding and have been searched for this reason. Drug paraphernalia have frequently been found in caves and mines in Wisconsin. And, unfortunately, at least two different caves in Wisconsin have been the locations of suicide by gun. The welfare of individuals who break-in should not be taken lightly and law-enforcement should be tasked with searches where criminal activity or mental health emergencies are suspected.

Search phase

Goal: Gather information about why the caving party is overdue.

1. If there are enough **authorized responders/rescuers** available quickly initiate a hasty search using one or two people to the end of Zone 2 (Wall Room) without requiring wetsuits.
2. Other **authorized responders/rescuers** to search can spend this time getting geared up in wetsuits. A group minimum of two will be required for each hasty search team (i.e. Big Room search team and remainder of Zone 4 search team, if necessary).
3. Search the Big Room first
If a trip was planning to go farther than the Big Room, designate a search team to go to the Big Room first and then report back to a second search team who will either relay information back to the surface OR take over a search of Zone 4). This information can be communicated between teams at the top of the Crevice/Dining Room and can then be relayed back to the surface by whichever team is exiting the cave.

Entrance control

Goal: Prevent confusion about how many people are inside the cave and prevent unauthorized individuals from entering.

- Begin a timeline in list form noting the time the incident/overdue party occurred and who is involved (inside the cave).

- Do not allow anyone other than **authorized responders/rescuers** inside the cave.
- Record the name of everyone entering and exiting the cave.
- Record the pieces of equipment entering and exiting the cave beyond what a caver is wearing or carrying for their personal use (i.e. Sked, rope, pulleys, dry suit, etc.)
- Do not communicate any information to anyone other than **authorized responders/rescuers**. Direct any questions from the public or media to the **Communications Liaison** (PIO) designated by the **Incident Commander**

Emergency/rescue response

Goal: Aid, assist, stabilize, and/or evacuate a caving party.

- Depending on the situation an emergency may be already known (ex. medical emergency or injury from fall and trip participants call in from cave entrance) or an emergency may be discovered as a result of the hasty search (ex. flooding blocks a passage or the team all lost their light sources).
- Once more information is known, a full rescue call-out may likely be initiated by Door County Parks. At this time the Door County Sheriff will become the Incident Commander and the Incident Command System will be fully in place but should include the available cave rescue and cave rescue/responder resources already staged in this document.
- The Parks Manager or Incident Commander should designate an **Underground Coordinator** familiar with HSB Cave to be in charge of all in-cave operations.
- First and Second Responders should have already been placed on alert and should be called up at this time if not before (depending on their availability and proximity to HSB Cave).

ICS Underground Teams

It may be useful for the Incident Commander or Underground Coordinator to designate a number of teams to cover the various aspects of a cave rescue. These can include:

- **Entrance Control** to restrict cave access and keep logs of who and what went into the cave and came out of the cave.
- **Cave Equipment Team** to assist various personnel with clothing and gear necessary for their specific role inside the cave. This could include distributing, collecting, and cleaning gear and may involve help with gear transport inside the cave.
- **Initial Response Teams/Cave Search Teams** equipped with some medical and stabilization equipment to initially assist with helping the patient.
- **Medical Teams** that could consist of medics, doctors, or other specialists depending on patient needs.
- **Wire & Phone Teams** to install wire and haul telephones inside the cave and set up direct communication with the surface.
- **Stretcher Teams** of six to 15 people whose function is to carry the patient and stretcher out of the cave. The minimum number of people required is six but due to the constricted linear nature of HSB Cave group minimums of 10 to 12 would be better.

- **Evacuation Teams** that are responsible for preparing the cave in advance of stretcher movements and may assist with stretcher movements in difficult areas. This team will help determine and instruct any necessary rigging.
- **Rigging Teams** may specifically work to haul rigging gear and set up rigging. The team is usually composed of three to four highly trained vertical cavers. They can also assist the Stretcher Team in operating the system. It may be useful to tap the field phone line at any vertical points.
- **Documentation Teams** organize and record certain logs for personnel, equipment, patient movements and updates, etc.
- **Demobilization Teams** are activated to help terminate the operation and preserve records. They may be sent into the cave to coordinate equipment retrieval and clean-up.

Reporting for trips and incidents

It is desirable to have Trustees or other trip participants fill out a Trip Report after every trip beyond Zone 2, and particularly for trips that go into Zone 4 beyond the Dining Room. Trip Report forms can be found in the Appendices of the HSB Cave Management Plan.

Any incidents must be reported immediately to the County Parks Manager and the Trustee or other trip leader should fill out and submit an Incident Report within 48 hours following the incident. Incident Report forms can be found in the Appendices of the HSB Cave Management Plan.

Clothing & Equipment

Clothing

What is worn in a cave can make a big difference in ability to move safely and effectively. It can make an even bigger difference if someone becomes injured or disabled in the cave and needs to be rescued. What to wear in HSB Cave depends upon the Zone traveled to, time of year, and type of trip.

In Wisconsin the average cave temperature is close to 50° F year-round, and HSB Cave is this temperature throughout. HSB Cave is very wet and muddy. Getting soaked through is usually unavoidable beginning with the Duck Under in Zone 2. In winter months, and particularly in early spring near-freezing temperature meltwater enters the cave.

Door County Parks supplies, cleans, and maintains most necessary cave gear for all types of cave trips, including helmets, lights, coveralls or wetsuits, knee pads, some elbow pads, gloves, boots, and cave packs. Some additional equipment is also provided for certain types of trips, including teaching aids (maps, photos, models) and cave survey instruments.

Plan to layer clothing (and wetsuit pieces) to suit the planned activity level and type of trip (carry extra layers for trips where there will be a lot of sitting still like photography and survey, and make sure they are in a waterproof bag or are wetsuit pieces). Wear a swim suit underneath wetsuits. Cavers may wish

to use synthetic materials, such as polypropylene or nylon base layers under wetsuits as well. For trips in Zone 1 and 2 of HSB Cave, cotton coveralls with layers of either fleece or polypropylene undergarments should suffice. The same can potentially be worn for short trips in Zone 3, depending on type of trip and season.

Dress to have an acceptable range of motion when wearing this clothing. For trips that involved long periods of inactivity (more than ten minutes, such as during cave survey) consider bringing along (but not always wearing) extra wetsuit pieces, including hoods. Strenuous activity means getting too warm too quickly and thicker wetsuits are more restrictive when crawling.

Wear neoprene gloves and neoprene socks for trips past Zone 2. People with long hair should tie it back, preferably in a bun. It is best if the hair fits under the helmet. Boots need to have a firm sole and tread.

Equipment

Knee pads are required in HSB Cave and come in a variety of styles. Pads that cover both the knees and shins are particularly helpful. Elbow pads are extremely helpful for trips beyond Zone 2.

Helmets are required in the cave. Your helmet should be UIAA-approved and have a 4-point chin strap. It should also fit comfortably and have good structural integrity.

An individual's primary light source needs to be mounted to the helmet. Consider mounting a second light in case the primary light fails. This is particularly useful for trips navigating the vertical Crevice.

A cave pack is required for trips beyond Zone 2. Carry personal food, water, extra clothing, spare batteries, contact lenses cases and/or eye drops (there are lots of splatters of muddy water when crawling). Do not place items in pockets. Leave car keys locked or hidden just inside the cave entrance or elsewhere. Plan for worst-case scenario regarding water, assume all items will be submerged during the trip and keep valuables out of the cave. Protect items adequately. Fragile items like cameras or survey instruments should be put inside a rugged container.

A first aid kit is to be staged in HSB Cave, but will be located inside the rescue cache near the Dining Room/Crevice, so consider carrying one additional small first aid kit per group if traveling beyond Zone 3. Other personal emergency items can include a large plastic garbage bag or space blanket and small candle with matches which can fit inside the top of a helmet.

Bring a complete change of clothes to ride home in and arrange a means to carry personal dirty clothes home. A large plastic bag or storage tote works well. This is especially important for vehicles that will travel to more than one cave, due to the propensity of White-nose syndrome fungal spores to cling to clothing and gear. Clothing, equipment, and gear that has been used in HSB Cave needs to either be dedicated to that cave or appropriately decontaminated (according to the latest WDNR and USFWS protocols) before being used underground elsewhere.

General guidance for trip participants

- The slowest caver sets the pace. Don't break up the party. Experienced cavers have become lost in even seemingly easy, straight passages. Caving is a team effort.
- Caving is extremely tiring. Know your limitations, rest frequently and watch for fatigue in others.
- Avoid Hypothermia. Dress well and monitor each other for the first signs of hypothermia, which is shivering. To combat hypothermia, keep active, well fed, well hydrated and don't become exhausted.
- Don't take risks. Caves can be the most remote places you'll ever go. Even an injury that is minor at home, could put your life at risk in a cave. Rescuing a person from a cave is a very technical and difficult operation.
- Leave bats undisturbed. From October 1 through May 15 waking a bat only once could lead to its death (hence cave entry is prohibited during this period, and work involving voices and loud noise should not occur in close proximity to the cave entrance during this period). Although mostly harmless, bats are wild animals, never try to touch one or pick one up. Bat carcasses, if in good condition, can be bagged and carried out of the cave (outside the cave keep the carcass refrigerated and later fill out a Sick/Dead Bat Report on the WDNR Bat Program web pages).
- Carry out trash. Take anything you bring into a cave out with you: it leaves an unsightly mess for the next person. If you are the next person and find some trash pack it out with you. All responsible cavers do.
- Do not touch formations. Even very small cave formations take thousands of years to develop. In a cave, any footprint, change or damage is essentially permanent. Touching cave formations puts dirt on them which can become embedded in the formation marring its beauty forever. Some of the most beautiful cave formations occur on the floors of caves so be careful where you step. Please leave all formations undisturbed.
- Avoid touching the walls and ceiling, particularly in Zone 1 and 2 where spotty clay vermiculations and microbial colonies cover the walls. Finger and handprints remove these habitats and mar the cave (mud from your hand may NEVER get washed away by natural water).
- Bring a freezer bag to remove your waste. Such waste pollutes the cave environment, and water, can harm fragile species that are known to inhabit caves. It is also true that the place you leave your solid waste is likely to be the place you discover that you want to explore during the next trip. In most caves, it is required to bring a bottle to pack out liquid waste. In HSC Cave extended trips into Zone 4 (survey, etc. are allowed to leave urine in the cave as it is generally too difficult to remove a wetsuit).
- Remain calm if unexpected or emergency circumstances occur. Good communication between group members is critical at these times.

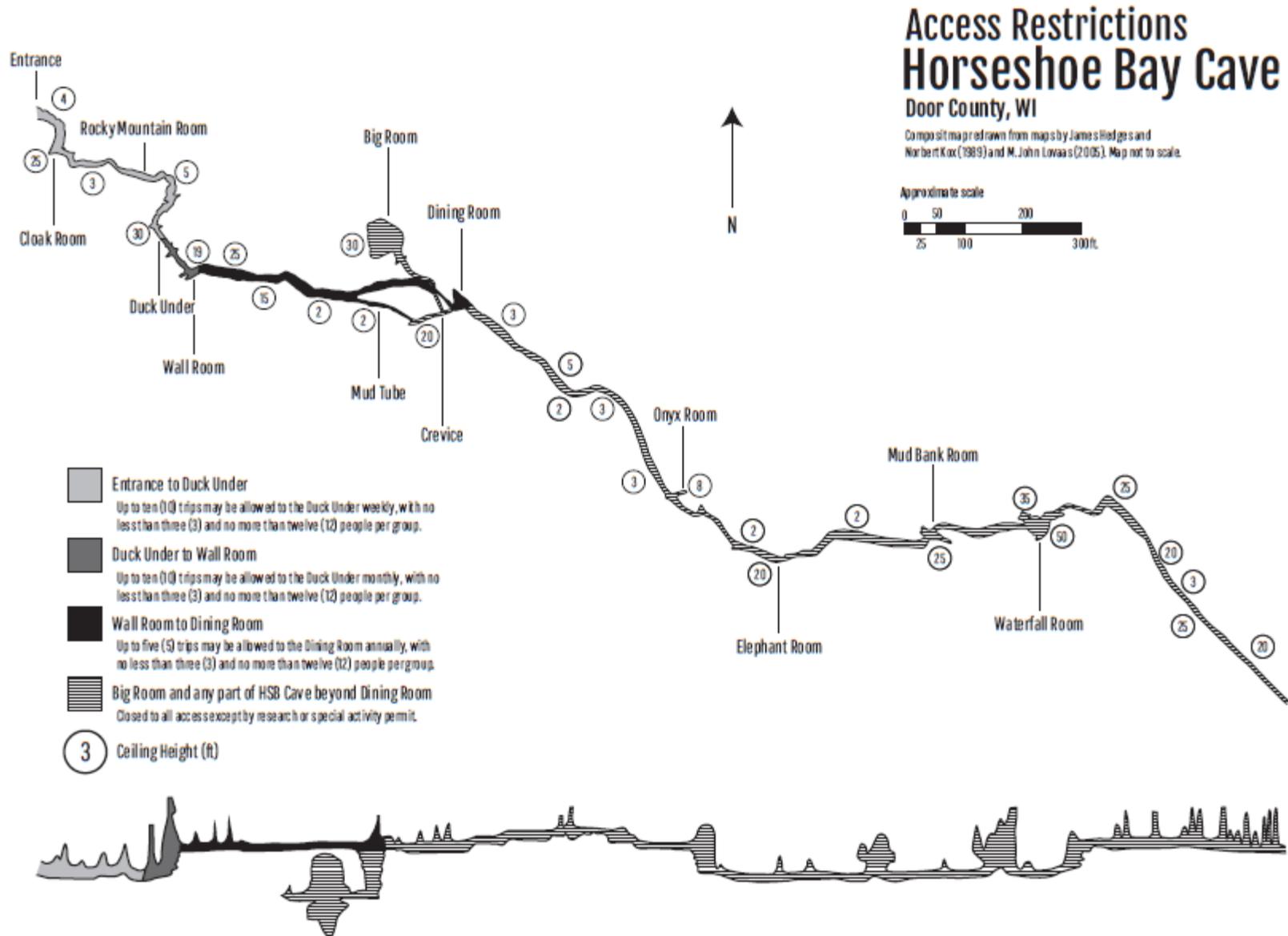
Conservation & safety during search & rescue

Caves contain potential dangers to cavers, park employees and other visitors. A large scale search or rescue will require the assistance of outside resources, organized and managed by the County, but the

County alone will be responsible for an initial response, based upon the procedures described in the Cave Safety Plan (Chapter 4).

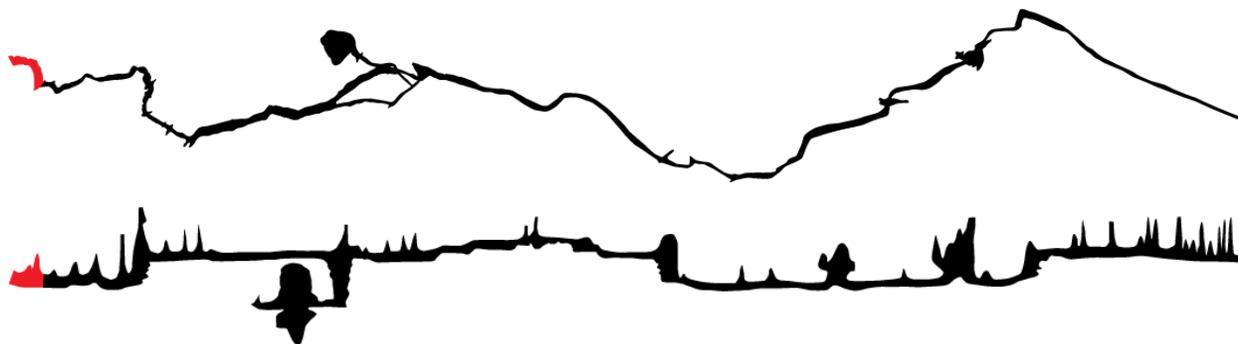
The cave resources of HSB Cave are unique and significant. Cave rescue operations can easily have a detrimental effect on these resources and rescuers must consider the cave in their operations. In situations where the safety of the victim can be maintained, options which help to protect the cave must be exercised. Examples of options which may be available include alternate passages, alternate routes in the same passage, rigging areas to avoid a high volume of rescuer traffic, padding or covering cave formations, careful placement of litter bearers, use of "spotters" to assist rescuers in avoiding speleothems, speleogens and other features, and having rescuers follow the normal trails and routes used by cavers on recreational or research trips into a respective cave, etc.

Rescue operations when bats are present (October 1- May 15) shall endeavor to minimize disturbance to hibernating bats. (For example, rescuers may not wait in the cloak room or discuss operations in/near the Cloak Room if staging and discussions can take place outside the cave or in areas with fewer hibernating bats.)



Management Zone 1

(Detailed zone maps & photos can be found in the appendices)



Passages / Rooms – Up to and including the Cloak Room

Zone 1 Access Restrictions

Open to use with the fewest number of restrictions. This zone contains few vulnerable or fragile resources or is an area where many of the most vulnerable or fragile resources have already been disturbed or damaged and presents minimal safety/rescue concerns.

Up to ten (10) trips may be allowed to the Cloak Room weekly, with no less than three (3) and no more than twelve (12) people per group.

Safety Strategies & Guidance for Zone 1

Individuals entering Access Zone 1 will need a personal or shared light source (daylight is visible from the Cloak Room) and are required to wear a helmet.

Knee pads and gloves may be preferred by some visitors due to the need to hands and knees crawl. Street clothes or cotton cave suits are acceptable for Zone 1, as are street shoes or rubber boots. A sweatshirt and long pants may be preferred by many.

Group leaders may wish to carry a pack with extra light sources, teaching aids, or sampling equipment. Group members are not required to carry a pack.

Trustees and other group leaders should use normal top-cover procedure when using this part of the cave. However, multiple tours or groups being guided to the Cloak Room per day can be thought of as one “day-long” cave trip for purposes of top-cover (ex. Several group tours will begin entering the cave at 9am and the final groups will be finished and everyone out by 3pm, at which time the top-cover can be notified that all are out).

A list of group member names and emergency contact details are not necessary for group participants in Zones 1 and 2 who will remain so close the cave entrance (ex. school field trip and public tour days).

Caution visitors before every cave trip that they will be crawling on hands and knees in dark conditions. Let visitors know that they may leave the cave at any time if they feel unwell or for any other reason. Visitors may leave the group from the Cloak Room without an escort given that daylight is visible throughout this zone.

Management Zone 2

(Detailed zone maps & photos can be found in the appendices)



Passages / Rooms – Up to and including the Wall Room

Zone 2 Access Restrictions

Open to use with the same restrictions as Zone 1 up to the Duck Under. Open to use with greater restrictions than Zone 1 from the Duck Under to the Wall Room. The resources are more fragile or vulnerable than in Zone 1, and present some safety/rescue concerns. Consequently, each visit may result in additional resource impacts and safety/rescue issues.

Up to ten (10) trips may be allowed to the Duck Under weekly, with no less than three (3) and no more than twelve (12) people per group. Up to ten (10) trips may be allowed to the Wall Room monthly, with no less than 3 and no more than 12 people per group. Trips to Management Zone 2 cannot, without the prior approval of the Parks Director or his/her designee, be conducted concurrent with Management Zone 1 trips.

Safety Strategies & Guidance for Zone 2

Individuals entering Access Zone 2 are required to have a personal light source (daylight is visible from the Cloak Room but Zone 2 is in total darkness) and are required to wear a helmet. Backup light sources are desirable and may be held by the group leader and given out if there is a need.

Knee pads and gloves may be preferred by many visitors due to the need to hands and knees crawl for a few hundred feet in this section. Street clothes or cotton cave suits are acceptable for Zone 2, as are street shoes or rubber boots, but the passage is usually wet and getting soaked is usually unavoidable beyond the Rocky Mountain Room. A sweatshirt and long pants may be preferred by most. Trustees or others working for more than 30 minutes in Zone 2 may find wearing a wetsuit, waterproof rain pants, or multiple layers preferable.

Group leaders may wish to carry a pack with extra light sources, teaching aids, or sampling equipment. Group members are not required to carry a pack.

Trustees and other group leaders should use normal top-cover procedure when using this part of the cave. However, multiple tours or groups being guided to the Wall Room per day can be thought of as one “day-long” cave trip for purposes of top-cover (ex. public tours will begin entering the cave at 9am

and the final tour will be finished with everyone out by 3pm, at which time the top-cover can be notified that all are out).

A list of group member names and emergency contact details are not necessary for group participants in Zones 1 and 2 who will remain so close the cave entrance (ex. school field trip and public tour days).

Caution visitors before every cave trip that they will be crawling on hands and knees in dark conditions and that crawling in 48 degree Fahrenheit water will be unavoidable. Let visitors know that they may leave the cave at any time if they feel unwell or for any other reason. Visitors who leave the group from points beyond the Cloak Room should be escorted to at least the Cloak Room (from which point daylight is visible).

For visitors in the Wall Room, only one person on the ladder at a time. Visitors to Zone 2 may ascend the ladder to view the "upper" passage and see the natural bedrock floor of the cave, along with the size and shape of most of the cave that lies beyond.

Low-air space in the Duck-Under

Water levels throughout the cave vary by season and by year. Deciding whether to proceed through the Duck-Under will be determined by type of group and their level of skill or desire. Occasionally the Duck-Under is entirely flooded (sumped) and is therefore a reason to abort a trip. NEVER attempt to swim through a completely flooded passage. Group members should never feel pressured to enter low-air space.

The Duck-Under provides a suitable place to practice low-air space techniques that are almost always necessary for navigating the approach to the Elephant Room and Mississippi River sections much farther back in the cave. This is for several reasons: Using it as a practice location for low-air space can be accomplished with less gear and travel effort as it is within a short distance to the entrance. The length of low-air space encountered is short, usually just a few feet. Both the short nature of the Duck-Under and nearby high ceiling spaces allows the group leader to position themselves in a way where they can spot people coming through and grab anyone in trouble to pull them to safety. Similarly, there is sufficient space for a small group to gather and observe technique at either end of the space.

If the Duck-Under is easily passable (i.e. can be navigated by simply turning the head sideways to breathe as one crawls through or water is even lower) then the public can be offered the opportunity to venture through. If, however, it would be necessary to float on your back and breathe with only your face out of the water then the general public and students are not allowed through.

For small groups planning to travel to Zone 3 or beyond the low-air space can be carefully and slowly navigated if and only if a group leader experienced with low-air space is present. A caver with low-air space experience should lead first and can then position themselves in the Cathedral Room to coach novices through. Only one person in low-air space at a time.

Technique

If possible, observe experienced cavers navigating the space before attempting it yourself. Before anyone disturbs the surface of the water too much, observe the low-air space ahead. Make a mental note of your anticipated route of travel and select this based on taking full advantage of the areas with the most air space. Sometimes this means moving from small ceiling dome to small ceiling dome, or following a crevice in the ceiling.

Depending on the length of the section it may be possible to float a pack through ahead of time, or after a person has gone through, or alongside during travel. Packs should not be attached to your body should they become snagged on the cave.

Entering low-air space

Approach the low-air space in the water and turn on your back when you still have enough space to do so without it being necessary. Before entering low-air space allow yourself to relax in the water while on your back. The water will be very cold, may enter the back of your wetsuit at the neck, and will feel cold on your head. Allow your chest to rise and back of your head to become buoyant and feel water rise along your face and chin before proceeding into the low-air space section. If you are being coached, practice a call and response with the coach to make sure you can hear despite the wetsuit hood and water over your ears.

Duck Under (cont.)

Traveling through low air space

Then, using just your fingertips, gently pull yourself along the ceiling, moving very slowly forward (head first). In HSB Cave there is enough water in the traditional low-air space sections to float much of your body as you proceed forward, making navigating much easier than when army crawling. Move so slowly that you don't create waves or a wake. You may feel your helmet pushing against the ceiling and the sensation that your head is being pushed further into the water. Remain calm and tip your chin up as necessary. Listen carefully for instructions from a coach. Remember, you can always push or pull yourself back to where you came from, where you know there's plenty of head room.

Other notes

In low-air space good communication is key. One caver can often see higher parts of the passage not visible to someone navigating on their back who can't turn their head. Providing directions like "more space slightly to your left" is helpful. Keep in mind that it may be difficult for them to hear you given the hood and submersion of ears in water. All group members should be still and silent when someone is navigating low air. Some people need to be talked through each movement and that's perfectly ok. Provide positive encouragement without pressuring the novice. Never rush in low-air space. Safety first.

Management Zone 3

(Detailed zone maps & photos can be found in the appendices)



Passages / Rooms – Up to and including the Dining Room

Zone 3 Access Restrictions

Open to use with greater restrictions than Zone 2. The resources are more fragile or vulnerable, and the safety/rescue concerns are greater, than in Zone 2. Consequently, each visit may result in additional resource impacts and safety/rescue issues.

Up to five (5) trips may be allowed to the Dining Room annually, with no less than 3 and no more than 6 people per group. Trips to Management Zone 3, without the prior approval of the Parks Director or his/her designee, cannot be conducted concurrent with Management Zone 1 or 2 trips.

Safety Strategies & Guidance for Zone 3

Individuals entering Access Zone 3 are required to have three personal light sources on their person and are required to wear a helmet. Additional backup light sources are desirable and may be held by the group leader and given out if there is a need.

Knee pads and gloves are necessary due to the need to hands and knees crawl and army crawl through mud and water for hundreds of feet in this section. Forearms must be covered and elbow or forearm pads are desirable. Wetsuits or PVC-dry suits are required for this section as getting soaking wet is usually unavoidable beyond the Rocky Mountain Room.

Each person is required to carry a pack in this section. Each pack should contain extra light sources (and extra batteries), a water bottle, a small snack (granola bar or similar). Any relevant medication or other personal items (inhaler, eye drops for contact wearers, items for eyeglass cleaning). Keep in mind that even a small and lightweight pack becomes wet inside and out, heavy, and is cumbersome as it will mostly need to be pushed along through mud ahead of you as you army crawl. Research equipment can be divided between packs. Even “dry” bags frequently become wet inside in Horseshoe Bay Cave (use Ziploc bags inside of a dry bag, or “dry” boxes within the bag).

Trustees and other group leaders should use normal top-cover procedure when using this part of the cave.

A list of group member names and emergency contact details are necessary for group participants traveling into Zone 3.

Caution visitors before every cave trip that they will be crawling on hands and knees and army crawling for hundreds of feet. Crawling in 48 degree Fahrenheit water will be unavoidable. Let visitors know that they may leave the cave at any time if they feel unwell or for any other reason. Visitors who leave the group from points beyond the Wall Room need to be escorted to at least the Cloak Room (from which point daylight is visible).

Encourage group members to (privately) disclose any relevant health issues or other concerns with the group leader prior to entering the cave (ex. asthma, claustrophobia, seizure disorder, panic attacks, etc.).

Safe caving techniques for Zone 3

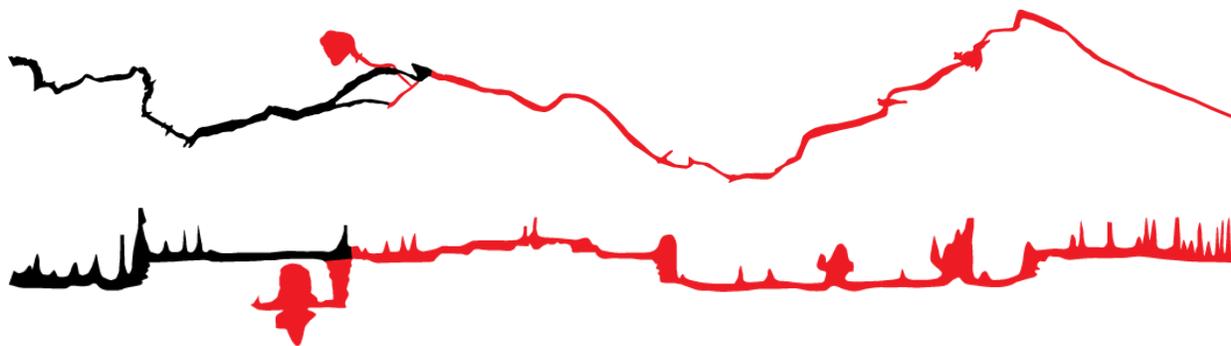
High aerobic capacity is not a normal requirement of caving which tends to require relatively short bursts of energy but that may be used frequently over a long period of time. There tend to be many rest periods on most caving trips as the need to wait while others in the group negotiate obstacles or adjust gear, etc. throughout the trip. One should still pay attention to their physical exertion however, particularly when traveling through Zone 4. Remember, reaching the “end” of the cave means getting half-way through a trip and will require travelling the same distance in order to return to the surface. Conserving energy when possible is important, particularly when it comes to upper body and arm strength, as most of the cave involves modified hands and knees or army crawling.

Use toes and knees to help propel the body forward when possible. Float when water allows. In some places it may be efficient to roll rather than crawl, to duck-walk with hands clasped behind the back, or even lay on ones back or side and push or pull oneself along a slippery mud bank rather than slither through it.

Zone 3 does not include the vertical Crevice and does not typically have low-air space.

Management Zone 4

(Detailed zone maps & photos can be found in the appendices)



Passages / Rooms – Includes the Big Room (4a) and any part of HSB Cave beyond the Dining Room (4b).

Zone 4 Access Restrictions

Closed to all access except by research or special activity permit. This closure is to protect fragile or vulnerable resources and because of safety hazards. Generally, access to Zone 4 should add to the knowledge base regarding and/or otherwise give net benefit to HSB Cave. Special permit requests will be carefully screened on a case-by-case basis.

One trip every year will be reserved for photo-monitoring (following the creation of photo-monitoring stations), trail delineation and sign and flagging maintenance and any needed clean-up of the cave.

Safety Strategies & Guidance for Zone 4

Individuals entering Access Zone 4 are required to have three personal light sources on their person and are required to wear a helmet. Additional backup light sources are desirable and may be held by the group leader and given out if there is a need.

Knee pads and gloves are necessary due to the need to hands and knees crawl and army crawl through mud and water for hundreds of feet in this section. Forearms must be covered and elbow or forearm pads are desirable. Wetsuits or PVC-dry suits are required for this section as getting soaking wet is usually unavoidable beyond the Rocky Mountain Room. A wetsuit hood is highly recommended for groups traveling to the Elephant Room and beyond due to the likelihood of encountering low air space. Carry the hood in a pack until it is needed. Neoprene gloves and socks should be worn for these trips as well. Boots covering at least the ankle and with heavy tread are necessary for use in the Crevice (if that is part of the intended route of travel) and desirable for the remaining parts of the cave.

Each person is required to carry a pack in this section. Each pack should contain extra light sources (and extra batteries), a water bottle, a small snack (granola bar or similar). Any relevant medication or other personal items (inhaler, eye drops for contact wearers, items for eyeglass cleaning). Keep in mind that even a small and lightweight pack becomes wet inside and out, heavy, and is cumbersome as it will mostly need to be pushed along through mud ahead of you as you army crawl. Research equipment can be divided between packs. Even "dry" bags frequently become wet inside in Horseshoe Bay Cave (use Ziploc bags inside of a dry bag, or "dry" boxes within the bag).

Trustees and other group leaders should use normal top-cover procedure when using this part of the cave. Special care should be paid to the route of intended travel for the group, the anticipated destination point, and goals for the trip when communicating with the designated top-cover.

A list of group member names and emergency contact details are necessary for group participants traveling into Zone 4.

Caution visitors before every cave trip that they will be crawling on hands and knees and army crawling for hundreds of feet. Crawling in 48 degree Fahrenheit water will be unavoidable. Let visitors know that they may leave the cave at any time if they feel unwell or for any other reason. Visitors who leave the group from points beyond the Wall Room need to be escorted to at least the Cloak Room (from which point daylight is visible).

Encourage group members to (privately) disclose any relevant health issues or other concerns with the group leader prior to entering the cave (ex. asthma, claustrophobia, seizure disorder, panic attacks, etc.).

Safe caving techniques for Zone 4

High aerobic capacity is not a normal requirement of caving which tends to require relatively short bursts of energy but that may be used frequently over a long period of time. There tend to be many rest periods on most caving trips as the need to wait while others in the group negotiate obstacles or adjust gear, etc. throughout the trip. One should still pay attention to their physical exertion however, particularly when traveling through Zone 4. Remember, reaching the “end” of the cave means getting half-way through a trip and will require travelling the same distance in order to return to the surface. Conserving energy when possible is important, particularly when it comes to upper body and arm strength, as most of the cave involves modified hands and knees or army crawling.

Use toes and knees to help propel the body forward when possible. Float when water allows. In some places it may be efficient to roll rather than crawl, to duck-walk with hands clasped behind the back, or even lay on ones back or side and push or pull oneself along a slippery mud bank rather than slither through it.

See sub-sections below for detailed information about navigating the vertical Crevice and low-air spaces.

Safely navigating the Crevice

Descending

Entering the Crevice from the Dining Room is advisable; avoid using the Mud Tube for entry as the Crevice is much wider at that end with greater risk of fall. The first person descending can leave their pack with waiting group members and have it handed to them once they are in a safe (i.e. wide) position.

The goal for descending is not to travel downward too quickly or in an uncontrolled manner both to avoid becoming wedged (as the Crevice narrows in a sloping way below the point of entry) or taking a fall (the Crevice widens as you travel farther “out” into it).

Enter the Crevice face first with the front part of the body facing in the direction of travel (going into the cave). Once the right leg and right arm are in the Crevice keep the torso level high and level with the point of entry if possible. Travel horizontally out into the Crevice while using three points of contact at all times. Once the space becomes sufficiently wide enough to turn the body and face out into the open Crevice one can reach back and have someone hand their pack to them. From that point one can safely begin to chimney downward while facing out and continuing to use three points of contact. Many lower or toss their pack to the ground to keep their hands free. Once safely reaching the bottom move out of the zone of fall before the next caver descends (this could be farther out in the Crevice or inside the Passage to the Big Room).

Ascending

Leave the Crevice by way of the Mud Tube (to your right as you exit the Passage to the Big Room). The wide space at this end of the Crevice allows easy movement of arms and legs as you climb up.

A skilled caver should ascend first while novices watch from a safe place below, out of the fall zone. Another skilled caver should ascend last. Only one person should be off the ground at a time unless a second experienced caver can find a safe way to spot a novice’s climb and is well anchored with four points of contact each time the novice moves. Good communication is key. Many people choose to climb up to the height of the chock-stone (wedged mid-Crevice) from the Big Room end of the Crevice and then navigate the Crevice horizontally above it, rather than beginning the ascent below the chock-stone.

A keyhole shaped (narrow at the bottom) awaits climbers at the top of the Crevice on this side and is the entrance to the Mud Tube. Climb higher than the keyhole if possible and enter it headfirst at a downward angle to keep the torso and thighs in the widest part of the opening. Avoid getting torso or thighs wedged in the lower (narrow) part of the keyhole.

Avoid the fixed rope and never use it to support all body weight. It has already been in the Crevice for many years at the time of this publication.

Crevice- other notes (cont.)

If skilled cavers are providing guidance and assistance to novices in the Crevice please remember that sometimes less is more. Only offer assistance if needed and use verbal guidance to help the novice locate hand and footholds. Some people need to be talked through each movement and that's perfectly ok. Provide positive encouragement without pressuring the novice. There is no rush to ascend. Safety first.



Figure 1. The chock-stone is visible from the floor of the Crevice, above the caver's head. Figure 2. Chimneying up to go over the top of the chock-stone before moving horizontally toward the keyhole at the top of the Crevice (leading to the Mud Tube).

Safely navigating low-air space

Water levels throughout the cave vary by season and by year. Deciding whether to proceed through the Duck-Under will be determined by type of group and their level of skill or desire. Occasionally the Duck-Under is entirely flooded (sumped) and is therefore a reason to abort a trip. NEVER attempt to swim through a completely flooded passage. Group members should never feel pressured to enter low-air space.

For small groups planning to travel to Zone 3 or beyond the low-air space can be carefully and slowly navigated if and only if a group leader experienced with low-air space is present. A caver with low-air space experience should lead first through that section and can then position themselves to coach novices through. Only one person in low-air space at a time.

Technique

If possible, observe experienced cavers navigating the space before attempting it yourself. Before anyone disturbs the surface of the water too much, observe the low-air space ahead. Make a mental note of your anticipated route of travel and select this based on taking full advantage of the areas with the most air space. Sometimes this means moving from small ceiling dome to small ceiling dome, or following a crevice in the ceiling.

Depending on the length of the section it may be possible to float a pack through ahead of time, or after a person has gone through, or alongside during travel. Packs should not be attached to your body should they become snagged on the cave.

Entering low-air space

Approach the low-air space in the water and turn on your back when you still have enough space to do so without it being necessary. Before entering low-air space allow yourself to relax in the water while on your back. The water will be very cold, may enter the back of your wetsuit at the neck, and will feel cold on your head. Allow your chest to rise and back of your head to become buoyant and feel water rise up along your face and chin before proceeding into the low-air space section. If you are being coached practice a call and response with the coach to make sure you can hear despite the wetsuit hood and water over your ears.

Traveling through low air space

Then, using just your fingertips, gently pull yourself along the ceiling, moving very slowly forward (head first). In Horseshoe Bay Cave there is enough water in the traditional low-air space sections to float much of your body as you proceed forward, making navigating much easier than when army crawling. Move so slowly that you don't create waves or a wake. You may feel your helmet pushing against the ceiling and the sensation that your head is being pushed further into the water. Remain calm and tip your chin up as necessary. Listen carefully for instructions from a coach. Remember, you can always push or pull yourself back to where you came from, where you know there's plenty of head room.

Other notes

In low-air space good communication is key. One caver can often see higher parts of the passage not visible to someone navigating on their back who can't turn their head. Providing directions like "more space slightly to your left" is helpful. Keep in mind that it may be difficult for them to hear you given the hood and submersion of ears in water. All group members should be still and silent when someone is navigating low air. Some people need to be talked through each movement and that's perfectly ok. Provide positive encouragement without pressuring the novice. Never rush in low-air space. Safety first.



Figure 3. Exiting low-air space to a point where the head can be turned sideways. Note the headlamp of the trailing caver visible in low-air space beyond. Crevices in the ceiling like those present in the photo can offer points of respite when navigating a low-air section.



DOOR COUNTY

**Resolution No. 2022-78
EXPANSION OF FORESTVILLE DAM COUNTY PARK
BY THE ADDITION OF
PARCEL IDENTIFICATION NUMBER 0100029262543D**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

BOARD ACTION

Vote Required: Two Thirds of Members Elect

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The expenses related to this parcel will come from Facilities & Parks 2022 operating budget. STW

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Door County acquired (i.e., is vested with an estate in
2 fee simple absolute in) Parcel Identification Number 0100029262543D (a
3 .73-acre parcel situated at 449 Mill Road, in the Town of Forestville) on July
4 15, 2022, through a Sec. 75.521, Wis. Stats. foreclosure of tax liens by
5 action in rem (Door County Circuit Court Case # 2022-CV-21); *and*

6
7 **WHEREAS**, The Highway and Facilities Committee recommends that
8 Door County retain Parcel Identification Number 0100029262543D for park
9 or recreation purposes, specifically as an addition to Forestville Dam
10 County Park; *and*

11
12 **WHEREAS**, The Finance Committee concurs with the Highway and
13 Facilities Committee recommendation; *and*

14
15 **WHEREAS**, Door County will assume responsibility for payment of
16 taxes, penalties and interest, and a share of the reasonable costs incurred
17 to initiate the proceedings under Sec. 75.521, Wis. Stats., related to Parcel
18 Identification Number 0100029262543D as determined by County
19 Treasurer Ryan Schley.

20
21 **NOW, THEREFORE, BE IT RESOLVED**, That Door County will retain
22 Parcel Identification Number 0100029262543D for park or recreation
23 purposes, specifically as an addition to Forestville Dam County Park.

24
25 **BE IT FURTHER RESOLVED**, That Door County will assume
26 responsibility for payment of taxes, penalties and interest, and a share of
27 the reasonable costs incurred to initiate the proceedings under Sec.
28 75.521, Wis. Stats., related to Parcel Identification Number
29 0100029262543D as determined by County Treasurer Ryan Schley.

30

SUBMITTED BY: FINANCE COMMITTEE

David Englebort, Chairperson

Jeff Miller

Bob Bultman

Morgan Rusnak

Joel Gunnlaugsson

Dale Vogel

Alexis Heim Peter



County of Door
FACILITIES & PARKS DEPARTMENT

421 Nebraska St
Sturgeon Bay, WI 54235



(920) 746-9959

dcparks@co.door.wi.us

To: Door County Highway and Facilities Committee

From: Burke Pinney
Door County Parks Manager

SUBJECT: PIN 0100029262543D

DATE: August 4, 2022

- Door County acquired ownership of this parcel on July 15, 2022, through a Sec. 75.521, Wis. Stats. foreclosure of tax liens by action in rem. The County may retain this parcel for (among others) the purpose of adding it to an existing park.
- Being directly adjacent to Forestville Dam County Park, The Facilities and Parks Department would like to incorporate this parcel into the existing park.
- Per Treasurer Ryan Schley: "The attached is the detailed report of the amount of taxes, interest and penalty that were owing at the time we took this parcel. The cost that we charge to redeem a parcel would be an additional \$250, which covers the court costs and costs of the research work and ads in the paper. The only other thing to take into consideration, is that this property would generate a tax bill for 2022 that will be coming out later this year (December). Next year, it would become tax exempt due to County ownership. Wayne had already asked about this fact to make sure that he budgeted to pay that bill when it comes out. I don't have an exact amount but would assume that it would be right around that \$300 mark again."
- There is a moderately sized storage building located on the parcel that could either be kept by the county, sold and moved, or torn down. A report of the buildings condition will be given at the August 10th committee meeting as the interior condition has not yet been determined.



DOOR COUNTY WISCONSIN

Door County Web Portal - Tax Balance Report

Property: 0100029262543D

Search powered by



Report/Print engine
List & Label @ Version 19:
Copyright combit@ GmbH
1991-2013

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2021 <input type="checkbox"/> ⚡	Real Estate	0100029262543D	010 - TOWN OF FORESTVILLE	449 MILL RD	
Tax Year Legend: ⚡ = owes prior year taxes ☒ = not assessed Ⓢ = not taxed Delinquent Current					

Payment Information

Payoff Date: Sunday, July 31, 2022

Total Due: \$ 1158.89

Payment total will change unless payment is received by Treasurer's Office on or before payoff date.
Total Amount Due Based on Data Received as of Monday, July 18, 2022.

Tax Balance Summary

Tax Year	Certificate Number	General Property Tax Due	Specials	Woodland	Interest Charge	Penalty Charge	Other Charges	Amount Due
2018	203	25.52	0.00	0.00	10.72	5.36	0.00	41.60
2019	427	292.88	0.00	0.00	87.86	43.93	0.00	424.67
2020	167	274.31	0.00	0.00	49.38	24.69	0.00	348.38
2021	0	315.82	0.00	0.00	18.95	9.47	0.00	344.24

Interest/Penalty Date 07/18/2022

Tax Parcel Report

Courtesy of the Door County Land Information Office



Page 61 of 91
Back-up to Resolution 2022-78
... from the GIS Map of ...

(//map.co.door.wi.us/map)

Door County, Wisconsin

... for all seasons!



May 2019 Orthophoto as default backdrop



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

Data Current through July 8th 2022

Parcel Number: 0100029262543D - TOWN OF FORESTVILLE

PDF Map#: 29

PLSS Section-Town-Range: SW of SE 29-26-25

Property Address: 449 MILL RD

Owner Name: ANDREW G FOSTER

Co-Owner:

Mailing Address:

W8556 650TH AVE
RIVER FALLS, WI 54022

Legal Description (See recorded documents for a complete legal description):

COM 1307.04'S & 64'S16"E CNTR SEC 29:S34"E173.25' S 55"W252.50' N5"E239.25' N60
*E99' BG.

School District: Southern Door

Valuations: 2022

Taxes: 2021

Acres: 0.73

Real Estate Tax: \$315.82

Land Value: \$16000

Special Tax: \$0.00

Improved Value: \$9300

Forest Tax: \$0.00

Forest Value: \$0

Est Fair-Market Value: \$27600

* Valuations are subject to change until Final Board of Review. Contact Local Assessor for questions regarding assessed valuations.



DOOR COUNTY

**Resolution No. 2022-79
 CTH S / SOUTH DULUTH AVENUE PROJECT
 & WIS DOT STP FUNDING**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

1 **WHEREAS**, The City of Sturgeon Bay (“City”) and County of
 2 Door (“County”) are working cooperatively to make improvements to
 3 CTH S / South Duluth Avenue (“Project”); and

4
 5 **WHEREAS**, City will take the lead on, and has applied to the
 6 Wisconsin Department of Transportation (WisDOT) for Surface
 7 Transportation Program (“STP”) funds for, this Project.

8
 9 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County
 10 Board of Supervisors fully supports: a) this Project; b) the City taking
 11 the lead on this Project; and c) the City’s application to WisDOT for
 12 STP funds for this Project.

13
 14 **BE IT FURTHER RESOLVED**, That the County’s end of this
 15 Project shall be overseen by the Door County Highway
 16 Commissioner.
 17

BOARD ACTION
 Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

**SUBMITTED BY:
 Highway & Facilities Committee**

_____	_____
Roy Englebert, Chairperson	Alexis Heim Peter
_____	_____
Daniel Austad	Walter Kalms
_____	_____
Ken Fisher	Todd Thayse
_____	_____
Elizabeth Gauger	

Reviewed by:
 _____, Corp. Counsel

Reviewed by:
 _____, Administrator

FISCAL IMPACT: The County would be responsible for 10% of the cost for this project; this would be included in the CIP process in future years. 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 23rd day of August, 2022 by the Door County Board of Supervisors.

 Jill M. Lau
 County Clerk, Door County

Memorandum of Agreement

Regarding

Sidewalk Installation Along S. Duluth Ave (County Highway S)

Between

City of Sturgeon Bay, County of Door, and 911 Green Bay Road Partners, LLC

AGREEMENT made by and between the City of Sturgeon Bay, hereinafter referred to as "City", County of Door, hereinafter referred to as "County", and 911 Green Bay Road Partners, LLC, hereinafter referred to as "Developer"

RECITALS

- A. WHEREAS, Developer is owner of a parcel of land located at 911 Green Bay Road, Sturgeon Bay, WI, and described in Exhibit A, hereinafter referred to as "Property";
- B. AND WHEREAS, Developer intends to demolish most of the existing buildings and redevelop the Property;
- C. AND WHEREAS, the City and County desire to have a public sidewalk installed along the Duluth Avenue frontage of the Property;
- D. AND WHEREAS, additional land along the Duluth Avenue right-of-way needs to be acquired from the Property in order to install and maintain the sidewalk;
- E. AND WHEREAS, there are coordination advantages and cost savings if the Developer installs the sidewalk in conjunction with the redevelopment of the Property;
- F. AND WHEREAS, the Developer desires to have the City finance the construction costs for installation of the sidewalk in exchange for an easement for the sidewalk;
- G. AND WHEREAS, the Developer, the City, and the County desire to set terms and conditions for the sidewalk easement and installation;
- H. AND WHEREAS, there is public benefit in the acquisition of an easement and the installation of public sidewalk along S. Duluth Ave.

TERMS

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises of the parties as hereinafter set forth and other good and valuable consideration, receipt of which is hereby acknowledged by each of the parties hereto, the parties agree as follows:

1. Easement for Public Sidewalk. Developer agrees to create and record an easement as shown on the attached CSM (Exhibit A) along the entire east edge of the subject property to allow installation, use, and maintenance of a public sidewalk. The easement shall be granted to the County at no cost to them other than their surveying, drafting, and

recording costs. The easement shall be recorded prior to the issuance of an occupancy permit for the proposed new building on the Property.

2. Construction of Public Sidewalk. If Developer constructs the proposed new building on the Property, the Developer shall also construct the public sidewalk along the entire eastern side of the Property. The sidewalk shall be located within the recorded easement and adjacent street right-of-way and shall be constructed in accordance with the site plan and construction specifications identified in Exhibit B. The County Highway Department and City Engineer have the right to inspect the work, but only as part of the normal construction inspection process. Completion of the public sidewalk shall occur prior to occupancy of the proposed new building.
3. Financing of Public Sidewalk. In lieu of municipal installation of, and special assessment for, the public sidewalk, the City agrees to assist Developer with financing the cost of construction of the public sidewalk.
 - a. City will provide a loan to the Developer equal to the actual cost of the sidewalk installation upon completion.
 - b. The loan will then be repaid in twelve (12) annual installments. Installation payments are due January 31st of each year.
 - c. Installment payments are to bear interest at a floating rate to be determined on the first business day of the new calendar year for the ensuing year and will be the prime rate as posted by the official City depository on that day. The rate so established shall be applied to the unpaid balance of the loan for that year.
 - d. Installments not paid when due shall bear interest on the amount past due at the rate of one percent (1%) per month or a fractional part thereof plus one-half of one percent (0.5%) per month or fraction thereof penalty.
 - e. Developer agrees that any unpaid installment may be applied as a lien on the Property and charged against the Property on the property tax roll, but only if Developer/Land Owner are past due more than six (6) months.
 - f. There shall no prepayment penalties for Developer/Land Owner if Developer/Land Owner chooses to pay off in full, or in part, prior to the maturation date.
 - g. If financing becomes fully paid off, City agrees to provide Developer/Land Owner confirmation and lien waiver debt has been satisfied.
4. Maintenance, Repair or Reconstruction. The sidewalk shall be maintained, kept in repair, and reconstructed or removed at the expense of the City per Sec. 66.0907, Wis. Stats.
5. Waiver of special assessment. County and City agree there will not be any assessment(s) charged to the Property for any future extensions of the sidewalk through the Wisconsin DOT right-of-way to the north or along County Highway S to the south.

WHEREFORE, the parties have hereunto set their hands as of this 9th day of June, 2022.

CITY OF STURGEON BAY, WISCONSIN

By: David J. Ward
David J. Ward, Mayor

Attest: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

STATE OF WISCONSIN)
)ss.
DOOR COUNTY)

Personally appeared before me this 9th day of June, 2022, the above-named David J. Ward the Mayor of the City of Sturgeon Bay, Wisconsin, to me known to be the mayor of that city and the person who executed the foregoing agreement on behalf of the City and by its authority.

Name: Alicia Muth
Notary Public, State of Wisconsin
My Commission expires: 3-9-26

STATE OF WISCONSIN)
)ss.
DOOR COUNTY)

Personally appeared before me this 9th day of June, 2022, the above-named Stephanie L. Reinhardt, the Clerk of the City of Sturgeon Bay, Wisconsin, to me known to be the clerk of that city and the person who executed the foregoing agreement on behalf of the City and by its authority.

Name: Alicia Muth
Notary Public, State of Wisconsin
My Commission expires: 3-9-26

WHEREFORE, the parties have hereunto set their hands as of this 10 day of June, 2022.

COUNTY OF DOOR, WISCONSIN

By: [Signature]
Ken Pabich, County Administrator

STATE OF WISCONSIN)
)ss.
DOOR COUNTY)

Personally appeared before me this 10th day of June, 2022, the above-named Ken Pabich, the County Administrator of the County of Door, Wisconsin, to me known to be the county administrator of that county and the person who executed the foregoing agreement on behalf of the County and by its authority.

Name: [Signature]
Notary Public, State of Wisconsin
My Commission expires: December 20, 2023

WHEREFORE, the parties have hereunto set their hands as of this 21st day of JUNE, 2022.

911 GREEN BAY ROAD PARTNERS, LLC
By: [Signature]
Gregory Woulfe, Manager

STATE OF Florida)
)ss.
Broward COUNTY)

Personally appeared before me this 21 day of June, 2022, the above-named Gregory Woulfe, managing member of 911 Green Bay Road Partners, LLC, a Florida limited liability company, to me known to be the manager of that LLC and the person who executed the foregoing agreement on behalf of that LLC by its authority.

Name: [Signature]
Notary Public, State of Florida
My Commission expires: 8.5.2023

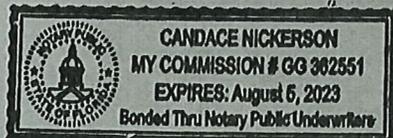


EXHIBIT A CERTIFIED SURVEY MAP

LOCATED IN:
THE NE 1/4 OF THE NE 1/4 OF SECTION 13,
TOWNSHIP 27 NORTH, RANGE 25 EAST,
CITY OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN



DOC #: 853958

MAP #: 3575

RECORDED ON:

06/07/2022 01:00:19 PM

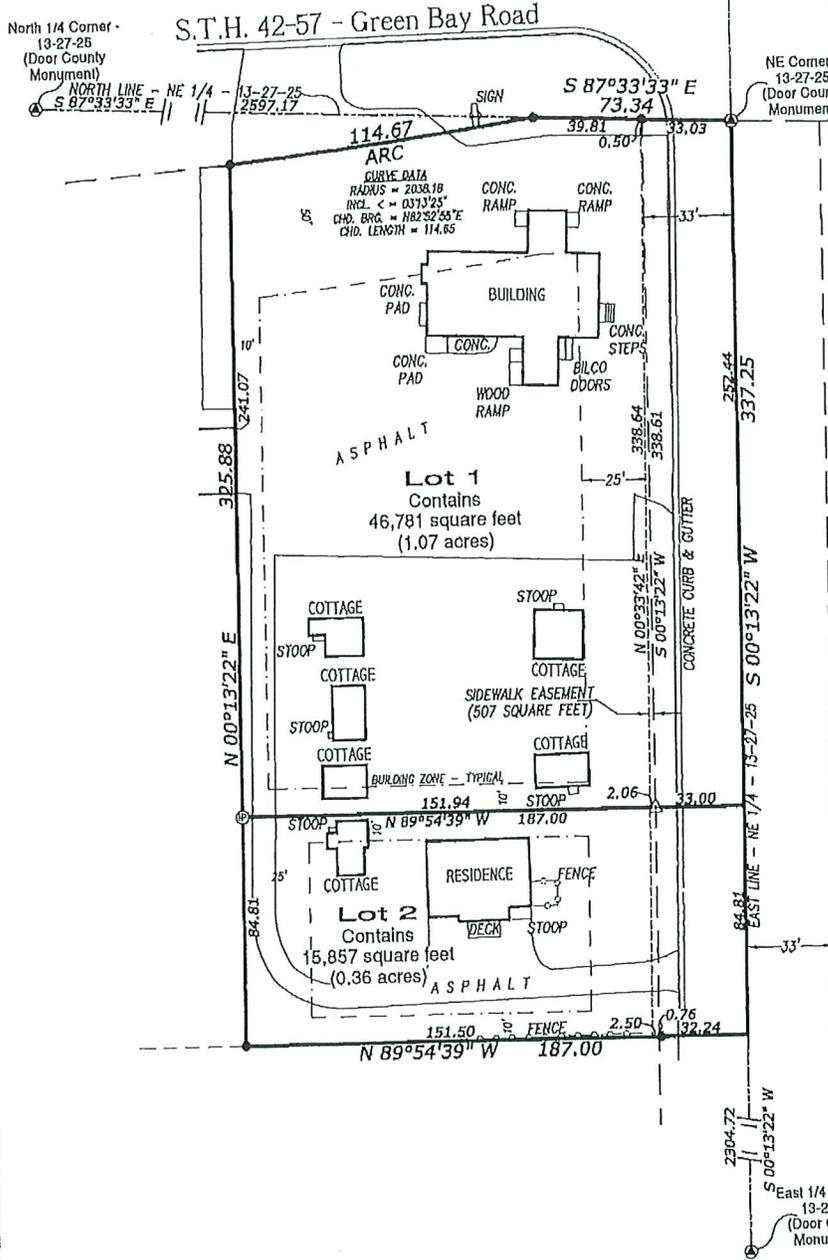
CAREY PETERSILKA

REGISTER OF DEEDS

DOOR COUNTY, WI

FEE AMOUNT PAID: 30.00

**The above recording information
verifies that this document has
been electronically recorded and
returned to the submitter.**



- ⊙ - DOOR COUNTY MONUMENT
 - ⊙ - 1" SET STEEL PIPE
 - △ - SET MAG NAIL
 - - 1" FOUND STEEL PIPE
- NOTES:
ALL BEARINGS ARE BASED ON THE
WISCONSIN COUNTY COORDINATE
SYSTEM - DOOR.
ALL BUILDINGS LABELED AS
"COTTAGE" ARE TO BE REMOVED.

CAVEAT:
Building zones depicted are based
on building setbacks in effect at
time of recording and should not
be relied upon without first
obtaining written verification
thereof from the City of Sturgeon
Bay.

CERTIFIED SURVEY MAP

LOCATED IN:
THE NE 1/4 OF THE NE 1/4 OF SECTION 13,
TOWNSHIP 27 NORTH, RANGE 25 EAST,
CITY OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN

SURVEYOR'S CERTIFICATE

I, Michael G. McCarty, Professional Land Surveyor for Baudhuhn Surveying & Engineering, that under the direction of 911 Green Bay Road Partners, LLC, do hereby certify that we have surveyed and mapped the following described parcel:

A parcel of land located in the NE 1/4 of the NE 1/4 of Section 13, Township 27 North, Range 25 East, City of Sturgeon Bay, Door County, Wisconsin. Bounded and described as follows:

Commencing at the NE Corner of said Section 13-27-25, said corner being on the centerline of C.T.H. S (South Duluth Avenue) and the point of beginning of lands to be described; thence S. 00°13'22" W., 337.25 feet along the east line of the NE 1/4 of said Section 13-27-25 (centerline of C.T.H. S (South Duluth Avenue)); thence N. 89°54'39" W., 187.00 feet; thence N. 00°13'22" E., 325.88 feet to the southerly right of way line of S.T.H. 42-57 (Green Bay Road); thence 114.67 feet along the arc of a 2038.18 foot radius curve to the left along said right of way line whose chord bears N. 82°52'55" E., 114.65 feet (incl. < = 03°13'25") to the north line of the NE 1/4 of said Section 13-27-25; thence S. 87°33'33" E., 73.34 feet along said north line to the point of beginning.

Said parcel contains 62,638 square feet (1.43 acres) and is subject to the following described easement:

An easement for the installation and maintenance of a sidewalk located in the NE 1/4 of the NE 1/4 of Section 13, Township 27 North, Range 25 East, City of Sturgeon Bay, Door County, Wisconsin. More particularly described as follows:

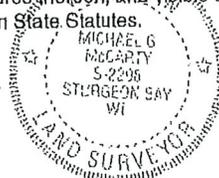
Commencing at the NE Corner of said Section 13-27-25, said corner being on the centerline of C.T.H. S (South Duluth Avenue); thence N. 87°33'33" W., 33.03 feet along the north line of the NE 1/4 of said Section 13-27-25 to the westerly right of way line of C.T.H. S (South Duluth Avenue), said point being the point of said easement; thence S. 00°13'22" W., 338.61 feet along said westerly right of way line; thence N. 89°54'39" W., 2.50 feet; thence N. 00°33'42" E., 338.64 feet to the aforementioned north line of the NE 1/4 of said Section 13-27-25; thence S. 87°33'33" E., 0.50 feet along said north line to the point of beginning.

Said easement contains 507 square feet.

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof, and also shows structures thereon, and visible encroachments, if any. Also, I have fully complied with Chapter 236.6 of the Wisconsin State Statutes.

Dated: 6-6-22

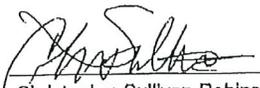

Michael G. McCarty S-2298



PLANNING COMMISSION CERTIFICATE

This certified survey map has been submitted and approved in accordance with Chapter 21 of the Sturgeon Bay Municipal Code.

Dated: 6-6-22


Christopher Sullivan-Robinson
Planner / Zoning Administrator

RP

ASH, THAD

From: ASH, THAD
Sent: Tuesday, July 19, 2022 5:32 AM
To: PABICH, KEN; DONOHUE, SEAN
Subject: CTH S/ S Duluth Ave

Ken and Sean, Below is an email from the state in regards to our joint venture with the City on the improvements to CTH S from Hwy 42/57 to Justice Center. We have applied for a grant and the grant people are requesting a resolution for one party to take the lead agency. We had done it on the Duluth improvements on the north side of the Highway. I am not sure of the wording so wondering if you could help with the language? This should go to committee's and board next month.

From: Dums, Alex T - DOT <Alex.Dums@dot.wi.gov>
Sent: Friday, July 15, 2022 10:40 AM
To: Olejniczak, Marty <MOlejniczak@sturgeonbaywi.org>; DOT DTSD NE STP Urban <DOTDTSDNESTPUrban@dot.wi.gov>
Cc: Thad Majkowski <thad.majkowski@cedarcorp.com>; Erich Masiarchin <erich.masiarchin@cedarcorp.com>
Subject: RE: Sturgeon Bay - S Duluth Ave/County Road S BIL Application

Hi Marty,

Attached are DOT comments regarding application for S Duluth Ave/CTH S. Please submit updated application/estimate by COB Friday 7/22/22. We will be loading project applications into our Local Entitlement System for rating/ranking later this month so hopefully project award notifications are not too far off after that sometime in August.

Additionally a resolution would be required from Door County to allow the City of Sturgeon Bay to act as the lead agency on CTH S. Please let me know if you have any questions.

Thanks,

Alex Dums, P.E.
Local Program Manager
Wisconsin Department of Transportation
Northeast Region
Phone: (920) 492-5707
E-Mail: alex.dums@dot.wi.gov
wisconsin.gov

Thad Ash
Highway Commissioner
Door County Highway Department
1001 S. Duluth Ave.
Sturgeon Bay, WI 54235
920-746-2504 Office
920-493-2574 Cell
920-743-7060 Fax
tash@co.door.wi.us



DOOR COUNTY

**Resolution No. 2022-80
NON-BUDGETED
IMPROVEMENTS TO GORDON ROAD/CTH BB
AT AND NEAR ITS JUNCTION WITH STH 42/57**

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

BOARD ACTION

Vote Required: Two Thirds of Members Elect

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The fiscal impact is a decrease of \$100,000 to the Capital Improvement Project Highway Reserve which leaves a balance in this line item of \$419,999. 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 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, In accordance with § 65.90(5), *Wis. Stats. and Rules of Order*
2 #19 the amounts of the various appropriations and the purposes for such
3 appropriations stated in a budget may not be changed unless authorized by a
4 vote of two-thirds of the entire membership of the County Board of Supervisors;
5 *and*
6
7 **WHEREAS**, The Highway and Facilities Committee, at its August 10,
8 2022 meeting, recommended proceeding with improvements to Gordon Road/
9 CTH BB at and near its junction with STH 42/57; *and*
10
11 **WHEREAS**, The estimated cost of recommended improvements to
12 Gordon Road/ CTH BB at and near its junction with STH 42/57 is one hundred
13 thousand dollars (\$100,000); and
14
15 **WHEREAS**, Funds have not been appropriated for this purpose in the
16 2022 budget; and
17
18 **WHEREAS**, The Finance Committee is recommending that up to one
19 hundred thousand dollars (\$100,000) be transferred from the Capital
20 Improvement Project Highway Reserve Account #401.32137 to Capital Outlay
21 Expense County Roads & Bridges Account #401.51.7190.71101.205 for the
22 recommended improvements to Gordon Road/ CTH BB at and near its junction
23 with STH 42/57.
24
25 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
26 Supervisors does hereby approve the transfer up to one hundred thousand
27 dollars (\$100,000) be transferred from the Capital Improvement Project
28 Highway Reserve Account #401.32137 to Capital Outlay Expense County
29 Roads & Bridges Account #401.51.7190.71101.205 for the recommended
30 improvements to Gordon Road/ CTH BB at and near its junction with STH
31 42/57 .
32

SUBMITTED BY: FINANCE COMMITTEE

_____	_____
David Englebert, Chairperson	Jeff Miller
_____	_____
Bob Bultman	Morgan Rusnak
_____	_____
Joel Gunnlaugsson	Dale Vogel
_____	_____
Alexis Heim Peter	



DOOR COUNTY

Resolution No. 2022-81

NON-BUDGETED FUNDS – PURCHASE OF EMERGENCY MANAGEMENT VEHICLE

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

BOARD ACTION

Vote Required: Two Thirds of Entire Membership

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The fiscal impact is a decrease of \$33,000 to the Emergency Management Vehicle Replacement Reserve leaving an allocated balance of \$0. 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 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, In accordance with Section 65.90(5), Wisconsin Statutes and
2 Rule of Order #19 the amounts of the various appropriations and the purposes for
3 such appropriations stated in a budget may not be changed unless authorized by
4 a vote of two-thirds of the entire membership of the County Board of Supervisors;
5 and

6 **WHEREAS**, Door County Emergency Management Department
7 (“Emergency Management”) is the recipient of a fiscal year (“FY”) 2022 FEMA
8 Emergency Management Performance Grant (“EMPG”); and

9 **WHEREAS**, EMPG funds may be used, in FY 2022, to support efforts to build
10 and sustain core emergency management capabilities, which includes purchase
11 (replacement) of emergency management vehicles; and

12 **WHEREAS**, Door County Emergency Management is estimated to receive
13 an additional \$13,000 in EMPG funding for FY 2022.

14 **WHEREAS**, The current Emergency Management vehicle is due to be
15 replaced in 2023 under the County’s vehicle replacement program.

16 **WHEREAS**, Current (2022) budgeted funding levels are not sufficient to allow
17 purchase of a replacement Emergency Management vehicle in 2022; and

18 **WHEREAS**, The Judiciary and Public Safety Committee has considered the
19 matter and determined that the purchase of a replacement Emergency
20 Management vehicle in 2022 is necessary, i.e., will build and sustain core
21 emergency management capabilities within Door County; and

22 **WHEREAS**, The Finance Committee is recommending that up to \$33,000 be
23 transferred from the Emergency Management Vehicle Replacement Reserve
24 account #100.32113.00069 to the Emergency Management Vehicle Replacement
25 Purchase Expense account #100.69.2170.69910 to fund this purchase.

26 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
27 Supervisors does hereby approve the transfer up to \$33,000 from the Emergency
28 Management Vehicle Replacement Reserve account #100.32113.00069 to the
29 Emergency Management Vehicle Replacement Purchase Expense account
30 #100.69.2170.69910 to acquire a replacement Emergency Management vehicle.

SUBMITTED BY:
Finance Committee

_____	_____
David Englebert, Chairperson	Jeff Miller
_____	_____
Bob Bultman	Morgan Rusnak
_____	_____
Joel Gunnlaugsson	Dale Vogel
_____	_____
Alexis Heim Peter	



Door County Emergency Management and Communications

1201 S Duluth Ave
Sturgeon Bay, WI 54235

Director: Daniel Kane
(920) 746-7195
dkane@co.door.wi.us

Date 8/1/2022

To: Judiciary & Public Safety Committee

From: Daniel Kane

RE: Emergency Management Vehicle Replacement

Background

Door County Emergency Management annually receives Emergency Management Performance Grant (EMPG) dollars from FEMA for emergency management programs and activities. For FFY 2022 Door County was allocated a one time increase in funding under this program through excess State and Federal funds. Funds expire by the end of 2022 for purchases related to emergency management programs.

Analysis

Door County Emergency Management is part of the County vehicle replacement program. Emergency Management currently is in possession of a 2011 Chevy Tahoe for its fleet vehicle. This vehicle is due to be replaced in 2023 with vehicle replacement fund dollars.

With the additional EMPG funding in 2022, Door County Emergency Management would be able to purchase a replacement vehicle in 2022 as vehicles are an eligible expense under that program. This would require that the current funds allocated in the vehicle replacement fund be expensed in 2022 rather than 2023 or later.

The County would not only be able to leverage the benefit of having Federal grant money go toward the purchase of a new vehicle, but also would be able to capitalize on premium trade in the used car market. The current Tahoe is expected to get top end return as it has remained in good shape to date.

Fiscal Impact

The fiscal impact would be an amount not to exceed \$46,000 to be used from the emergency management vehicle replacement fund. This number is a combination of current budgeted funds, anticipated EMPG grant award amount, and expected trade in value for the current emergency management vehicle. Emergency Management believes this will be enough to fully cover a new vehicle in 2022.

Recommendation

It is my recommendation that the Resolution be passed on to the Finance Committee and ultimately County Board for approval. By taking this approach to the replacement vehicle purchase we are able to capitalize on our ability to leverage maximum savings to the County for its next emergency management vehicle purchase rather than relying completely on local funding sources and potentially a less attractive market for selling used cars in the future.



DOOR COUNTY

Resolution No. 2022-82

Library - Reclassification of Administrative Assistant Position

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

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:
See Attached Fiscal Impact.

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, The Library Director determined, through analysis,
2 discussions at various meetings, and as part of the natural attrition with
3 positions, that the following Staffing Plan is recommended:

- 4 • Reclassification of Administrative Assistant III to Administrative
5 Assistant II

6 **WHEREAS**, The Finance Committee and Administrative Committee
7 both met, conferred with the Human Resources Director and County
8 Administrator, considered and recommends, effective September 1, 2022,
9 approval of the following personnel change:

- 10 • Reclassification of Administrative Assistant III to Administrative
11 Assistant II

12 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board
13 of Supervisors does hereby approve the personnel change described
14 above, effective September 1, 2022.
15

SUBMITTED BY: ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

_____ David Lienau Administrative Committee Chairperson	_____ David Englebert Finance Committee Chairperson
_____ David Englebert	_____ Alexis Heim Peter
_____ Daniel Austad	_____ Bob Bultman
_____ David Enigl	_____ Joel Gunnlaugsson
_____ Joel Gunnlaugsson	_____ Jeff Miller
_____ Nancy Robillard	_____ Morgan Rusnak
_____ Todd Thaysse	_____ Dale Vogel



Date: August 10, 2022

To: Kelly Hendee, Human Resources Director

From: Dominic Frandrup, Door County Library Director

Re: Reclassification of Technical Services Position to Assistant Library Director/Technical Services and Administrative Assistant III to Administrative Assistant II

Reclassification of Technical Services Position to Assistant Library Director/Technical Services

The Door County Library has historically relied on a very flat hierarchical structure in regards to leadership positions. After a thorough review of the existing positions and their respective roles in the Library, I would like to recommend creating an Assistant Director leadership role combined with an existing Technical Services position.

This would create the necessary leadership and add support in key areas:

- Succession planning and knowledge transfer in cases of resignations and retirements.
- Support and backup for Director in their absence.
- Leadership redundancy in scheduled and emergency situations.
- Properly assigning personnel oversight duties such as payroll and evaluations.

From a hiring and recruiting perspective, having someone with an MLS degree and materials cataloging knowledge go hand in hand as the ALA (American Library Association) accredited Master's programs are where those skills are formally taught. The basic skills required for cataloging common materials can be taught by someone with experience, so the other Technical Services position would remain unchanged.

Reclassification of Administrative Assistant III to Administrative Assistant II

When the Administrative Assistant 3 became vacant and the Director position as well, an in-depth review of duties naturally occurred. With the reclassification for an Assistant Director, and realigning of duties, they will be properly situated with the position best suited to complete them. In summary the position will perform a number of clerical duties reporting directly to the Director and serving as back up to the Assistant Director. A summary example of duties may include:

- Responsible for tracking and running financial reports for the library and monitors library spending.
- Ensure that billing and financial transactions are accurate and reviewed for all municipal entities related to the Library.
- Records financial transactions including the review of invoices and donations and grants given to the library.
- Records and maintains appropriate statistical reports and provides general administrative services.

County of Door Library

Division:	Title: Administrative Assistant 2 Library	Date Created: 08/10/2022
Report To: Library Director	Prepared By: Dominic Frandrup	Date Revised:
Pay Grade: E	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Non-Exempt	Employee Group: General Municipal Employee (GME)	EEO Code: 06 – Office / Clerical

General Summary

Is responsible for a wide variety of administrative and office tasks to ensure the efficient operation of the Door County Library. Duties include tracking library finances and statistics, drafting reports and correspondence, communicating with vendors, and assisting the Library Director with budgetary and clerical tasks. Also provides some circulation and reference assistance to library patrons as well as assistance with marketing. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected. Responsible for providing truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Creates budget documents, monitors library spending, records financial transactions; performs a variety of general data entry tasks, including transfers, voucher payments/journal entries.
2. Processes and reviews all invoices for the library. Verifies and has appropriate authorizations done for all invoices.
3. Provides financial tracking of monetary donations and grants given to the library; prepares revenue deposits for the County Treasurer's office.
4. Creates reports and correspondence; records and distributes Library Board, Foundation, and departmental meeting minutes.
5. Assists in the production of library marketing communications.
6. Provides general administrative services for the Library including, but not limited to; making purchases, and handling travel arrangements.
7. Records and maintains appropriate statistical reports and provides general administrative services.

General Job Functions

1. Provides public service at the library circulation desk.
2. Uses available systems and processes for circulation, gives reference, readers advisory, and technology assistance to patrons.

Requirements

Required Training and Experience

1. High School Diploma or equivalent.
2. Three (3) or more years of responsible recent work experience in an office setting, or an equivalent combination of training and experience.
3. One (1) year training in basic bookkeeping or accounting.
4. One (1) or more years of customer service experience working with the public.
5. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.

County of Door Library

Knowledge, Skills and Abilities Required

1. Knowledge of office and standard accounting practices and procedures.
2. Ability to maintain accurate and complete records and prepare detailed, yet clear reports.
3. Must demonstrate proficiency in development and maintenance of detailed financial spreadsheets.
4. Must have high level knowledge of Excel, automated financial information systems, and other software tools.
5. Must be flexible, have strong organizational skills, and the ability to work independently.
6. Ability to balance multiple projects simultaneously and complete projects timely and accurately.
7. Ability to maintain confidential information.
8. Ability to read, comprehend, communicate, and present effectively both verbally and in writing.
9. Knowledge of customer service procedures and practices. Library experience preferred.
10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

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

Approximately 90% of work is performed in a shared office setting. Approximately 10% of work is performed at a public service desk. Interactions with other employees and the public (both in person and on the phone) are continuously encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 40 lbs. (i.e. paper and equipment). Occasional pushing / pulling up to 25 lbs. on an intermittent basis throughout the shift is required.

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

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

Approvals:

Dominic Frandrup, Library Director

Date

Kelly A. Hendee, Human Resources Director

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title Library Admn Assistant 2
 Effective Date _____ 6 Mo _____
 Department Library Sub Dept _____

FTE/Hrs	@ Rate	2023 TOTAL SALARY				2023 TOTAL BENEFITS				2023 TOTAL SALARY and Benefits
Library Admin Assistant 2 Grade E - Base										
1.00	\$20.00	41,712				31,864				73,576
Library Admin Assisnant 3 Grade F - Budget										
1.00	\$22.27	46,446				32,558				79,004
Total Salary and Benefit Decrease										(5,428)
FTE/Hrs	@ Rate	2023 TOTAL SALARY				2023 TOTAL BENEFITS				2023 TOTAL SALARY and Benefits
						-				-
										-
Total Salary and Benefit Increase										-

_____ Dept Head Signature _____ Finance Director
 _____ Date _____

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



DOOR COUNTY

Resolution No. 2022-83

Use of ARPA FRF - Grants to Nonprofits for Health & Human Services Programs & Services

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

BOARD ACTION

Vote Required: Two-Thirds of Entire Membership

Motion to Approve _____ Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The fiscal impact is a decrease of \$200,000 to Door County's ARPA Funds, which leaves a balance of \$3,058,885. 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 23rd day of August, 2022 by the Door County Board of Supervisors.

 Jill M. Lau
 County Clerk, Door County

1 **WHEREAS**, The United States Department of the Treasury's ("Treasury")
 2 Final Rule ("Final Rule") implements the Coronavirus State Fiscal Recovery Fund
 3 and the Coronavirus Local Fiscal Recovery Fund established under the American
 4 Rescue Plan Act (See: 31 CFR Part 35 RIN, 1505-AC77).

5
 6 **WHEREAS**, Recipients may, consistent with the Final Rule (e.g., the
 7 Supplementary Information), use American Rescue Plan Act Fiscal Recovery
 8 Funds ("ARPA FRF") to expand and enhance health and human services related
 9 programs and services.

10
 11 **WHEREAS**, Multiple stressors during the last two + years have negatively
 12 impacted many persons, and created behavioral health and related challenges,
 13 throughout Door County.

14
 15 **WHEREAS**, The expenditure of ARPA FRF for grants to nonprofits designed
 16 to expand and enhance behavioral health, and a broad range of related, programs
 17 and services is deemed to be a public purpose that justifies the expenditure of
 18 public funds.

19
 20 **WHEREAS**, *Door County Resolution 2022-15 – Door County's Strategic*
 21 *Initiative Plan for the Use of American Rescue Plan Act Fiscal Recovery Funds*
 22 (adopted on February 22, 2022) set aside \$500,000 in reserve for allowable uses.

23
 24 **WHEREAS**, the Health and Human Services Board has considered and
 25 recommends adoption of this resolution

26
 27 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
 28 Supervisors hereby authorizes the expenditure of up to two hundred thousand
 29 dollars (\$200,000) from the ARPA FRF reserves for grants to nonprofits designed
 30 to expand and enhance behavioral health, and a broad range of related, programs
 31 and services in Door County.

32
 33 **BE IT FURTHER RESOLVED**, That this grant program (See: Exhibit A,
 34 attached hereto and incorporated herein by reference) will be administered by the
 35 Director of Health and Human Services or their designee(s) subject to the general
 36 oversight of the Health and Human Services Board.

SUBMITTED BY: Finance Committee

 David Englebert, Chairperson

 Jeff Miller

 Bob Bultman

 Morgan Rusnak

 Joel Gunnlausson

 Dale Vogel

 Alexis Heim Peter

**AMERICAN RESCUE PLAN ACT FISCAL RECOVERY FUNDS (ARPA-FRF)
NON-PROFIT GRANT APPLICATION
DOOR COUNTY, WISCONSIN**

GRANT PROGRAM OVERVIEW

Door County has approved up to \$200,000.00 for local non-profit organizations which provide services to Door County residents. Grant funds may be distributed on a reimbursement basis, and be drawn down on a monthly or quarterly basis. The grants are a one-time funding source and should not be used to replace ongoing operational budgets. The grants should not be used for expenses already covered through other federal, state or local assistance programs, and all grant awards will require reporting. Organizations may submit more than one application if they have different activities that are each eligible for funding.

PROGRAM ELIGIBILITY

Any non-profit support organization, agency, association or program (“non-profit”) may be eligible to apply. The non-profit must serve Door County residents or businesses and must be in good standing with the Wisconsin Department of Financial Institutions & Wisconsin Department of Agriculture, Trade, & Consumer Protection if required by law to be registered. Non-profits that provide benefits outside of Door County are encouraged to apply. However, only activities within Door County are eligible for reimbursement under this grant program.

ELIGIBLE ACTIVITIES

The proposed activities must relate to one of these broad categories:

- ❖ Supporting the public health and human services response to the pandemic, including:
 - Alcohol or Other Drug Abuse Programs and Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Mental Health Programs, Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Other Behavioral Health Programs and Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Preventing and Responding to Violence.

- ❖ Addressing the negative economic impacts of the pandemic, including:
 - Food assistance.
 - Housing assistance.
 - Childcare assistance.
 - Job Training assistance.
 - Assistance with Other Eligible Impacts and Needs.

LOCAL, STATE AND FEDERAL REQUIREMENTS

Non-profits must be aware of and comply with all applicable federal, state and local guidelines, laws, orders, policies, regulations and rules. This includes the U.S. Department of Treasury Rules and Regulations concerning ARPA-FRF, which may be found here:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

<https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

APPLICATION PROCESS

Organizations must complete and submit an application. Applicants may be asked to revise proposals or provide additional information. Complete and eligible applications will be reviewed by the DCHHS Grant review team. The team will make recommendations for funding to the Door County Health and Human Services Board who will then review the same and make final grant award recommendations to the Door County Board of Supervisors on or before November 22, 2022.

The application will be available through Door County's website ([County of Door - Health and Human Services](#)) from August 29, 2022 through October 28th, 2022. Applications may be submitted by email at slauder@co.door.wi.us or mailed to:

Door County Health & Human Services Department
ARPA-FRF Application (Non-Profits)
ATTN: Shannon Lauder
Government Center, 421 Nebraska Street, Sturgeon Bay, WI 54235

For application questions, please contact Shannon Lauder at slauder@co.door.wi.us or 920-746-7183.

APPLICATION DEADLINE

Grant applications must be received by 4:30 p.m. on Oct 28, 2022. Late applications will not be considered. It is anticipated that any grant award determinations will be made on or before December 27, 2022.

REQUIRED DOCUMENTATION

- Completed Application;
- IRS Form W-9;
- Signed and dated self-certification; and
- Proof of insurance.

SCORING CRITERIA

The following criteria will be used by Door County to score complete applications:

- Project Overview 30% - Overall scope of the project and desired outcome.
- Project Impact 30% - Benefit to the targeted population.
- Project Monitoring 20% - Plans to meet program requirements.
- Financial Management & Controls 20% - Explanation of accounting and reporting.

CONTRACTUAL AGREEMENT

Approved applicants will be required to enter into a contractual agreement with Door County. Contracts will outline the ARPA grant requirements, allowable costs and reporting requirements. Grant recipients must comply with all terms and conditions.

PROGRAM REPORTING

Organizations must be prepared to report demographic information of the individuals or households served including race, ethnicity, gender, and income.

Reporting requirements may vary by the applicant's proposal. Examples include:

- If providing direct household assistance or support, additional information is required including the number of people or households served, and the number of units preserved or developed.
- If providing childcare support or home visiting services, the number of children and number of families served is required.

Attempts will be made to minimize burden on grant recipients, but reporting must comply with federal requirements.

FINANCIAL REPORTING

Organizations will be required to provide routine financial reports to Door County related to the activities funded by the grant. These reports must include all expenses charged to the grant for the applicable period. Reporting will be quarterly as a minimum and may be monthly depending on program requirements.

Organizations are eligible for an advance equivalent to one reporting period, with subsequent payments equal to the actual eligible expenditures within the preceding reporting period. If any advanced funds are unspent at the termination of the program they are due back to the County within 30 days.

FUNDING AS A PERCENTAGE OF EXPENSES

Door County will not consider any funding requests in excess of 25% of the non-profit organization's total annual expenses as noted on the IRS Form 990 or IRS Form 990-EZ.

LIMITED TERM OF SUPPORT

All ARPA non-profit grant awards should be considered one-time funding. The County is

not obligated to provide additional funding beyond what is awarded through this grant.

USE OF FUNDS

Grant funds awarded through this program must be expended no later than **December 31, 2024**. If any funds will remain unspent, grantees must notify Door County as soon as possible to allow these funds to be reallocated prior to this deadline.

PUBLIC RECORDS

Unless otherwise exempt by law, all information received from the applicant, whether in connection with the grant application or in connection with any grant-funded activities will be subject to public disclosure pursuant to Wisconsin Public Records Law.

PROJECT INFORMATION & APPLICATION

Project Name:

Funding Amount Requested:

Organizational Information

Name of Non-profit Organization:

Mailing Address:

Physical Address (*if different*):

Website:

CEO/Executive Name:

Phone:

Email:

Primary Contact Name/Title:

Phone:

Email:

Federal I.D. Number:

DUNS Number:

Federal/State License Number, if applicable:

Geographical Area(s) Served:

Tax Exemption Status:

Types of Insurance:

General Liability Amount (per occurrence):

Worker's Compensation Amount (per occurrence):

Other:

EXHIBIT A – Attachment to Resolution 2022-83

Is the organization registered and in good standing (active status) with the Wisconsin Department of Financial Institutions? Y/N

Is the organization registered and in good standing (current status) with the Wisconsin Department of Agriculture, Trade, & Consumer Protection? Y/N

Number of Persons/Households Served in 2019:

Total Annual Expenses 2019:

Total Revenue:

Number of Persons/Households Served in 2020:

Total Annual Expenses 2020:

Total Revenue:

Number of Persons/Households Served in 2021:

Total Annual Expenses 2021:

Total Revenue:

Number of Persons/Households projected to serve in 2022:

Total Projected Expenses 2022:

Total Projected Revenue:

Percent Door County Residents/Households:

Project Overview

Please describe the main activities provided to Door County residents, including the targeted beneficiaries (i.e. seniors, youth, families, veterans) by the project:

Please indicate which eligible activity, or activities, are related to the project:

- Supporting the public health response to the pandemic:
 - Alcohol or Other Drug Abuse Programs and Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Mental Health Programs and Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Other Behavioral Health Programs and Services for Prevention, Treatment, Recovery, and Harm Reduction.
 - Preventing and Responding to Violence.

- Addressing the negative economic impacts caused by the public health emergency:
 - Food assistance.
 - Housing Assistance.
 - Childcare Assistance.
 - Job Training Assistance.
 - Assistance with Other Eligible Impacts and Needs (Please Identify:_____).

EXHIBIT A – Attachment to Resolution 2022-83

*For this category, please identify the specific geographic area to be served, or how the populations, households, or geographic areas are disproportionately impacted by the pandemic:

Please describe the timeline for the project:

Briefly describe the use of evidence-based or evidence-informed approaches in the design of the project:

Please identify any key partners on the project:

Project Impact:

Please describe the projected number of individuals or households to be served by the project:

Please describe the intended outcomes of the project:

Please describe how the project promotes equitable outcomes, including how programs were designed with equity in mind:

Project Monitoring:

Please describe the organization’s plan for tracking and monitoring outcomes and individuals or households served by the project including individual and population-based measures, if applicable:

Financial Management & Fiscal Controls:

Please briefly describe your agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement:

Are your financial statements audited annually? Have you received a single audit in the last 3 years? If so, please provide a copy of this audit with your application.

Please describe your agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing:

BUDGET DETAIL *(please provide detail in categories below applicable to your project)*

Direct Assistance to Residents/Households/Businesses	
Personnel Salaries	
Personnel Fringe Benefits	
Staff Training & Education	
Outreach	
Direct Supply Costs <i>(include line item expenses)</i>	
Administration, Management & Overhead Costs	
Other Project Costs <i>(describe)</i>	
TOTAL BUDGET/GRANT AMOUNT REQUESTED	

Note: *Non-profit organizations that received other COVID-19 funds such as the federal Coronavirus Aid, Rescue, Economic Security (CARES) Act funds or the Community Development Block Grant for Coronavirus funds may be eligible to apply for ARPA funding, as long as, the expenses are not duplicated.*

REQUIRED DOCUMENTATION:

- **Proof of IRS Federal Tax-Exempt Status (Letter of Determination)**
- **Operating budget for the current fiscal year showing projected revenue and expenditure by category**
- **If you do not have audited financial statements, please provide your operating budget for 2019, 2020, and 2021 showing actual revenue and expenditures by category**

DOOR COUNTY, WISCONSIN
AMERICAN RESCUE PLAN ACT (ARPA)
NON-PROFIT GRANT SELF-CERTIFICATION

By signing below, the applicant certifies that the information provided is true, accurate and complete, to the best of my knowledge. If circumstances change, the applicant will submit a revised application or provide additional information accordingly.

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the County may constitute public records subject to disclosure under Wisconsin’s Public Records Law.
2. Submitting false or misleading information in connection with an application may result in program ineligibility for financial assistance. The applicant or its organization may be subject to civil and/or criminal prosecution.
3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, reporting and audit requirements associated with this federal program.

THE APPLICANT CERTIFIES TO THE BEST OF MY KNOWLEDGE:

1. The information submitted to Door County in this application is true and correct. The applicant is authorized to submit this application on the organization’s behalf.
2. The applicant is in compliance with all applicable federal, state and local guidelines, laws, orders, policies, regulations and rules and must report any and all noncompliance with the same that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity.
3. The applicant has not received other federal, state, or local assistance for the same purposes the applicant’s intended use of grant funds or has not received full funding from other sources to cover related costs for those programs/services.

Applicant Signature

Date

Print Signature

Title



DOOR COUNTY

Resolution No. 2022-84

REQUESTING THE STATE OF WISCONSIN ALLOCATE FUNDS FOR AND MOVE FORWARD WITH IMPROVING THE STH 42/57 AND CTH BB/GORDON ROAD INTERSECTION

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BEARDSLEY			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KALMS			
LIENAU			
MILLER			
MORKIN			
NORTON			
ROBILLARD			
RUSNAK			
THAYSE			
VOGEL			
ZETTEL			

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: By adoption of Resolution 2022-80, Door County has appropriated up to \$100,000 to address traffic safety issues at this intersection. 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 23rd day of August, 2022 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS,** Safety is a primary concern and responsibility of
2 governments across Wisconsin; and

3
4 **WHEREAS,** With people coming in and out of Door County for
5 tourism, work, and everything in between, the safety of our roads,
6 particularly the STH 42/57 corridor, is very important; and

7
8 **WHEREAS,** There are traffic-safety issues at the intersection of
9 STH 42/57 and CTH BB/Gordon Road, evidenced by a significant crash
10 history related to vehicles turning left (or north) from CTH BB/Gordon
11 Road on to STH 42/57, which may be effectively addressed by
12 reasonable cost options that can be implemented quickly; and

13
14 **WHEREAS,** Certain improvements are already scheduled for the
15 STH 42/57 corridor in 2023, and it would make sense to concurrently
16 develop and implement safety project(s) designed to reduce the number
17 and severity of crashes at the STH 42/47 and CTH BB/Gordon Road
18 intersection; and

19
20 **WHEREAS,** By adoption of *Resolution No. 2022-80 - Non-*
21 *Budgeted Funds: Improvements to Gordon Road/CTH BB at and Near*
22 *Its Junction with STH 42/57;* Door County has appropriated up to
23 \$100,000 to address traffic-safety issues at this intersection.

24
25 **NOW, THEREFORE, BE IT RESOLVED,** That the Door County
26 Board of Supervisors hereby requests that the State of Wisconsin
27 allocate funds for and move forward with improvements designed to
28 reduce the number and severity of crashes at the STH 42/57 and CTH
29 BB/Gordon Road intersection in 2023.

30
31 **BE IT FURTHER RESOLVED,** That the Door County Clerk shall
32 transmit a copy of this resolution to Governor Tony Evers,
33 Representative Joel Kitchens, Senator Andre Jacques, Secretary of
34 the Wisconsin Department of Transportation Craig Thompson, and the
35 Town of Sevastopol Clerk.

36
SUBMITTED BY:

David Lienau, Chairperson
Door County Board of Supervisors