

**NOTICE OF PUBLIC MEETING
DOOR COUNTY RESOURCE PLANNING COMMITTEE**

**DOOR COUNTY GOVERNMENT CENTER
421 NEBRASKA STREET
STURGEON BAY, WI 54235**

The Door County Resource Planning Committee will conduct a regular business meeting on Thursday, September 3rd, 2020 beginning at approximately 3:30 p.m., after two public hearings scheduled to start at 3:00 p.m.

In response to the public health emergency in connection with the COVID-19 pandemic, the meeting will be virtual only. The committee will be assisted in conducting the meeting by staff who will be located in the Door County Government Center County Board Room (C101, 1st Floor) and Peninsula Room (C121, 1st Floor) at 421 Nebraska Street, Sturgeon Bay, Wisconsin. Applicants and members of the public may monitor and participate remotely only.

To join the hearings and meeting via computer, click on the following link, <https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e52f1de28932d641ea0b72c07c9548783>, enter your name and e-mail address when prompted (the password is entered for you), and then click "join."

Alternatively, using the free smartphone app "Cisco WebEx Meetings," click "join" a meeting and then enter the meeting number/access code (146 926 1870) and password (Sept3rpc2020).

You may also simply call (408) 418-9388 and enter the meeting number/access code.

Those who cannot attend remotely should call (920) 746-2323 or e-mail Lriemer@co.door.wi.us. We will endeavor to facilitate reasonable access for people who cannot attend remotely. Likewise, if on the day of the hearing/meeting itself you have issues with meeting "entry" methods, please call (920) 746-2323 or e-mail Lriemer@co.door.wi.us so we may assist you in entering the virtual meeting.

AGENDA

- 1.0 Open meeting.
- 2.0 Verification of proper notice and posting procedures; quorum present; adoption of the agenda.
- 3.0 Public comment.
 - a) Information may be received from members of the public, *except* information related to a pending hearing (e.g., zoning amendment or conditional use permit).
 - b) Extensive discussion and all action must be deferred until and unless specific notice of the subject matter is included on the agenda.
- 4.0 Correspondence.
- 5.0 Review and act on minutes of August 20, 2020 meeting.
- 6.0 Zoning matters.

AGENDA
RESOURCE PLANNING COMMITTEE
September 3, 2020

6.1 Zoning ordinance amendment petition.

Resource Planning Committee; amend the text of Door County Comprehensive Zoning Ordinance Chapter 14, Communications Support Structures and Related Facilities, to exempt all towers 50 feet or lower in height.

6.2 Conditional use permit application.

Marlene R. Chike Trust; conditional use permit to create a 4.435-acre nonfarm residential lot; 6317 CTH J; Exclusive Agricultural (EA) zoning district; Clay Banks.

7.0 Budget and personnel matters.

- a. 2020 year-to-date budget report (January 1 through July 31).
- b. FYI re: short-term contract executed with Cedar Corp. to assist with 2020 zoning workload.
- c. 2021 budget request.

8.0 Future meeting schedule.

- September 17, 2020 - No meeting.
- October 1, 2020 - Likely zoning hearing, business meeting.
- October 15, 2020 - ?

9.0 Meeting per diem code.

10.0 Adjourn.

** Deviation from the order shown may occur. **

David Enigl, Chair
Resource Planning Committee
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

MKG/SV/lr
08/25/20

Notice in compliance with the Americans with Disabilities Act: 1) Any person needing assistance to participate in this meeting should contact the Office of the County Clerk at (920) 746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. 2) Door County is committed to making its electronic and information technology (e.g., website and contents) accessible for all persons. If you encounter difficulty accessing the posted materials for this meeting, located on-line at <https://www.co.door.wi.gov/AgendaCenter> under the committee name, please call (920) 746-2323, or send a FAX to (920) 746-2387, or send an e-mail Lriemer@co.door.wi.us so that we may determine how to best assist you.

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

**MINUTES OF MEETING
DOOR COUNTY RESOURCE PLANNING COMMITTEE**

August 20, 2020

1.0 Open meeting.

Chair Enigl called a regular business meeting of the Resource Planning Committee to order at 2:52 p.m. in the Door County Government Center County Board Room (C101, 1st Floor) of the Door County Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin.

Present:	<u>RPC Members</u>	<u>Staff</u>	<u>Others (remote, via WebEx)</u>
	David Enigl	Sue Vanden Langenberg	Beth Hagen
	Richard Virlee	Michelle Schuster	Dick Grelck
	Roy Englebert	Grant Thomas	David Harris
	Vinni Chomeau		Scott Roeper
			Steve Sohns

Excused: Ken Fisher

2.0 Verification of proper notice and posting procedures; quorum present; adoption of the agenda.

After verification of proper notice and posting procedures, there was a motion by Englebert, seconded by Virlee, to adopt the agenda as presented. Motion carried unanimously (4-0).

3.0 Public comment.

- a) Information may be received from members of the public, *except* information related to a pending hearing (e.g., zoning amendment or conditional use permit).
- b) Extensive discussion and all action must be deferred until and unless specific notice of the subject matter is included on the agenda.

None.

4.0 Correspondence.

None.

5.0 Review and act on minutes of July 16, 2020 meeting.

Motion by Virlee, seconded by Englebert, to approve the minutes as presented. Motion carried unanimously (4-0).

6.0 Zoning matters: Conditional use permit application.

Town of Gibraltar; conditional use permit to establish a bulk fuel storage (propane) facility comprised of two storage tanks, a generator, a shed, and a load/unload area on .51 acres zoned Light Industrial of a 4.24-acre parcel (remainder is zoned Recreational Commercial); 10997 Island Drive East; Chambers Island, Gibraltar.

Motion by Englebert, seconded by Chomeau, that:

**MINUTES OF MEETING
RESOURCE PLANNING COMMITTEE
August 20, 2020**

- A. The Town of Gibraltar proposes to establish a bulk fuel storage (propane) facility for Chambers Island property owners. The facility will occupy .51 acres of a 4.24-acre parcel, The project includes a 15' x 25' foot concrete pad for two 1,000-gallon LPG storage tanks, a generator, a shed, an area to store/load/unload filled and empty tanks, fencing and gating located at 10997 Island Drive East, Chambers Island, in Section 33, Town 32 North, Range 26 East and in a Light Industrial (LI) zoning district, under a conditional use permit.

- B. Following a public hearing, the Resource Planning Committee (RPC) finds and concludes that:
 - 1. The applicant has demonstrated by substantial evidence that the application and all conditions and requirements relating to the proposed conditional use are or will be satisfied.
 - 2. There was no substantial evidence to support the opposite conclusion.
 - 3. A conditional use permit is hereby granted, subject to the following conditions and requirements:
 - a. The use must be established within 12 months of the issuance of the conditional use permit. At minimum, a Door County Regular Zoning Permit shall be obtained within 12 months of issuance of the conditional use permit, and construction must begin within 12 months of the issuance of the regular zoning permit.
 - b. The project shall comply with all applicable local, state, and federal codes and ordinances, including obtaining all required approvals and permits prior to opening.
 - c. All lighting associated with the project shall utilize lighting fixtures whose hood, lens, or combination thereof allow no direct beams of light to be seen from off the property or to be cast skyward, and the lighting elements of which shall not be visible from adjacent properties.
 - d. The entire project shall be completed no later than December 31, 2022.

Motion carried unanimously (4-0).

7.0 Future meeting schedule.

September 3, 2020	-	1-2 hearings, budget review.
September 17, 2020	-	?

There will be 2 hearings on the September 3rd. The meeting will start at 3:00 p.m. It doesn't look like there will be any cases ready for September 17th. Meeting schedule as discussed noted.

8.0 Meeting per diem code.

Chair Enigl assigned code 830.

9.0 Adjourn.

Motion by Englebert, seconded by Virlee, to adjourn the meeting. Motion carried unanimously (4-0).

Meeting adjourned at 3:00 p.m.

**MINUTES OF MEETING
RESOURCE PLANNING COMMITTEE
August 20, 2020**

Reported by,

Sue Vanden Langenberg
Zoning Administrator

SKV/lr

**NOTICE OF PUBLIC HEARINGS BEFORE
THE DOOR COUNTY, WISCONSIN RESOURCE PLANNING COMMITTEE**

**DOOR COUNTY GOVERNMENT CENTER
421 NEBRASKA ST.
STURGEON BAY, WI 54235**

In response to the public health emergency in connection with the COVID-19 pandemic, **the public hearings to be held by the Door County Resource Planning Committee on Thursday, September 3, 2020 will be virtual only.** The committee will be assisted in conducting the hearings by staff who will be located in the Door County Government Center County Board Room (C101, 1st Floor) and Peninsula Room (C121, 1st Floor) at 421 Nebraska St., Sturgeon Bay, WI. “Virtual only” is exactly what the name implies: the hearings will be conducted by means of remote communication (i.e., teleconference or video conference).

The committee business meeting to be held immediately subsequent to the hearings will also be conducted by teleconference or video conference only. Applicants and members of the public may monitor and participate in the hearings and meeting remotely only.

To join the hearings and meeting via computer, click on the following link, <https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e52f1de28932d641ea0b72c07c9548783> , enter your name and e-mail address when prompted (the password is entered for you), and then click “join.”

Alternatively, using the free smartphone app “Cisco WebEx Meetings,” click “join” a meeting and then enter the meeting number/access code (146 926 1870) and password (Sept3rpc2020).

You may also simply call (408) 418-9388 and enter the meeting number/access code.

The hearings will begin at 3:00 p.m., to give consideration to the applications listed below for conditional use permits, as specified in the county comprehensive zoning ordinance:

DOOR COUNTY COMPREHENSIVE ZONING ORDINANCE TEXT AMENDMENTS

The Resource Planning Committee proposes to amend the text of Door County Comprehensive Zoning Ordinance Chapter 14, Communications Support Structures and Related Facilities, so as to exempt all towers 50 feet or lower in height, in addition to the exemption for broadband towers 120 feet or less in height.

The exact amendment language is available for viewing upon request to the Door County Land Use Services Department.

TOWN OF CLAY BANKS

Marlene R. Chike Trust requests a conditional use permit as required by Sections 2.05(3)(a), 4.08(2a), and 11.04, Door County Comprehensive Zoning Ordinance, to create a nonfarm residential lot approximately 4.435-acres located at 6317 CTH J in Section 30, Town 26 North, Range 26 East, in an Exclusive Agricultural (EA) zoning district.

The purpose of a hearing is to allow parties to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the case related to public health, safety, convenience, and general welfare.

All interested parties are urged to view the hearings and/or give oral testimony remotely via the free software application WebEx. In-person attendance and testimony will not be permitted.

Anyone wishing to offer oral testimony needs to register in advance with the Door County Land Use Services Dept.

Persons who intend to participate in a hearing are advised to be familiar with the Resource Planning Committee Guidelines for Virtual Hearings. The Guidelines, which include information on how to register to testify, may be found at: <https://www.co.door.wi.gov/AgendaCenter> .

Written testimony will be accepted on 8 1/2" x 11" paper only and must be received by noon (12:00 p.m.) the day before the hearing. Anonymous correspondence will not be accepted. Letters may be made available for public inspection upon request filed with the Land Use Services Dept. Letters will be entered into the hearing record, but individual letters will not be read aloud. **Please note: any correspondence or testimony submitted for town-level proceedings regarding these matters does NOT get forwarded to the county.**

All application materials may be viewed by request. Application materials may also be viewed on-line approximately four business days before the hearing at: <https://www.co.door.wi.gov/AgendaCenter> . Additional materials may be posted up until 4:30 p.m. the day before the hearing.

A regular business meeting of the Resource Planning Committee shall follow the public hearings.

Those who cannot participate remotely should call (920) 746-2323 or e-mail Lriemer@co.door.wi.us so we may endeavor to facilitate reasonable access for you. Likewise, if on the day of the hearing/meeting itself you have issues with meeting "entry" methods, please call (920) 746-2323 or e-mail Lriemer@co.door.wi.us so we may assist you in entering the virtual meeting.

The list of names to whom this notice was sent via regular mail is available upon request filed with the Land Use Services Dept.

David Enigl, Chair
Door County Resource Planning Committee
c/o Door County Land Use Services Dept.
Door County Government Center
421 Nebraska St.
Sturgeon Bay, WI 54235
Phone: (920) 746-2323
FAX: (920) 746-2387

Publication Dates: August 19 and 26, 2020
08/13/2020
MKG/SV/lr

Door County Resource Planning Committee and Board of Adjustment Guidelines for Hearings Conducted “Virtually”

To mitigate the impact of COVID-19, Resource Planning Committee and Board of Adjustment hearings and meetings will until further notice be conducted as teleconference or video conference. Members of the public may observe or participate remotely via the free software application Cisco WebEx. Information on how to participate via WebEx may be found on the hearing notice or business meeting agenda.

General Information Regarding Testimony

- Written testimony must be mailed, e-mailed, or FAXed to the Door County Land Use Services Department, and must be received by 12:00 p.m. (noon) the day prior to the hearing.

Mail: Door County Land Use Services, 421 Nebraska Street, Sturgeon Bay, WI, 54235

E-mail: Lriemer@co.door.wi.us

FAX: (920) 746-2387

Phone: (920) 746-2323

- **Anyone wishing to offer live oral testimony for a hearing must register in advance. Registration must be received by 12:00 p.m. (noon) the day before the hearing.** You may register via mail, phone, FAX, or e-mail (please see above for all contact information options). When registering to testify, please provide the following information:
 - Full name.
 - Full mailing address.
 - E-mail address.
 - Cell phone number at which you may be reached the day of the hearing.
 - Case/project about which you wish to provide testimony.
 - Whether you wish to speak in favor or in opposition.
- All live testimony will use the free software application Cisco WebEx. Information about how to access the meeting may be found on the hearing notice or business meeting agenda.
- You will not have the ability to provide handouts to committee members. Any materials you wish the committee to review and have part of the record, including anything you plan on using as a visual aid during testimony, must be received by 12:00 p.m. (noon) the day prior to the hearing so we may post them on-line.

Hearing Format

At the start of the meeting, the Chair will explain the process that will be followed for the hearings.

Staff will provide an overview of each project at the start of that particular hearing. Testimony for each hearing will be taken as follows:

- Applicant, followed by others in favor of the project.
- Testimony from anyone in opposition.
- A rebuttal round will occur if testimony in opposition has been presented.
- All testimony will be taken in the order shown on the registration list.
- Only one person at a time may speak. Please mute yourself when it is not your turn to speak.

PETITION FOR ZONING AMENDMENT

To: Door County Board of Supervisors
Door County Government Center
Sturgeon Bay, WI 54235

Mail To: Door County Land Use Services
421 Nebraska Street
Sturgeon Bay, WI 54235

The undersigned hereby petitions your honorable body for an amendment to the Door County Comprehensive Zoning Ordinance to effect a change in Sections(s) 14.01(4)e. of the text as follows:

See attached.

Dated this 16th day of July, 2020.

Respectfully submitted,

Resource Planning Committee
Name

Address

(Legal Signature)

July 16, 2020
(Date)



Action Taken:

(By County Planning Committee)

DATE: _____
Approved Denied

(By Board of Supervisors)

DATE FILED: _____

FEE PAID (Date): _____
N/A
(\$750.00)

(Make check payable to: Door County Treasurer)

DATE: _____

**Proposed Door County Comprehensive Zoning Ordinance Text Amendment
Chapter 14, Communications Support Structures and Related Facilities, Section 14.01(4)e
Resource Planning Committee (RPC) voted July 16, 2020 to sponsor for public hearing**

Background

Since adoption of the current tower regulation chapter, there has been no language in section 14.01(4), exemptions to the tower ordinance, whereby any towers under a certain height are automatically exempt from the ordinance.

June 4, 2020: RPC sponsored the following language for section 14.01(4)e. for public hearing, adding a new exemption to the ordinance: "Support structures 50 feet or less in height."

June 23, 2020, modified language adopted by county board for section 14.01(4)e.:

"Support structures with an overall height of 120 feet or less, with an area at the base not greater than 9 square feet if guyed or 36 square feet if free-standing, and used (i.e., actually supports the equipment and components, including antennas, necessary) to provide wireless broadband service."

(Note: Since a modified ordinance was adopted at county board, the language by statute does not become effective until 41 days later, or August 3, 2020.)

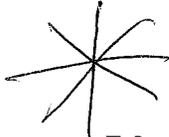
Discussion on the floor of county board seemed to indicate that the RPC-sponsored language would be kept, and the modified language above would be added to section 14.01(4)e. That was not technically how the motion was worded, though, nor part of what was given to the clerk for the official record of the ordinance signed and adopted.

Clean-up amendment now being sponsored by RPC for public hearing

Section 14.01(4)e would read as follows: "**All support structures 50 feet or less in height as well as** support structures with an overall height of 120 feet or less, with an area at the base not greater than 9 square feet if guyed or 36 square feet if free-standing, and **which will be at least in part** used (i.e., actually supports the equipment and components, including antennas, necessary) to provide wireless broadband service."

(Red font indicates changes to the ordinance language that will become effective August 3, 2020.)

6.2 Potential sponsorship for public hearing of zoning ordinance text amendments to clarify Chapter 14 as modified at county board June 23, 2020.



After some discussion, there was a motion by Chomeau, seconded by Englebert, to sponsor for public hearing the text amendments as proposed. Motion carried unanimously.

7.0 Future meeting schedule.

August 6, 2020 - ?
August 20, 2020 - ?

There will be no meeting August 6th.
There will be 1-2 hearings on the 20th. The meeting will start at 2:00 p.m.

Meeting schedule as discussed noted.

8.0 Meeting per diem code.

Chair Enigl assigned code 716.

9.0 Adjourn.

Motion by Fisher, seconded by Englebert, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 5:53 p.m.

Reported by,

Mariah Goode
Land Use Services Director

MKG/lr

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DOOR COUNTY LAND USE SERVICES
421 Nebraska Street - Door County Government Center
Sturgeon Bay, Wisconsin 54235
(920) 746-2323 - FAX (920) 746-2387

AUG - 6 2020

DOOR COUNTY LAND USE SERVICES DEPARTMENT
APPLICATION FOR CONDITIONAL USE PERMIT

Receipt No. 2520 Fee 500.00 Date 8-6-20
Date Permit Issued: _____
Certificate of Compliance: Date _____

TO THE ZONING ADMINISTRATOR. The undersigned hereby makes application for a CONDITIONAL USE PERMIT for the work described and located as shown herein. The undersigned agrees that all work shall be done in accordance with the requirements of the Door County Comprehensive Zoning Ordinance.

1. OWNER NAME AND MAILING ADDRESS
Name Marlene Chike
No. _____ Street 6317 Cty Rd G
City Algoma State WI Zip 54201
Home Phone # 920 - 743 - 3686
Daytime Phone # _____
Email: _____

6. SANITARY PERMIT
Type of System MA
Sanitary Permit No. _____
Date of Issuance _____
Approximate date of installation _____

2. BUILDING SITE LOCATION
Fire # 6317 Road County Rd G
Town of Clay Banks
Local Phone # 920 - 743 - 3686

7. BUILDING PLANS AND SITE PLAN
TO SCALE BUILDING PLAN AND SITE PLAN REQUIRED. IF PLANS EXCEED AN 11" X 17" FORMAT, SUBMIT ONE COPY OF EACH SHEET REDUCED TO 11" X 17".

3. DEVELOPER NAME AND MAILING ADDRESS
Name none
No. _____ Street _____
City _____ State _____ Zip _____
Phone # _____
Email: _____

8. ROCKHOLES
A rockhole is any depression or opening in the ground surface through which gathered surface water enters bedrock and eventually joins groundwater.
To the best of your knowledge, do any rockholes exist on the lot?
 No Yes

4. PROPERTY IDENTIFICATION
Parcel No. 006 - 00 - 30262631 40a

If yes, show location on Site Plan.

5. USE
Proposed use of land or structure:
Farmette

9. FEE \$500.00
Make check payable to the Door County Treasurer.

10. AUTHORIZATION FOR INSPECTION
I hereby authorize the Zoning Administrator(s) to enter and remain in or on the premises for which this application is made at any reasonable time for all purposes of inspection relative to this petition.

11. SIGNATURE OF APPLICANT OR AGENT
Marlene Chike
Date 8-06-2020

Shoreland Zoning Yes No Zoning District EA (FOR OFFICE USE ONLY)

Inspections:

Date	Inspector	Remarks

Permit Issued: (by) _____ (date) _____ (for) _____

(w/conditions) _____

Permit Denied (by) _____ (date) _____ for the following reasons: _____

APPLICATION FOR CONDITIONAL USE PERMIT – ADDENDUM

A conditional use permit applicant has the burden of proof. S/he must demonstrate that the application and all requirements and conditions established by the Resource Planning Committee relating to the conditional use are or shall be satisfied, all of which must be supported by substantial evidence. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

If an applicant meets this burden of proof, the Resource Planning Committee will grant the conditional use permit. If an applicant fails to meet this burden of proof, the conditional use permit application will be denied.

To aid in its review of the proposed project, the Committee will consider the Door County Comprehensive Zoning Ordinance criteria set forth below. Answer all portions of all questions completely. State "not applicable," if appropriate, offering an explanation as to why facts and information were not provided.

Please provide the Resource Planning Committee members substantial evidence regarding:

1) Whether the proposed project will adversely affect property values in the area.

EXISTING BLDG'S

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DOOR COUNTY LAND USE SERVICES DEPARTMENT

2) Whether the proposed use is similar to other uses in the area.

yes

3) Whether the proposed project is consistent with the Door County Comprehensive and Farmland Preservation Plan or any officially adopted town plan.

yes

4) Provision of an approved sanitary waste disposal system.

Public Sewer

Private Onsite Wastewater Treatment System (POWTS)

Check One

X Existing
New

Check One

Conventional Septic
Other In-ground System
X Holding Tank

5) Provision for a potable water supply.

Public Water Supply
(Liberty Grove Sanitary District #1 and Maplewood only)

X Well

Check One

X Existing
New

Check One

Private Well
Shared Well

6) Provisions for solid waste disposal.

Commercial hauler
Private delivery to collection site
Other DOES NOT APPLY

7) Whether the proposed use creates noise, odor, or dust.

Noise: NONE

Odor: NONE

Dust: NONE

CONDITIONAL USE PERMIT ADDENDUM – PAGE 2

8) Provision of safe vehicular and pedestrian access.

Vehicular Access

Existing Driveway(s) to County J
(Road Name)

New Driveway(s) to _____
(Road Name)

Pedestrian Access

Sidewalks

Path or Trail

No Pedestrian Traffic

9) Whether the proposed project adversely impacts neighborhood traffic flow and congestion.

Existing traffic: High Levels Medium Levels Low Levels

10) Adequacy of emergency services and their ability to service the site. PLEASE SEE SEPARATE PAGE.

11) Provision for proper surface water drainage.

Natural Infiltration (explain below)

Some Grading of the Site (explain below)

Engineered Stormwater and/or Erosion Control Plan (attach)

EXISTING SITE

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DOOR COUNTY
LAND USE SERVICES DEPARTMENT

12) Whether proposed buildings contribute to visual harmony with existing buildings in the neighborhood, particularly as related to scale and design.

EXISTING SITE

13) Whether the proposed project creates excessive exterior lighting glare or spillover onto neighboring properties.

NO

CONDITIONAL USE PERMIT ADDENDUM – PAGE 3

14) Whether the proposed project leads to a major change in the natural character of the area through the removal of natural vegetation or alteration of the topography.

- Natural Vegetation: No Removal
- Some Removal
- Significant Removal (provide Landscape Plan)

- Topography: No Change
- Some Change
- Major Change (provide Grading Plan)

15) Whether, and in what amount and form, financial assurance is necessary to meet the objectives of this ordinance.

NONE

16) Whether, and to what extent, site-specific conditions should be imposed to mitigate potentially problematic impacts of the use.

NONE

17) The impact of the proposed project on public health, public safety, or the general welfare of the County.

NONE

The Resource Planning Committee will establish a completion date for the proposed project.

By what month and year will the project be completed? EXISTING

The Resource Planning Committee is allowed to consider topics in addition to the above. Please provide information on additional topics you think the Committee should or may consider in evaluating this project.

SELLING BUILDINGS AS FARMETTE

EXISTING : Farm House

: Shop

: BARNs

Note that a conditional use permit will generally remain in effect as long as the conditions and requirements upon which the permit was issued are followed. Subsequent owners of the property are generally allowed to continue the use, subject to those conditions and requirements. An affidavit is to be recorded with the deed to provide successors in interest notice of the conditional use permit and conditions and requirements.

The Resource Planning Committee may, however, impose conditions regarding the permit's duration, transfer, or renewal, in addition to any other conditions pertaining to ordinance standards or the specific criteria listed above. For example, the Committee may grant a limited term conditional use permit if a reasonable basis exists for such limitation. Any limited term conditional use permit may be subject to renewal after a re-evaluation of the use via a hearing before the Resource Planning Committee.

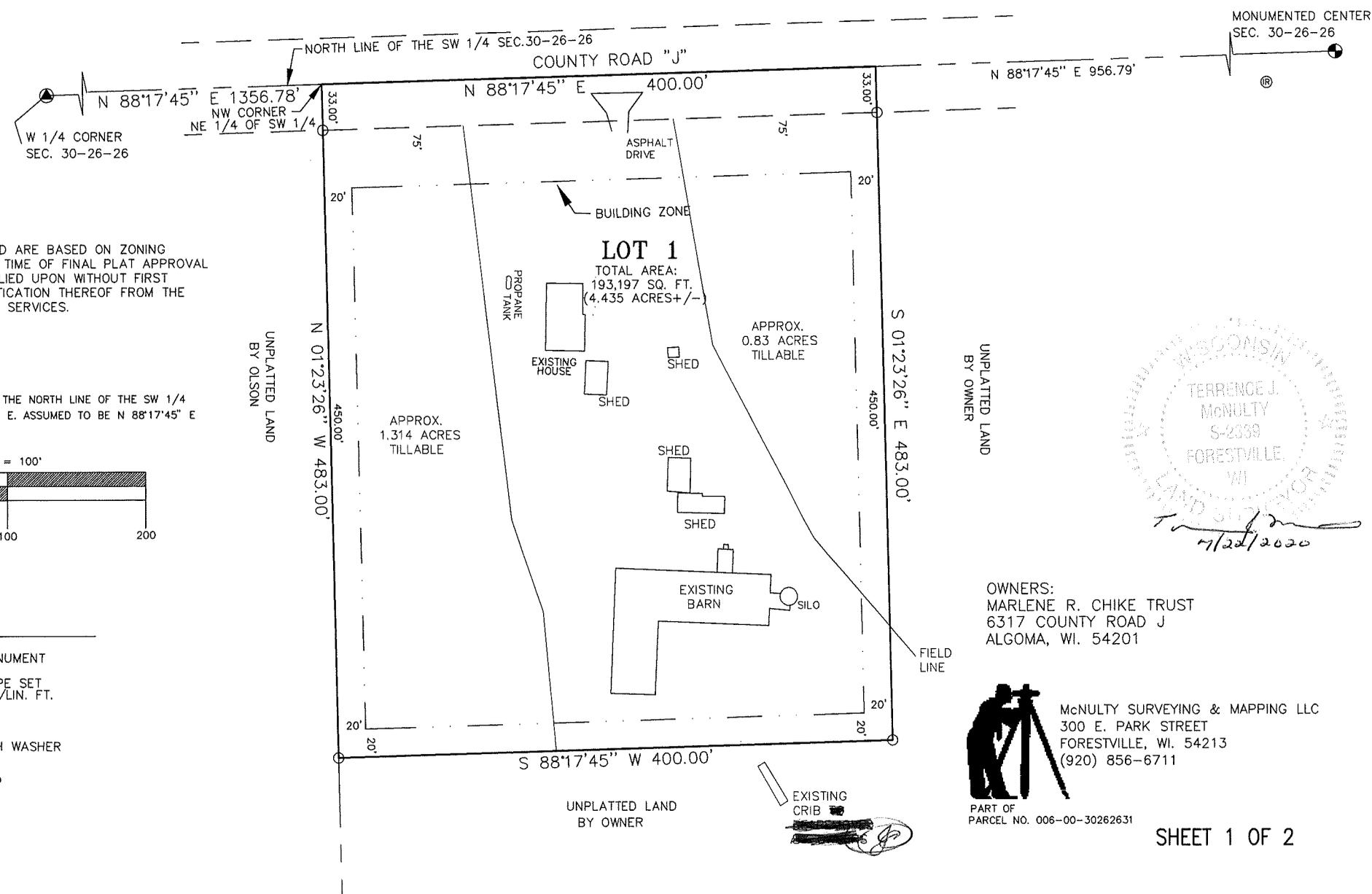
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DOOR COUNTY
LAND USE SERVICES DEPARTMENT

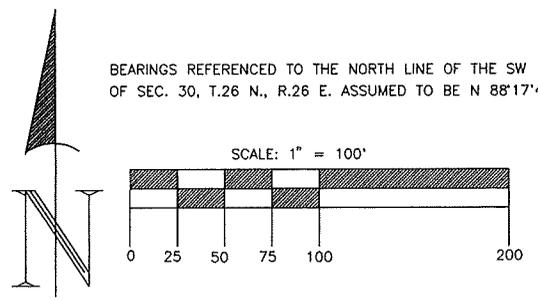
CERTIFIED SURVEY MAP NO. _____

IN THE NE 1/4 OF THE SW 1/4 OF SECTION 30, T.26 N., R.26 E., TOWN OF CLAY BANKS, DOOR COUNTY, WISCONSIN.



CAVEAT:
BUILDING ZONES DEPICTED ARE BASED ON ZONING
SETBACKS IN EFFECT AT TIME OF FINAL PLAT APPROVAL
AND SHOULD NOT BE RELIED UPON WITHOUT FIRST
OBTAINING WRITTEN VERIFICATION THEREOF FROM THE
DOOR COUNTY LAND USE SERVICES.

BEARINGS REFERENCED TO THE NORTH LINE OF THE SW 1/4
OF SEC. 30, T.26 N., R.26 E. ASSUMED TO BE N 88°17'45" E



LEGEND

- ⊙ DOOR COUNTY MONUMENT
- 1" X 18" IRON PIPE SET WEIGHING 1.13 LBS/LIN. FT.
- △ PK NAIL SET
- ⊕ EXISTING NAIL WITH WASHER
- Ⓜ EXISTING IRON ROD



OWNERS:
MARLENE R. CHIKE TRUST
6317 COUNTY ROAD J
ALGOMA, WI. 54201



McNULTY SURVEYING & MAPPING LLC
300 E. PARK STREET
FORESTVILLE, WI. 54213
(920) 856-6711

PART OF
PARCEL NO. 006-00-30262631

CERTIFIED SURVEY MAP NO _____
IN THE NE 1/4 OF THE SW 1/4 OF SECTION 30, T26N, R26E,
TOWN OF CLAYBANKS, DOOR COUNTY, WISCONSIN.

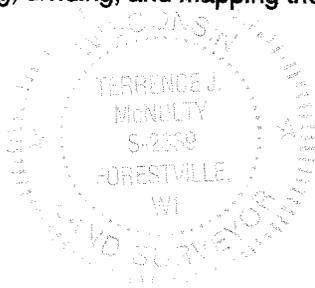
Surveyor's Certificate

I, Terrence J. McNulty professional land surveyor, hereby certify: That I have surveyed, divided and mapped in part in the NE 1/4 of the SW 1/4 section 30, T26N, R26E, Town of Claybanks, Door County, Wisconsin.

That I have made such survey, land-division and map by the direction of Marlene Chike, bounded and described as follows: Commencing at the West 1/4 corner of said section; thence N 88°17'45" E along the North line of said Southwest 1/4 section 1356.78 feet to the Northwest corner of said Northeast 1/4 of the Southwest 1/4 point being the point of beginning; thence continuing N 88°17'45" E along said North line 400.00 feet; thence S 01°23'26" E 483.00 feet; thence S 88°17'45" W 400.00 feet; thence N 01°23'26" W 483.00 feet to the point of beginning. Said parcel containing 4.435 acres of land more or less.

That this map is a correct representation of all of the exterior boundaries of the land surveyed and the division thereof made. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Division Ordinance of the Door County, in surveying, dividing, and mapping the same.

Dated this 22nd day of July 2020
Terrence J. McNulty
Terrence J. McNulty P.L.S. No. 2339



Owner's Certificate

As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided, and mapped as represented on the map.

Dated this 28th day of July, 2020

Marlene R Chike
Marlene R. Chike, trustee

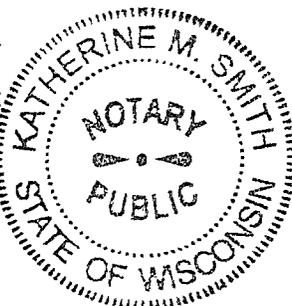
STATE OF WISCONSIN)

DOOR COUNTY) ss

Personally came before me this 28th day of July, 2020 the above named, Marlene R. Chike Trust, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Katherine M Smith

Print or Type Name: Katherine M Smith
Notary Public, State of Wisconsin
My Commission Expires June 13, 2021

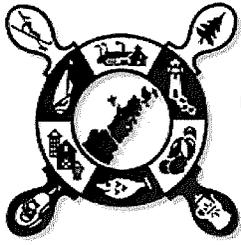


Door County Land Use Services Approval

This certified survey map in the Town of Claybanks, Marlene R. Chike Trust, owner, has been submitted and approved by the Door County Land Use Services.

Date _____ Approved _____

(County Zoning Administrator/Planning Agent)



**DOOR
COUNTY**
WISCONSIN

(<http://www.co.door.wi.gov/>)



(<http://www.gcssoftware.com>)

Door County Web Portal

Directory of Municipal Officials (<https://www.co.door.wi.gov/635/4219/Treasurer-and-Assessor-Contact-Info>)

Wisconsin DOR

(<https://propertyinfo.revenue.wi.gov/wisconsinprod/search/advancedsearch.aspx?mode=advanced>)

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2020 ▾	Real Estate	0060030262631	006 - T OF CLAY BANKS	6317 COUNTY HWY J	MARLENE R CHIKE TRUST 500 N 9TH CT APT 101 STURGEON BAY WI 54235
Tax Year Legend: ⏪ = owes prior year taxes ☒ = not assessed Ⓢ = not taxed Delinquent Current					

Assessment Summary

Estimated Fair Market Value:

Assessment Ratio: **0.0000**

Legal Acres: **40.000**

2020 valuations

Class	Acres	Land	Improvements	Total
G4 - AGRICULTURAL	30.000	4000	0	4000
G5 - UNDEVELOPED LAND	4.000	2400	0	2400
G5M - AGRICULTURAL FOREST	4.000	5200	0	5200
G7 - OTHER	2.000	20000	115500	135500
ALL CLASSES	40.000	31600	115500	147100

2019 valuations

Class	Acres	Land	Improvements	Total
G4 - AGRICULTURAL	30.000	3800	0	3800
G5 - UNDEVELOPED LAND	4.000	2400	0	2400
G5M - AGRICULTURAL FOREST	4.000	5200	0	5200
G7 - OTHER	2.000	20000	115500	135500
ALL CLASSES	40.000	31400	115500	146900

CHIKE

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Door County, Wisconsin
... for all seasons!



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CHIKE

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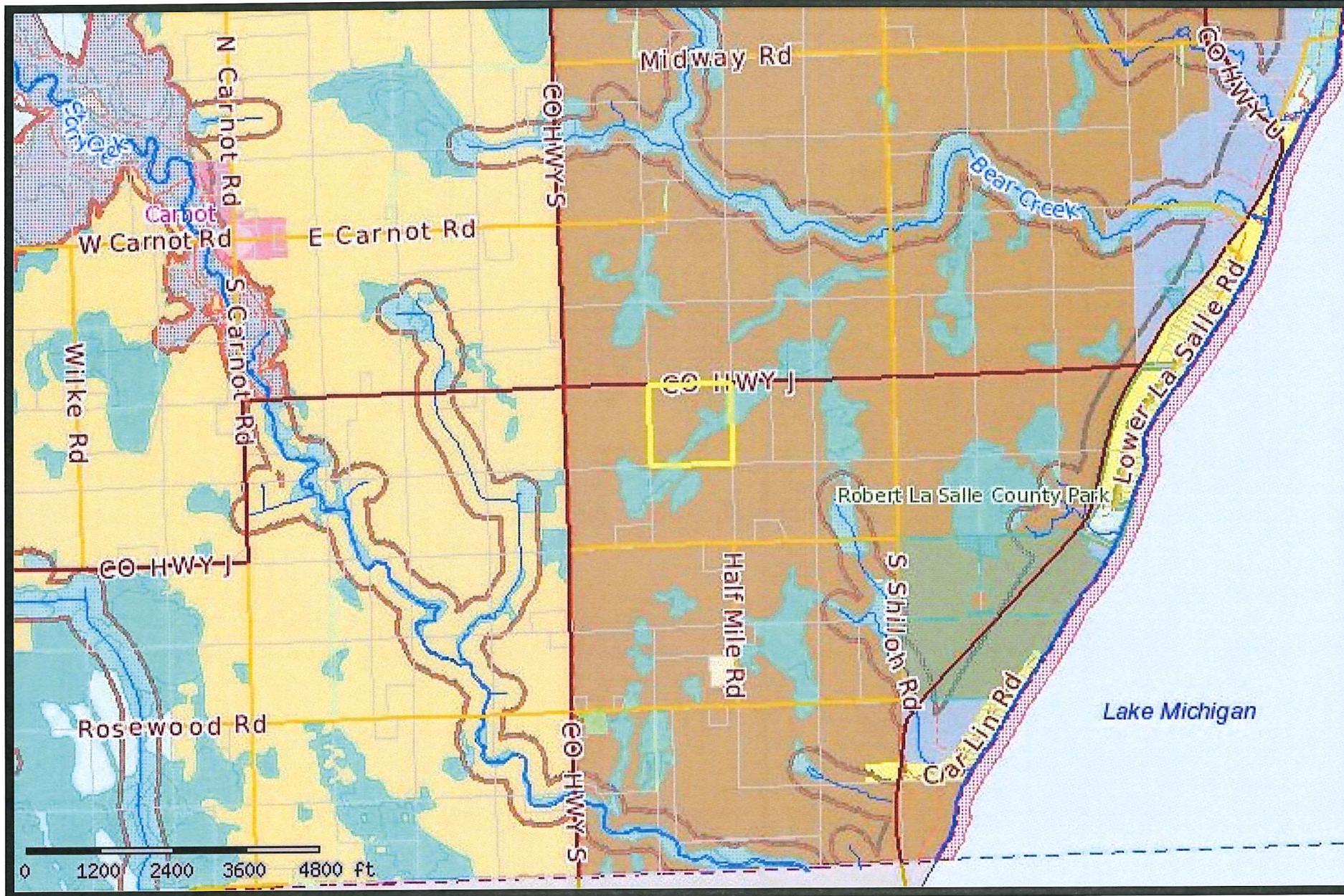
CHIKE

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County of Door Land Use Services Department: Planning

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

STAFF REPORT Conditional Use Permit Application

Applicant Information

- **Name & property address:** Marlene R. Chike Trust, 6317 CTH J
- **Parcel identification number:** 006-00-30262631
- **Zoning district:** Exclusive Agricultural (EA)
- **Petition request, including sections of zoning ordinance requiring permit:**
Create a nonfarm residential lot which will be approximately 4.435 acres. The lot area to be separated from the farm parcel is comprised of the existing residential yard and 1.314 acres of tillable land to the east of the buildings and 0.83 acres of tillable land to the west of the buildings. This lot will use up the last of the allowable land that can be dedicated to nonfarm residential lots, no additional land may be removed from the Chike Base Farm Tract.

Ordinance Sections: 2.05(3)(a), 4.08(2a), and 11.04.

Description of Subject Property and Surrounding Area

Subject Property

- **Lot area, width, and depth:** 40 acres, ~1,300' x ~1,300'
- **Frontage - water, road:** ~1,300' along CTH J, no waterfront
- **Existing uses/structures:** There is an existing residence, barn and several accessory structures within the proposed 4.435-acre lot.
- **Access:** There is an existing driveway off CTH J.
- **Traffic patterns/road usage:** The county highway has moderate traffic levels.
- **Water and sanitation:** Existing private well and a conventional septic system.
- **Significant topography or vegetation:** The 40-acre parcel contains a wetland area within a valley running at an angle from the SW to the NE. There is an elevation drop of 18' from the NW to the wetlands and then rises again toward the SE corner. The parcel is made up of agricultural fields, wetland and productive forest.

Surrounding Area (include zoning districts): This parcel is located in the southwest portion of the Town of Clay Banks. This area of Clay Banks is zoned Exclusive Agricultural (EA) and some Wetlands (W) with low density residential development scattered.

- **North:** Surrounded by 40-acre parcels.
- **South:** There is a mixture of 40-acre parcels and three nonfarm residential lots. Further to the south is a small lot zoned Prime Agricultural (PA) and Rosewood Dairy is located $\frac{3}{4}$ of a mile to the SW and is zoned Heartland 3.5 (HL3.5) and Commercial Center (CC).
- **East:** There are two, 20-acre parcels and the remaining parcels are all 40 acres.
- **West:** The adjacent 40-acre parcels are in Clay Banks followed by CTH S and then 40-acre parcels located in the Town of Forestville which are zoned General Agricultural (GA) and some Wetlands (W).

Background/History

The following provides an explanation of the required process to create a nonfarm residential lot in the Exclusive Agricultural (EA) zoning district. (Some committee members may recall authorizing several similar conditional use permits in the last several years.)

The Door County Zoning Ordinance allows for the creation of a nonfarm residential lot with a conditional use permit, if the following are met:

- Minimum lot size of at least 0.75 acres.
- Minimum lot width of 150'.
- All buildings located on the nonfarm residential lot shall be located at least 20' from all new side and rear lot lines.
- The remnant parcel shall contain at least 35 acres and all buildings located on the remnant lot shall be located at least 50' from all new lot lines.

The proposal complies with all of the above.

Chapter 91, Wisconsin Statutes – Farmland Preservation Rules

The Wisconsin State Statutes also have regulations applicable to this proposal which dictate the number of nonfarm residences allowed, the maximum acreage allowed for such lots containing those residences, etc.

Base Farm Tract (BFT): A BFT is comprised of one or more contiguous parcels in the EA zoning district in the same ownership (same name on the deed) on the date the ordinance was certified (September 30, 2010), regardless of any subsequent changes in the size or ownership of the farm.

Maximum allowed residences per BFT = 5 (There is only one on the property currently.)

Maximum # of non-farm residences per BFT = 4 (This is the only one proposed.)

1:20 ratio = Maximum allowed non-farm acreage to farm acreage. Calculated by dividing BFT acreage by 21 to determine the number of acres that may be dedicated to non-farm residential acreage.

Given these parameters the following equations apply to the Chike parcels (see the attached Exclusive Agricultural Worksheet with map that illustrates the base farm tract):

Base Farm Tract = 180 acres.

1:20 Ratio Calculation: $180 \text{ acres} / 21 = 8.57 \text{ acres}$. There was a 4-acre nonfarm residential lot created in 2014; therefore, no more than 4.57 acres can be split from the base farm tract.

If the maximum acreage is removed (4.57 acres), no additional land may be removed from the Base Farm Tract.

In addition, the RPC shall determine that the location and size of the proposed nonfarm residential lot will not do any of the following:

1. Convert prime farmland from agricultural use or convert land previously used as cropland, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential parcel or nonfarm residence.
2. Significantly impair or limit the current or future agricultural use of the other protected farmland.

If the RPC determines that the location and size of the proposed nonfarm residential lot meets the above outlined parameters, the proposal complies with the state requirements.

Zoning Considerations

- **Purpose of zoning district: DCZO Section: 2.03(3):** “Exclusive Agricultural (EA): This district is intended to protect the agricultural industry from scattered nonagricultural development that may displace agricultural uses and is, therefore, not intended to accommodate future nonagricultural growth. This district is intended to help implement recommendations of the *Door County Comprehensive and Farmland Preservation Plan*. Further, it is intended to meet the provisions of the Wisconsin Farmland Preservation Program, as specified in Ch. 91, Wis. Stats., and thereby establish eligibility for tax credits to farm owners as provided in Ch. 71, sub.ch. IX, Wis. Stats. It is intended that this district apply to lands included in productive farm operations and which have historically exhibited good crop yields, or are capable of such yields; have demonstrated productivity for dairying, livestock raising, and grazing; have been used for production of specialty crops such as tree and plant materials, fruits, and vegetables; or have been integral parts of such farm operations. Lot sizes of at least 35 acres are required for new lots.”
- **Does the use meet the zoning ordinance’s stated purpose and intent?** Yes.

Specific requirements for proposed use and/or possible conditions that may be relevant.

If the Resource Planning Committee (RPC) finds and concludes that:

1. The applicant has demonstrated, by substantial evidence, that the application and all conditions and requirements relating to the proposed conditional use are or will be satisfied, namely that...
 - a. The ratio of non-farm residential acreage to farm residential acreage on the base farm tract on which the residence is located will not be greater than one-to-twenty after the residence is converted to a non-farm residence.
 - b. There will not be more than four dwelling units in non-farm residences on the base farm tract after the residence is converted to a non-farm residence.
 - c. The location and size of the non-farm residential parcel will not convert prime farmland from agricultural use nor significantly impair or limit the current or future agricultural use of the protected farmland.
2. There was no substantial evidence to support the opposite conclusion.

Then the following are possible conditions that may be relevant to attach to the conditional use permit:

1. A Certified Survey Map (CSM) shall be recorded at the Door County Register of Deeds office within one year from the date of the Conditional Use Permit.
2. The new lot may not exceed 4.57 acres in size.

Comprehensive Plan Considerations

- **County comprehensive plan land use map designation(s) and description(s):**

The parcel which is proposed to be created is designated on the county plan future land use map as "Rural/Agricultural." The text description for such areas is as follows:

Rural/Agricultural – "Rural/Agricultural" areas cover much of southern and central Door County, where there are currently relatively stable agricultural lands with few non-agricultural uses, as well as most of the cleared areas located within the northern part of the county, which has more limited or discontinued agricultural activities. These areas are not planned for non-agricultural development in the next 15 years, however, lands in this category can, and most likely will, contain residential uses compatible with agriculture. Agricultural and related operations in these areas should be protected by ensuring development is at low density levels.

The creation of this lot requires a conditional use permit simply due to the requirements within the state statutes regarding creating residential parcels within certified Exclusive Agricultural zoning districts.

- **Relevant goals/objectives/action items from comprehensive plan:** None.
- **Other relevant text from county comprehensive plan:** None.

SV/RYS
August 26, 2020

Future Land Use Map

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Exclusive Agricultural - Worksheet

Property Owner Name: Raymond & Marlene Chike

Date: 10/24/19

Property Address: 6317 County Highway J, Algoma WI 54201

Telephone Number: 743-3686

Base Farm Tract Acreage #1: 180a 1:20 Ratio Max Non-Farm Acreage: 8.57a (4.57a left)

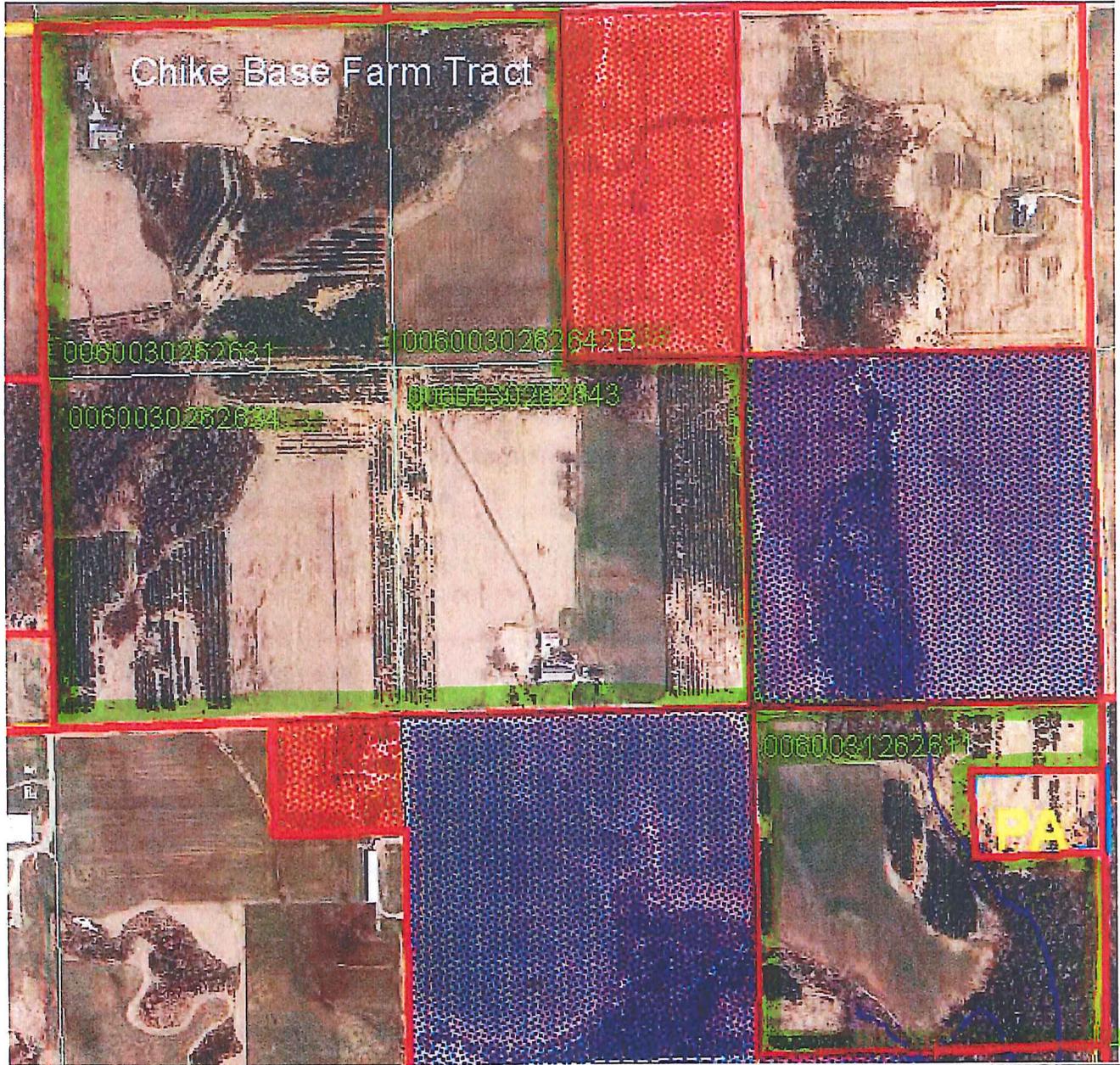
Parcel Number: 006-00-30262631 40a

Parcel Number: 006-00-30262634 40a **4 acres removed in 2014**

Parcel Number: 006-00-30262642B 20a

Parcel Number: 006-00-30262643 40a

Parcel Number: 006-00-31262611 40a



Notes:

FARMLAND PRESERVATION & EXCLUSIVE AGRICULTURAL ZONING REGULATIONS

Door County Zoning Ordinance Standards

EA minimum lot size 35 acres & 600' width (same as in past).

Except... County Ordinance allows for a nonfarm residential lot that meets the following:

- Minimum lot size of at least 0.75 acres
- Minimum lot width of 150'
- All buildings located on the nonfarm residential lot shall be located at least 20' from all new side and rear lot lines
- The remnant parcel shall contain at least 35 acres and all buildings located on the remnant lot shall be located at least 50' from all new lot lines.

***What is NEW...** Now in EA, the State requires that these new small lots shall be authorized with a conditional use permit OR by rezoning that area to a different zoning district (see below).

Chapter 91, Wis. Stats – New Farmland Preservation Rules

Base Farm Tract (BFT): One or more contiguous parcels in the EA zoning district in the same ownership (same name on the deed) on the date the ordinance was certified (September 30, 2010), regardless of any subsequent changes in the size of the farm.

Maximum allowed residences per BFT = 5

Maximum # of non-farm residences per BFT = 4

1:20 ratio = Maximum allowed non-farm acreage to farm acreage. Divide BFT acreage by 21 to determine the number of acres that may be dedicated to non-farm residential acreage.

If you are proposing to create a new non-farm residence/small lot via a conditional use permit (CUP) the above mentioned base farm tract, 1:20 ratio, and total maximum number of residences apply.

In addition, it shall be determined that the location and size of the proposed nonfarm residential will not do any of the following:

1. Convert prime farmland from agricultural use or convert land previously used as cropland, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential parcel or nonfarm residence.
2. Significantly impair or limit the current or future agricultural use of the other protected farmland.

If you choose to rezone a portion of your property to create a new lot instead of pursuing a CUP, the base farm tract, 1:20 ratio, and total maximum number of residences do **NOT** apply. However, in order to rezone out of EA, it shall be determined that all of the following apply:

1. The land is better suited for a use not allowed in the farmland preservation zoning district.
2. The rezoning is consistent with any applicable comprehensive plan.
3. The rezoning is substantially consistent with the county certified farmland preservation plan
4. The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for a or legally restricted to agricultural use.

Exclusive Agricultural (EA) zoning district setbacks

50' from side and rear lot lines

35' from any wetland

75' from any navigable stream

Road setbacks depend on class of road (state or county highway, town or private road).

Uses allowed in EA and type of permit required: See Table 2.05(3)(a), Door County Zoning Ordinance.

LETTER IN FAVOR

CONDITIONAL USE

MARLENE R. CHIKE TRUST

Door County Land Use Services Department
Request for Town Recommendation

Marlene R. Chike Trust is requesting to conditional use permit to create a nonfarm residential lot of approximately 4.435 acres located at 6317 CTH J. The property is zoned Exclusive Agricultural (EA), so in order to separate the existing residence and accessory structure from the farm parcel, a conditional use permit is required.

The (circle one) Town Board / Planning Committee of the Town of: Clay Banks held a legally noticed and posted meeting on August 13, 2020 at which, by a vote of 3 (Yea) to 0 (Nay), the town recommended (check one) SUPPORT DENIAL for a conditional use permit.

Reason(s) for the town's decision:

Is the proposal consistent with the Town Comprehensive Plan?

Concerns or objections the town may wish to see potentially addressed through conditions:

Jessica Fongle
Town Clerk Signature

8-13-2020
Date

*To aid you in the review, please see the attached Conditional Use Permit worksheet.

Return to Door County Land Use Services Department, 421 Nebraska St., Sturgeon Bay, WI.

RECEIVED
AUG 14 2020
DOOR COUNTY
LAND USE SERVICES DEPARTMENT

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 68 - Land Use Services										
43253	St Aid LIO Training	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
43254	St Aid WLIB Grant	30,000.00	.00	30,000.00	.00	.00	33,440.00	(3,440.00)	111	31,016.00
43256	St Aid WLIP Strategic Gnt	40,000.00	.00	40,000.00	.00	.00	45,000.00	(5,000.00)	112	75,000.00
43406	St Aid Wisconsin Fund	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	.00
44106	Sanitary Permits	60,000.00	.00	60,000.00	6,975.00	.00	42,775.00	17,225.00	71	80,875.00
44107	Zoning Fees & Permits	150,000.00	.00	150,000.00	18,500.00	.00	92,200.00	57,800.00	61	161,785.00
44110	Land Division Fees	5,000.00	.00	5,000.00	425.00	.00	2,350.00	2,650.00	47	8,475.00
45112	Monetary Penalties Planng	100.00	.00	100.00	.00	.00	.00	100.00	0	836.50
45113	Addressing Revenues	5,000.00	.00	5,000.00	950.00	.00	5,540.00	(540.00)	111	39,932.91
45114	Monetary Penalties Sanitn	.00	.00	.00	.00	.00	73.00	(73.00)	+++	.00
45116	Mapping	.00	.00	.00	.00	.00	.00	.00	+++	830.00
46125	Copy Fees	3,000.00	.00	3,000.00	102.08	.00	1,504.40	1,495.60	50	4,585.79
46801	Holding Tank Plan Rev Fee	3,400.00	.00	3,400.00	450.00	.00	3,510.00	(110.00)	103	6,570.00
48111	Interest-Ld Modern LIO	5,000.00	.00	5,000.00	24.59	.00	1,008.87	3,991.13	20	8,349.53
48120	Misc General Revenue	.00	.00	.00	.00	.00	.00	.00	+++	25.00
48342	ROD Land Modern LIO	70,000.00	.00	70,000.00	7,276.00	.00	47,857.00	22,143.00	68	68,562.00
48420	Witness Fees/Jury Duty	.00	.00	.00	.00	.00	16.00	(16.00)	+++	.00
49210	Tr fr Land Modern Reserve	18,557.00	.00	18,557.00	.00	.00	.00	18,557.00	0	.00
Department 68 - Land Use Services Totals		\$439,057.00	\$0.00	\$439,057.00	\$34,702.67	\$0.00	\$276,274.27	\$162,782.73	63%	\$487,842.73
REVENUE TOTALS		\$439,057.00	\$0.00	\$439,057.00	\$34,702.67	\$0.00	\$276,274.27	\$162,782.73	63%	\$487,842.73
EXPENSE										
Department 68 - Land Use Services										
Sub-Department 6202 - Planning/Sanitarian										
51101										
51101	Salary & Wages	561,343.00	.00	561,343.00	57,322.33	.00	272,320.62	289,022.38	49	465,060.03
51101.300PR	S&W Vac/PTO Vacation	.00	.00	.00	4,787.08	.00	14,312.33	(14,312.33)	+++	64,388.80
51101.311PR	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL Payout	.00	.00	.00	.00	.00	3,364.15	(3,364.15)	+++	.00
51101.320PR	S&W Holiday Holiday	.00	.00	.00	2,194.80	.00	5,885.63	(5,885.63)	+++	17,367.25
51101.380PR	S&W Trng/Meeting Trng/Meeting	.00	.00	.00	.00	.00	1,320.90	(1,320.90)	+++	824.94
51101.385PR	S&W - COVID 19	.00	.00	.00	.00	.00	3,892.26	(3,892.26)	+++	.00
51101.390PR	S&W Personal Personal	.00	.00	.00	606.88	.00	1,432.14	(1,432.14)	+++	2,042.49
51101.395PR	S&W Administrative Administrative	.00	.00	.00	932.90	.00	4,151.35	(4,151.35)	+++	8,071.69
51101 - Totals		\$561,343.00	\$0.00	\$561,343.00	\$65,843.99	\$0.00	\$306,679.38	\$254,663.62	55%	\$557,755.20
51105	Longevity	800.00	.00	800.00	.00	.00	.00	800.00	0	800.00
51111										
51111.274	Per Diem Resource Plannin Resource Planning Committ	6,770.00	.00	6,770.00	895.00	.00	4,132.50	2,637.50	61	4,205.00
51111 - Totals		\$6,770.00	\$0.00	\$6,770.00	\$895.00	\$0.00	\$4,132.50	\$2,637.50	61%	\$4,205.00
51113	Per Diem Brd of Adjustmt	8,500.00	.00	8,500.00	2,298.13	.00	6,118.63	2,381.37	72	3,964.10

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 68 - Land Use Services										
Sub-Department 6202 - Planning/Sanitarian										
51201	Social Security	44,172.00	.00	44,172.00	4,886.32	.00	22,467.68	21,704.32	51	40,245.52
51202	Retirement	38,518.00	.00	38,518.00	4,444.41	.00	20,473.61	18,044.39	53	36,637.58
51203	Dental Insurance	9,968.00	.00	9,968.00	724.28	.00	5,112.54	4,855.46	51	9,202.32
51204	Health Insurance	190,944.00	.00	190,944.00	14,952.00	.00	104,664.00	86,280.00	55	160,360.32
51205	Life Insurance	182.00	.00	182.00	22.06	.00	131.64	50.36	72	203.64
51206	Workers Compensation	21,220.00	.00	21,220.00	2,184.51	.00	10,082.83	11,137.17	48	20,210.57
52206	Telephone	2,500.00	.00	2,500.00	294.01	.00	1,474.64	1,025.36	59	2,379.16
52301	Repair & Maintenance	250.00	.00	250.00	.00	.00	.00	250.00	0	251.26
52303	Repair & Maint-Vehicles	3,000.00	.00	3,000.00	44.95	.00	283.62	2,716.38	9	1,723.22
52316	R&M Confined Space Camera	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
52401	Contracted Services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	414.00
52402	Membership Dues	1,000.00	.00	1,000.00	.00	.00	65.00	935.00	6	240.00
52403	Advertising & Legal Notic	1,500.00	.00	1,500.00	528.41	.00	1,530.55	(30.55)	102	1,203.10
52404	Filing Fees	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
53102	Postage	6,000.00	.00	6,000.00	305.80	.00	3,787.00	2,213.00	63	5,159.64
53106	Office Supplies	6,000.00	.00	6,000.00	1,223.17	.00	2,745.03	3,254.97	46	4,244.43
53140	Gasoline, Oil & Antifreez	4,500.00	.00	4,500.00	415.54	.00	1,614.51	2,885.49	36	3,938.75
54101	Conference Fees & Training	2,000.00	.00	2,000.00	.00	.00	565.00	1,435.00	28	450.00
54102										
54102	Training Mile,Meals,Lodge	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	316.09
54102.274	RESOURCE PLANNING Resource Planning Committ	1,387.00	.00	1,387.00	47.73	.00	411.62	975.38	30	937.86
54102.04211	Taxable Meals Taxable Meals	200.00	.00	200.00	.00	.00	.00	200.00	0	10.00
54102 - Totals		\$3,087.00	\$0.00	\$3,087.00	\$47.73	\$0.00	\$411.62	\$2,675.38	13%	\$1,263.95
55106	Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
55107	Leased Copying	4,000.00	.00	4,000.00	408.65	.00	2,485.32	1,514.68	62	4,201.01
58114	Wisconsin Fund Grant	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	.00
59153										
59153	Operational Travel Exp	1,500.00	.00	1,500.00	82.00	.00	215.50	1,284.50	14	673.50
59153.04211	Operational Taxable Meals Taxable Meals	25.00	.00	25.00	.00	.00	.00	25.00	0	.00
59153 - Totals		\$1,525.00	\$0.00	\$1,525.00	\$82.00	\$0.00	\$215.50	\$1,309.50	14%	\$673.50
69910										
69910.32113	Vehicle Replmt Funding Vehicle Replmnt Funding	6,881.00	.00	6,881.00	.00	.00	.00	6,881.00	0	.00
69910 - Totals		\$6,881.00	\$0.00	\$6,881.00	\$0.00	\$0.00	\$0.00	\$6,881.00	0%	\$0.00
Sub-Department 6202 - Planning/Sanitarian Totals		\$974,660.00	\$0.00	\$974,660.00	\$99,600.96	\$0.00	\$495,040.60	\$479,619.40	51%	\$859,726.27
Sub-Department 6203 - Real Property/LIO										
51101										
51101	Salary & Wages	179,904.00	.00	179,904.00	18,386.03	.00	91,020.01	88,883.99	51	145,044.42

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 68 - Land Use Services										
Sub-Department 6203 - Real Property/LIO										
51101										
51101.300PR	S&W Vac/PTO Vacation	.00	.00	.00	2,045.26	.00	8,287.20	(8,287.20)	+++	23,213.84
51101.320PR	S&W Holiday Holiday	.00	.00	.00	714.00	.00	1,971.04	(1,971.04)	+++	5,582.80
51101.350PR	S&W Funeral Funeral	.00	.00	.00	.00	.00	.00	.00	+++	693.42
51101.380PR	S&W Trng/Meeting Trng/Meeting	.00	.00	.00	61.43	.00	2,047.76	(2,047.76)	+++	3,127.52
51101.390PR	S&W Personal Personal	.00	.00	.00	.00	.00	512.64	(512.64)	+++	680.24
51101.395PR	S&W Administrative Administrative	.00	.00	.00	272.08	.00	1,088.32	(1,088.32)	+++	1,320.80
51101 - Totals		\$179,904.00	\$0.00	\$179,904.00	\$21,478.80	\$0.00	\$104,926.97	\$74,977.03	58%	\$179,663.04
51111										
51111.288	Per Diem Land Info Council Land Information Council	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
51111 - Totals		\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$0.00
51201	Social Security	13,770.00	.00	13,770.00	1,563.00	.00	7,508.22	6,261.78	55	12,709.91
51202	Retirement	12,144.00	.00	12,144.00	1,449.82	.00	7,082.58	5,061.42	58	11,784.24
51203	Dental Insurance	3,834.00	.00	3,834.00	319.56	.00	2,236.92	1,597.08	58	3,834.72
51204	Health Insurance	73,440.00	.00	73,440.00	6,768.00	.00	47,376.00	26,064.00	65	67,391.28
51205	Life Insurance	75.00	.00	75.00	8.36	.00	46.76	28.24	62	75.84
51206	Workers Compensation	360.00	.00	360.00	40.79	.00	199.31	160.69	55	346.27
52109	Surveying Services	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	11,592.00
52122	Land Modernization Exp	2,250.00	.00	2,250.00	.00	.00	475.11	1,774.89	21	1,077.30
52126	LIO Internet Exp	25,000.00	.00	25,000.00	.00	.00	25,535.22	(535.22)	102	39,907.62
52302										
52302.00013	Serv Contr-Info Systems Technology Systems	28,940.00	.00	28,940.00	.00	.00	20,131.98	8,808.02	70	5,449.90
52302.00015	SC-Software Register of Deeds	22,100.00	.00	22,100.00	.00	.00	22,010.00	90.00	100	.00
52302.00028	SC-Software Sheriff Sheriff	6,400.00	.00	6,400.00	6,329.33	.00	6,329.33	70.67	99	3,165.68
52302.00031	SC-Software SWCD Soil & Water Conservation	4,800.00	.00	4,800.00	.00	.00	2,226.65	2,573.35	46	7,257.23
52302.00068	SC-Software Land Use Serv Land Use Services	8,300.00	.00	8,300.00	(2,118.03)	.00	7,821.97	478.03	94	8,370.00
52302 - Totals		\$70,540.00	\$0.00	\$70,540.00	\$4,211.30	\$0.00	\$58,519.93	\$12,020.07	83%	\$24,242.81
52402	Membership Dues	200.00	.00	200.00	.00	.00	290.00	(90.00)	145	260.00
53121	Tax/Assemt Roll Supplies	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	3,802.10
54101	Conference Fees & Training	4,400.00	.00	4,400.00	80.33	.00	730.33	3,669.67	17	1,543.00
54102										
54102	Training Mile,Meals,Lodge	2,127.00	.00	2,127.00	.00	.00	.00	2,127.00	0	195.44
54102.288	LAND INFORMATION COUNCIL Land Information Council	27.00	.00	27.00	.00	.00	23.00	4.00	85	.00
54102.04211	Taxable Meals Taxable Meals	50.00	.00	50.00	.00	.00	.00	50.00	0	10.00
54102 - Totals		\$2,204.00	\$0.00	\$2,204.00	\$0.00	\$0.00	\$23.00	\$2,181.00	1%	\$205.44
54116	Suprvsr Assessor Training	70.00	.00	70.00	.00	.00	.00	70.00	0	100.40

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 68 - Land Use Services										
Sub-Department 6203 - Real Property/LIO										
58170	WLIP Strategic Grant	53,460.00	.00	53,460.00	.00	.00	.00	53,460.00	0	50,700.00
59140	Addressing Prog - County	5,000.00	.00	5,000.00	1,170.76	.00	1,220.99	3,779.01	24	5,975.82
59153										
59153	Operational Travel Exp	50.00	.00	50.00	.00	.00	.00	50.00	0	.00
59153.04211	Operational Taxable Meals Taxable Meals	25.00	.00	25.00	.00	.00	.00	25.00	0	.00
59153 - Totals		\$75.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	0%	\$0.00
69901										
69901.00068	Cap Outlay Land Use Serv Land Use Services	6,455.00	.00	6,455.00	.00	.00	.00	6,455.00	0	11,578.91
69901 - Totals		\$6,455.00	\$0.00	\$6,455.00	\$0.00	\$0.00	\$0.00	\$6,455.00	0%	\$11,578.91
Sub-Department 6203 - Real Property/LIO Totals		\$470,781.00	\$0.00	\$470,781.00	\$37,090.72	\$0.00	\$256,171.34	\$214,609.66	54%	\$426,790.70
Department 68 - Land Use Services Totals		\$1,445,441.00	\$0.00	\$1,445,441.00	\$136,691.68	\$0.00	\$751,211.94	\$694,229.06	52%	\$1,286,516.97
EXPENSE TOTALS		\$1,445,441.00	\$0.00	\$1,445,441.00	\$136,691.68	\$0.00	\$751,211.94	\$694,229.06	52%	\$1,286,516.97
Fund 100 - General Fund Totals										
REVENUE TOTALS		439,057.00	.00	439,057.00	34,702.67	.00	276,274.27	162,782.73	63%	487,842.73
EXPENSE TOTALS		1,445,441.00	.00	1,445,441.00	136,691.68	.00	751,211.94	694,229.06	52%	1,286,516.97
Fund 100 - General Fund Totals		(\$1,006,384.00)	\$0.00	(\$1,006,384.00)	(\$101,989.01)	\$0.00	(\$474,937.67)	(\$531,446.33)		(\$798,674.24)
Grand Totals										
REVENUE TOTALS		439,057.00	.00	439,057.00	34,702.67	.00	276,274.27	162,782.73	63%	487,842.73
EXPENSE TOTALS		1,445,441.00	.00	1,445,441.00	136,691.68	.00	751,211.94	694,229.06	52%	1,286,516.97
Grand Totals		(\$1,006,384.00)	\$0.00	(\$1,006,384.00)	(\$101,989.01)	\$0.00	(\$474,937.67)	(\$531,446.33)		(\$798,674.24)

Land Use Services 2020 “out of the ordinary” goings-on**August 27, 2020****COVID-19!**

- Working mostly from home for two months
- Changes since to various in-office processes and public hearings/meetings

Programs

- Addressing program potential overhaul
- Tower regulation rewrite
- Sign chapter implementation and inventory

Personnel and equipment/software

- “Short” one ZA for 4.5 months
- Treasurer’s/taxing systems audit
- AS400 permitting software replacement
- Website overhaul

Unusual/time-consuming cases or requests

- Flooding: substantial damage estimates due to lots of flooding in several towns
- Unusual numbers of property owners doing application paperwork (as opposed to builders)
- Unusual numbers of contentious, lengthy hearings
- Unusual numbers of variance applications (in part due to flooding-related issues)
- Appeals of ZA decisions (three to date)
- Appeals of RPC decisions (three)
- Appeals from BOA to court (three)
- Significant open records requests (seven to date)

Plans/planning

- Transportation plan update
- Bike plan implementation
- Parks plan completion
- Finalization of John Miles and indoor/outdoor rec. area planning
- Land & Water Resource Management plan committee
- Door County Coastal Byways plan/application update (x 2, with national designation pursuit)
- Hazard mitigation plan update
- Evacuation plan update/completion
- Housing-related research, training, and work, including WHEDA application
- Housing-related text amendments
- UW-Madison MBA student project

Door County Land Use Services Sub-Departments' Staff Levels

~2007

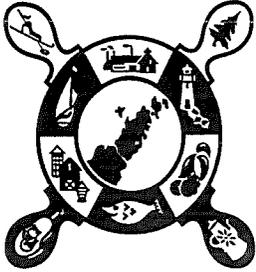
Department	Dept. Head	"Line Staff"	Administrative	Total
LIO (part of IS)		1 FTE		1 FTE
Sanitarian	1 FTE	2 FTE + 1-2 LTE	2 FTE	5 FTE + 1-2 LTE
RPL	1 FTE	1 FTE	.6 FTE	2.6 FTE
Planning	1 FTE	6.9 FTE	2.4 FTE	10.3 FTE
TOTALS	3 FTE	10.9 FTE + 1-2 LTE	5 FTE	18.9 FTE + 1-2 LTE

~2015

Department	Dept. Head	"Line Staff"	Administrative	Total
LIO (part of IS)		1 FTE		1 FTE
Sanitarian	1 FTE	2 FTE + 1 LTE	1 FTE + 1 LTE	4 FTE + 2 LTE
RPL	1 FTE	1 FTE		2 FTE
Planning	1 FTE	5 FTE	1.5 FTE	7.5 FTE
TOTALS	3 FTE	9 FTE + 1 LTE	2.5 FTE + 1 LTE	14.5 FTE + 2 LTE

~2018

LUSD Division	Dept./Division "Head"	"Line Staff"	Administrative	Total
LIO		1 FTE		1 FTE
Sanitarian	1 FTE	1 FTE	1 FTE	3 FTE
RPL	1 FTE	1 FTE		2 FTE
Planning	1 FTE	4 FTE	1 FTE	6 FTE
TOTALS	3 FTE	7 FTE	2 FTE	12 FTE



County of Door
LAND USE SERVICES DEPARTMENT

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Mariah Goode, Director

Direct line: (920) 746-2224

Main office line: (920) 746-2323

FAX: (920) 746-2387

E-mail: mgoode@co.door.wi.us

Website: <https://www.co.door.wi.gov/164/Land-Use-Services>

MEMORANDUM

August 11, 2020

TO: Door County Finance Committee Members
CC: Steve Wipperfurth, Finance Department Director
FROM: Mariah Goode
RE: Cedar Corporation contract for short-term zoning administration assistance

Attached please find a contract which County Administrator Ken Pabich has pre-approved between the county (specifically, the Land Use Services Department) and Cedar Corporation. The contract is for part-time zoning administration assistance during the remainder of 2020, for an amount not to exceed \$10,000 (roughly 110 hours of "Planner II" time). The funds for the contract will come from a department intra-transfer from "salary and wages" to "contractual services." Overall departmental expenditures for 2020 will not exceed the amount budgeted.

This has been a busy year in Door County for real estate sales and development projects. Our department has been unable to keep up due to the sheer volume of work, coupled with the COVID-19 pandemic, being short-staffed one zoning administrator from mid-January through Memorial Day, and an unusual number of more time-consuming permits in the mix, such as state-mandated processes related to properties which are flooding and appeals of oversight committee and staff decisions. Also, due to an upcoming shift to a new, and on-line, permitting system, we have been working on evaluating and updating all of our application processes, forms, and explanatory materials.

The zoning administrator who left for the private sector in January, Jeff Kussow, is working for Cedar Corporation, which is why we selected them as the consultant. Jeff is the only staff person they are assigning to this contract. He is very familiar with our ordinances and processes and highly qualified to help us review permit applications, research real estate sales-related requests, finish training the new zoning administrator, etc. All of his work is being done remotely, and "behind the scenes" – his name will not appear on any permits or correspondence.

Please let me know if you have any questions or concerns about this matter – I'd be happy to answer them.

Thank you!

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement entered into by and between the Door County, Wisconsin, hereinafter referred to as Client or Owner, and Cedar Corporation, a Wisconsin Corporation, hereinafter referred to as Cedar Corporation or Engineer.

Client hereby engages Cedar Corporation to perform the services described herein and Cedar Corporation agrees to perform the services for the compensation set forth as provided herein. Cedar Corporation shall be authorized to commence the services upon execution of this Agreement.

PART I

CEDAR CORPORATION RESPONSIBILITIES

A. SCOPE

1. Cedar Corporation will provide professional services as more completely described in this Agreement and in any addenda to the Agreement, to include, engineering and other professional services.
2. Each project assignment provided will be defined by a written scope of work, cost estimate, fee and schedule approved by both Cedar Corporation and the Client.
3. Typical services which may be included in a municipal project assignment are Feasibility Study and Report, Preliminary Design, Opinion of Probable Construction Cost, Final Design, Specifications, Bidding Documents and Construction Contracts, Bidding, Construction Staking and Layout, Construction Administration, Construction Observation, Construction Record Drawings, Planning and such additional services required of the municipal project. Additional services, among others, which may be provided by Cedar Corporation upon request of the Client, will be private development plan review, land surveys, ordinance amendment review and assistance, and other professional services requested by the Client.
4. This Agreement shall be automatically renewed annually on the anniversary date of its original execution. However, either Cedar Corporation or Client may terminate this Agreement by giving the other party written notice at least thirty (30) days prior to the renewal date.

B. AUTHORIZATION TO PROCEED

1. Cedar Corporation will begin work on project assignments upon receipt of authorization to proceed, which may include a Client Purchase Order, letter agreement, resolution, addenda, or other mutually acceptable written authorization.

2. If specifically requested by the Client, work on projects may be initiated by Cedar Corporation prior to receipt of written authorization to proceed, provided that such is received within 30 days.
3. Cedar Corporation agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by Client. If a special time schedule must be met for a Project, it shall be specifically set forth by Addenda to this Agreement.

C. PROJECT TEAM

All employees of Cedar Corporation working on projects provided under this Agreement shall be experienced and qualified for the services to be conducted.

PART II

CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

A. INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

B. REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

C. DECISIONS

Provide criteria and information as to Client requirements for the project, obtain (with Cedar Corporation's assistance, if applicable) necessary approvals and permits, attend project-related meetings, provide interim reviews on an agreed-upon schedule, make decisions on project alternatives, and generally participate in the project to the extent necessary to allow Cedar Corporation to perform the services.

D. GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III**COMPENSATION, BILLING, AND PAYMENT****A. COMPENSATION**

Client shall pay Cedar Corporation for professional services in accordance with a Schedule of Hourly Rates or compensation can be provided through the Lump Sum method. Payment method selected to be identified in the written authorization to proceed format. When a Schedule of Hourly Rates is selected, it is subject to annual adjustment as provided by Cedar Corporation to Client not later than January 31st of each subsequent year of the term of the Agreement.

B. BILLING AND PAYMENT

1. Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.
2. Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.
3. If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition, Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement.

PART IV

STANDARD TERMS AND CONDITIONS

- A. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.
- B. **CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.
- C. **SAFETY.** Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.
- D. **DELAYS.** If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.
- E. **TERMINATION.** Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation

shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

- F. OPINIONS OF PROBABLE CONSTRUCTION COST.** Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
- G. RELATIONSHIP WITH CONTRACTORS.** Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
- H. CONSTRUCTION REVIEW.** For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar Corporation harmless from any claims resulting from performance of services by persons other than Cedar Corporation.
- I. INSURANCE.** Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.
- J. ALLOCATION OF RISKS.** To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

To the fullest extent permitted by law, Client's total liability to Cedar Corporation and anyone claiming by, through, or under Cedar Corporation for any cost, loss, or damages caused in part by the negligence of Client and in part by the negligence of Cedar Corporation or any other negligent entity or individual, shall not exceed the percentage share that Client's negligence bears to the total negligence of Cedar Corporation, Client, and all other negligent entities and individuals.

- K. HAZARDOUS MATERIAL.** Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.
- L. ACCESS.** Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.
- M. REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and

expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

- N. **AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.
- O. **ASSIGNMENT.** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.
- P. **DISPUTE RESOLUTION.** Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.
- Q. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.
- R. **NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's project contractors.
- S. **SEVERABILITY.** The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
- T. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

U. **OTHER.** Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

THIS AGREEMENT is hereby approved and executed this 29 day of July, 2020.

DOOR COUNTY, WISCONSIN

CEDAR CORPORATION

By: [Signature]

By: [Signature]

Name: KEN PASTILL

Name: Ken Jaworski

Title: COUNTY ADMINISTRATOR

Title: Senior Consultant

APPROVED AS TO FORM
By: [Signature]

By: [Signature]

Name: Grant P. Thomas

Name: Dean Zanon

Title: Corporation Counsel

Title: President

Project No. (To be assigned)
Date: July, 29, 2020

Door County, Wisconsin
Authorization to Perform Engineering/Consulting Services

Services will be performed in accordance with the Agreement for Professional Services, dated July 29, 2020, between Door County, Wisconsin (Owner) and Cedar Corporation (Engineer/Consultant).

Engineer is hereby authorized to proceed with the project listed below. The engineering/consulting services are to be completed December 31, 2020.

Project: Planning and Zoning Administration Assistance

Scope of Work	Method of Compensation	Cost Estimate
<input checked="" type="checkbox"/> Planning and Zoning Administration Assistance	<input checked="" type="checkbox"/> Hourly Rate & Expenses (Attached)	<u>\$10,000.00 (Not to Exceed)</u>
<input type="checkbox"/> Zoning Ordinance Update		
<input checked="" type="checkbox"/> Attendance at requested meetings other than Planning and Zoning Assistance		
<input checked="" type="checkbox"/> Direct and review applications for CSMs, Rezoning, Variance, Conditional Use, Site Plans, Plat, and Comprehensive Plan Amendment Requests.		
<input checked="" type="checkbox"/> Prepare Special Reports as directed.		
<input type="checkbox"/> Prepare map changes and/or create new maps as directed.		
<input checked="" type="checkbox"/> Other services as requested: _____		

Comments:

Environmental, Engineering, Surveying, Economic Development, and Architectural Services are available from Cedar Corporation.

Cedar Corporation

Authorized By:

Door County, WI

By: 

By: 

Title: Senior Consultant

Title: COUNTY ADMINISTRATOR

Date: 7-29-20

Date: 07-29-20

2020 Schedule of Hourly Rates

<u>TITLE</u>	<u>RATE</u>
Principal	\$180.00
Director	\$170.00
Senior Project Manager	\$160.00
Lead Project Manager	\$150.00
Senior Architect / Senior Engineer / Lead Senior Planner	\$145.00
Lead Engineer	\$140.00
Project Manager III / Senior Consultant	\$135.00
Senior Construction Manager	\$130.00
Project Manager II	\$125.00
Project Engineer III	\$120.00
Project Manager I / Landscape Architect / Environmental Specialist IV	\$115.00
Project Engineer II / Senior Planner / Technician V	\$110.00
Environmental Specialist III	\$105.00
Construction Manager / Project Engineer I / Architect I	\$100.00
Professional Land Surveyor II / Technical Specialist	\$100.00
Technician IV	\$ 98.00
Staff Engineer II / Professional Land Surveyor I	\$ 95.00
Environmental Specialist II / Planner II / Surveyor	\$ 90.00
Technician III	\$ 89.00
Staff Engineer I / Environmental Specialist I	\$ 85.00
Technician II	\$ 80.00
Planner I	\$ 75.00
Technician I / Administrative Assistant II	\$ 72.00
Administrative Assistant I	\$ 67.00
Intern	\$ 65.00

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

Vehicle Mileage	\$0.57/mile ¹
GPS/Robotic Survey Equipment	\$30/hour

¹ Mileage reimbursement is subject to adjustment during the calendar year based on the IRS standard mileage rate

Field supplies are charged to the project at cost. Review fees required by approving authorities shall be paid directly by the Owner.

THIS RATE SCHEDULE, APPENDED TO ANY CONTRACT, IS SUBJECT TO ANNUAL ADJUSTMENT.

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2020 Projected Amount	2021 Dept Requested
Fund 100 - General Fund							
REVENUE							
Department 68 - Land Use Services							
43253	St Aid LIO Training	1,000.00	1,000.00	1,000.00	.00	1,481.48	1,000.00
43254	St Aid WLIB Grant	30,000.00	30,000.00	33,440.00	.00	49,540.74	30,000.00
43256	St Aid WLIP Strategic Gnt	40,000.00	40,000.00	45,000.00	.00	66,666.67	50,000.00
43406	St Aid Wisconsin Fund	48,000.00	48,000.00	.00	5,000.00	.00	5,000.00
44106	Sanitary Permits	60,000.00	60,000.00	35,800.00	30,000.00	70,703.70	60,000.00
44107	Zoning Fees & Permits	150,000.00	150,000.00	73,700.00	65,000.00	157,777.78	135,000.00
44110	Land Division Fees	5,000.00	5,000.00	1,925.00	2,000.00	4,629.63	4,000.00
45112	Monetary Penalties Planng	100.00	100.00	.00	.00	.00	100.00
45113	Addressing Revenues	5,000.00	5,000.00	4,590.00	2,500.00	9,281.48	5,000.00
45114	Monetary Penalties Sanitn	.00	.00	73.00	.00	108.15	.00
46125	Copy Fees	3,000.00	3,000.00	1,402.32	1,500.00	2,459.13	3,000.00
46801	Holding Tank Plan Rev Fee	3,400.00	3,400.00	3,060.00	2,500.00	6,000.00	3,400.00
48111	Interest-Ld Modern LIO	5,000.00	5,000.00	984.28	750.00	1,494.62	1,500.00
48342	ROD Land Modern LIO	70,000.00	70,000.00	40,581.00	29,419.00	76,880.00	70,000.00
48420	Witness Fees/Jury Duty	.00	.00	16.00	.00	23.70	.00
49210	Tr fr Land Modern Reserve	18,557.00	18,557.00	.00	13,617.00	.00	13,504.00
Department 68 - Land Use Services Totals		\$439,057.00	\$439,057.00	\$241,571.60	\$152,286.00	\$447,047.08	\$381,504.00
REVENUE TOTALS		\$439,057.00	\$439,057.00	\$241,571.60	\$152,286.00	\$447,047.08	\$381,504.00
EXPENSE							
Department 68 - Land Use Services							
Sub-Department 6202 - Planning/Sanitarian							
51101	Salary & Wages	561,343.00	561,343.00	214,998.29	348,145.00	403,437.96	579,347.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	9,525.25	.00	21,203.45	.00
51101.311P	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL Payout	.00	.00	3,364.15	.00	4,983.93	.00
51101.320P	S&W Holiday Holiday	.00	.00	3,690.83	.00	8,719.45	.00
51101.380P	S&W Trng/Meetng Trng/Meetng	.00	.00	1,320.90	.00	1,956.89	.00
51101.385P	S&W - COVID 19	.00	.00	3,892.26	.00	5,766.31	.00
51101.390P	S&W Personal Personal	.00	.00	825.26	.00	2,121.69	.00
51101.395P	S&W Administrative Administrative	.00	.00	3,218.45	.00	6,150.15	.00

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2020 Projected Amount	2021 Dept Requested
Fund 100 - General Fund							
EXPENSE							
Department 68 - Land Use Services							
Sub-Department 6202 - Planning/Sanitarian							
51105	Longevity	800.00	800.00	.00	800.00	.00	800.00
51111.274	Per Diem Resource Plannin Resource Planning Committ	6,770.00	6,770.00	3,237.50	3,500.00	6,122.22	6,770.00
51113	Per Diem Brd of Adjustmt	8,500.00	8,500.00	3,820.50	4,000.00	9,248.64	8,500.00
51201	Social Security	44,172.00	44,172.00	17,581.36	22,100.00	33,285.45	45,549.00
51202	Retirement	38,518.00	38,518.00	16,029.20	19,300.00	30,331.27	39,734.00
51203	Dental Insurance	9,968.00	9,968.00	4,388.26	4,400.00	7,574.13	9,968.00
51204	Health Insurance	190,944.00	190,944.00	89,712.00	90,000.00	155,057.78	190,944.00
51205	Life Insurance	182.00	182.00	109.58	95.00	195.02	228.00
51206	Workers Compensation	21,220.00	21,220.00	7,898.32	10,650.00	14,937.53	19,325.00
52206	Telephone	2,500.00	2,500.00	1,180.63	1,500.00	2,184.65	3,000.00
52301	Repair & Maintenance	250.00	250.00	.00	250.00	.00	250.00
52303	Repair & Maint-Vehicles	3,000.00	3,000.00	238.67	1,500.00	420.18	2,000.00
52316	R&M Confined Space Camera	100.00	100.00	.00	100.00	.00	100.00
52401	Contracted Services	1,000.00	1,000.00	.00	1,000.00	.00	1,000.00
52402	Membership Dues	1,000.00	1,000.00	65.00	935.00	96.30	1,000.00
52403	Advertising & Legal Notic	1,500.00	1,500.00	1,002.14	1,000.00	2,267.48	2,500.00
52404	Filing Fees	400.00	400.00	.00	400.00	.00	400.00
53102	Postage	6,000.00	6,000.00	3,481.20	3,500.00	5,610.37	6,500.00
53106	Office Supplies	6,000.00	6,000.00	1,521.86	4,500.00	4,066.71	6,000.00
53140	Gasoline, Oil & Antifreez	4,500.00	4,500.00	1,198.97	1,500.00	2,391.87	3,000.00
54101	Conference Fees & Training	2,000.00	2,000.00	565.00	500.00	837.04	2,000.00
54102	Training Mile,Meals,Lodge	1,500.00	1,500.00	.00	250.00	.00	1,500.00
54102.0421 1	Taxable Meals Taxable Meals	200.00	200.00	.00	50.00	.00	200.00
54102.274	RESOURCE PLANNING Resource Planning Committ	1,387.00	1,387.00	363.89	700.00	728.22	1,534.00
55106	Printing	500.00	500.00	.00	500.00	.00	500.00
55107	Leased Copying	4,000.00	4,000.00	2,076.67	2,500.00	4,133.44	4,000.00
58114	Wisconsin Fund Grant	48,000.00	48,000.00	.00	5,000.00	.00	5,000.00
59153	Operational Travel Exp	1,500.00	1,500.00	133.50	150.00	461.48	1,500.00
59153.0421 1	Operational Taxable Meals Taxable Meals	25.00	25.00	.00	25.00	.00	25.00

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2020 Projected Amount	2021 Dept Requested
Fund 100 - General Fund							
EXPENSE							
Department 68 - Land Use Services							
Sub-Department 6202 - Planning/Sanitarian							
69910.3211	Vehicle Replmt Funding Vehicle Replmnt Funding	6,881.00	6,881.00	.00	6,881.00	.00	6,392.00
3							
Sub-Department 6202 - Planning/Sanitarian Totals		\$974,660.00	\$974,660.00	\$395,439.64	\$535,731.00	\$734,289.61	\$949,566.00
Sub-Department 6203 - Real Property/LIO							
51101	Salary & Wages	179,904.00	179,904.00	72,633.98	107,270.00	134,844.46	187,559.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	6,241.94	.00	12,277.33	.00
R							
51101.320P	S&W Holiday Holiday	.00	.00	1,257.04	.00	2,920.06	.00
R							
51101.380P	S&W Trng/Meetng Trng/Meetng	.00	.00	1,986.33	.00	3,033.72	.00
R							
51101.390P	S&W Personal Personal	.00	.00	512.64	.00	759.47	.00
R							
51101.395P	S&W Administrative Administrative	.00	.00	816.24	.00	1,612.33	.00
R							
51111.288	Per Diem Land Info Council Land Information Council	100.00	100.00	.00	100.00	.00	100.00
51201	Social Security	13,770.00	13,770.00	5,945.22	7,825.00	11,123.29	14,356.00
51202	Retirement	12,144.00	12,144.00	5,632.76	6,511.00	10,492.71	12,660.00
51203	Dental Insurance	3,834.00	3,834.00	1,917.36	1,917.00	3,313.96	3,834.00
51204	Health Insurance	73,440.00	73,440.00	40,608.00	32,832.00	70,186.67	73,440.00
51205	Life Insurance	75.00	75.00	38.40	36.00	69.27	77.00
51206	Workers Compensation	360.00	360.00	158.52	201.00	295.27	357.00
52109	Surveying Services	12,000.00	12,000.00	.00	12,000.00	.00	12,000.00
52122	Land Modernization Exp	2,250.00	2,250.00	475.11	1,775.00	703.87	2,250.00
52126	LIO Internet Exp	25,000.00	25,000.00	25,535.22	.00	37,829.96	25,000.00
52302.0001	Serv Contr-Info Systems Technology Systems	28,940.00	28,940.00	20,131.98	.00	29,825.16	29,740.00
3							
52302.0001	SC-Software Register of Deeds	22,100.00	22,100.00	22,010.00	.00	32,607.41	23,810.00
5							
52302.0002	SC-Software Sheriff Sheriff	6,400.00	6,400.00	.00	6,400.00	9,376.79	6,329.00
8							
52302.0003	SC-Software SWCD Soil & Water Conservation	4,800.00	4,800.00	2,226.65	.00	3,298.74	5,100.00
1							
52302.0006	SC-Software Land Use Serv Land Use Services	8,300.00	8,300.00	9,940.00	(2,092.00)	11,588.10	8,400.00
8							
52402	Membership Dues	200.00	200.00	290.00	.00	429.63	300.00
53121	Tax/Assemt Roll Supplies	5,500.00	5,500.00	.00	5,500.00	.00	5,500.00

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2020 Projected Amount	2021 Dept Requested
Fund 100 - General Fund							
EXPENSE							
Department 68 - Land Use Services							
Sub-Department 6203 - Real Property/LIO							
54101	Conference Fees & Training	4,400.00	4,400.00	650.00	1,000.00	1,081.97	4,400.00
54102	Training Mile,Meals,Lodge	2,127.00	2,127.00	.00	500.00	.00	2,000.00
54102.0421	Taxable Meals Taxable Meals	50.00	50.00	.00	25.00	.00	50.00
1							
54102.288	LAND INFORMATION COUNCIL Land Information Council	27.00	27.00	23.00	23.00	34.07	46.00
54116	Suprvsr Assessor Training	70.00	70.00	.00	70.00	.00	70.00
58170	WLIP Strategic Grant	53,460.00	53,460.00	.00	53,460.00	.00	50,000.00
59140	Addressing Prog - County	5,000.00	5,000.00	50.23	4,950.00	1,808.87	5,000.00
59153	Operational Travel Exp	50.00	50.00	.00	50.00	.00	50.00
59153.0421	Operational Taxable Meals Taxable Meals	25.00	25.00	.00	25.00	.00	25.00
1							
69901.0001	Cap Outlay Reg Deeds Register of Deeds	.00	.00	.00	.00	.00	1,000.00
5							
69901.0006	Cap Outlay Land Use Serv Land Use Services	6,455.00	6,455.00	.00	6,455.00	.00	.00
8							
Sub-Department 6203 - Real Property/LIO Totals		\$470,781.00	\$470,781.00	\$219,080.62	\$246,833.00	\$379,513.11	\$473,453.00
Department 68 - Land Use Services Totals		\$1,445,441.00	\$1,445,441.00	\$614,520.26	\$782,564.00	\$1,113,802.72	\$1,423,019.00
EXPENSE TOTALS		\$1,445,441.00	\$1,445,441.00	\$614,520.26	\$782,564.00	\$1,113,802.72	\$1,423,019.00
Fund 100 - General Fund Totals							
REVENUE TOTALS		\$439,057.00	\$439,057.00	\$241,571.60	\$152,286.00	\$447,047.08	\$381,504.00
EXPENSE TOTALS		\$1,445,441.00	\$1,445,441.00	\$614,520.26	\$782,564.00	\$1,113,802.72	\$1,423,019.00
Fund 100 - General Fund Totals		(\$1,006,384.00)	(\$1,006,384.00)	(\$372,948.66)	(\$630,278.00)	(\$666,755.64)	(\$1,041,515.00)
Net Grand Totals							
REVENUE GRAND TOTALS		\$439,057.00	\$439,057.00	\$241,571.60	\$152,286.00	\$447,047.08	\$381,504.00
EXPENSE GRAND TOTALS		\$1,445,441.00	\$1,445,441.00	\$614,520.26	\$782,564.00	\$1,113,802.72	\$1,423,019.00
Net Grand Totals		(\$1,006,384.00)	(\$1,006,384.00)	(\$372,948.66)	(\$630,278.00)	(\$666,755.64)	(\$1,041,515.00)

LAND USE SERVICES REVENUE ACCOUNTS 2021

Non-Lapsing/"Special" Accounts							August 25 2020
Account #	Name	2020 Budget	2020 thru June 30	est. 2020 last half	2020 est. year-end	2021 request	Comments
Planning	26126						Addressing program offsets
Planning	32113						Vehicle replacement 1-4
LIO	32117						RoD fees to LIO per state
Land Use Services Department: 68							
43253	LIO Train	1,000.00	1,000.00	0.00	1,000.00	1,000.00	LIO training grant money.
43254	WLIB Grant	30,000.00	33,440.00	0.00	33,440.00	30,000.00	LIO. This & 48342 will always total approx. 100k. State grant makes up diff.
43256	WLIP Strat	40,000.00	45,000.00	0.00	45,000.00	50,000.00	LIO. State grant; runs July to June and is paid in two installments.
43406	St Aid Wis	48,000.00	0.00	5,000.00	5,000.00	5,000.00	Program has been reinvigorated by the state as of 2020, but hardly anyone here is eligible to apply.
44105	Soil Inves	0.00	0.00	0.00	0.00	0.00	Obsolete account; fees have been folded into overall sanitary permit fees.
44106	San Pmts	60,000.00	35,800.00	30,000.00	65,800.00	60,000.00	Estimate based on past few years.
44107	Zoning Fees	150,000.00	73,700.00	65,000.00	138,700.00	135,000.00	Estimate based on past few years.
44110	Land Division	5,000.00	1,925.00	2,000.00	3,925.00	4,000.00	Estimate based on past few years.
45112	Mon Penits	100.00	73.00	0.00	73.00	100.00	Only Sanitarian seems to collect any; no way to predict amount.
45113	Addressing	5,000.00	4,590.00	2,500.00	7,090.00	5,000.00	Needs to match expenditures.
45116	Mapping	0.00	0.00	0.00	0.00	0.00	No known projects for 2020.
46125	Copy	3,000.00	1,402.32	1,500.00	2,902.32	3,000.00	Estimate based on past few years.
46801	Hldg Tk Fe	3,400.00	3,060.00	2,500.00	5,560.00	3,400.00	Estimate based on past few years.
48111	Int. LD Mod	5,000.00	984.28	750.00	1,734.28	1,500.00	LIO account interest estimate from Finance.
48120	Misc G Rev	0.00	0.00	0.00	0.00	0.00	Sporadic RPL information/query-related requests.
48342	LD Mod ROD	70,000.00	40,581.00	29,419.00	70,000.00	70,000.00	LIO. See also 43254. RoD fees kept by county per state formula/law.
48344	LIO Misc	0.00	0.00	0.00	0.00	0.00	LIO other grants/partnerships; none known for 2020.
48420	Witness/Jury duty	0.00	16.00	0.00	16.00	0.00	
49124	Prior Yr	0.00	0.00	0.00	0.00	0.00	
49204	Tr Vehicle	0.00	0.00	0.00	0.00	0.00	No sales planned.
49210	Tr fr Lnd Mod Res	18,557.00	0.00	13,617.00	13,617.00	25,953.86	LIO reserve transfer (when needed) to cover discrepancy between LIO revenues and expenditures.
	TOTAL	439,057.00	241,571.60	152,286.00	393,857.60	393,953.86	
	Non-levy (yellow)	212,557.00			169,791.28	183,453.86	

2017 Reference: Budgeted: 481,335 (four-budget total)
 2018 Reference: Budgeted: 422,353. Actual: 367,892.
 2019 Reference: Budgeted: 401,736. Actual: 487,843.

LAND USE SERVICES EXPENDITURE ACCOUNTS 2021

Non-Lapsing/"Special" Accounts							August 25 2020
Planning	26126	Addressing program offsets					
PLAN/SAN	32113	Vehicle replacement 1-4					
LIO	32117	RoD fees to LIO per state					
PLAN/SAN Sub-Dept.: 6202 (Overall department = 68)							
Account #	Name	2020 Budget	2020 thru June 30	est. 2020 last half	2020 est. year-end	2021 request	Comments
51101	Salary & Wages	561,343.00	214,998.29	348,145.00	563,143.29	579,347.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG). 2020 includes ZA consultant.
51101.300	Vac/PTO	0.00	9,525.25	0.00	9,525.25	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.310	Sick/EUSL	0.00	0.00	0.00	0.00	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.311	Payout	0.00	3,364.15	0.00	3,364.15	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.320	S&W Holiday	0.00	3,690.83	0.00	3,690.83	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.340	Jury Duty	0.00	0.00	0.00	0.00	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.380	S&W Trng/M	0.00	1,320.90	0.00	1,320.90	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.385	COVID-19 SPL	0.00	3,892.26	0.00	3,892.26	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.390	S&W Persnl	0.00	825.26	0.00	825.26	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51101.395	S&W Admin	0.00	3,218.45	0.00	3,218.45	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51104	Overtime	0.00	0.00	0.00	0.00	0.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51105	Longevity	800.00	0.00	800.00	800.00	800.00	Two employees only.
51111.274	Per Diem RPC	6,770.00	3,237.50	3,500.00	6,737.50	6,770.00	Starting with 2018 budget track committee expenses in dept. budget.
51113	Per Diem BOA	8,500.00	3,820.50	4,000.00	7,820.50	8,500.00	2 of 3-4 past years BOA has been going over budget (hearing # and length).
51201	Soc Security	44,172.00	17,561.36	22,100.00	39,681.36	45,549.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51202	Retirement	38,518.00	16,029.20	19,300.00	35,329.20	39,734.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51203	Dental Ins	9,968.00	4,388.26	4,400.00	8,788.26	9,968.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51204	Health Ins	190,944.00	89,712.00	90,000.00	179,712.00	190,944.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51205	Life Ins	182.00	109.58	95.00	204.58	228.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
51206	Workers Co	21,220.00	7,898.32	10,650.00	18,548.32	19,325.00	# from Finance (MKG, RB, MS, SVL, RYK, LR, JT, CO, LG).
52206	Telephone	2,500.00	1,180.63	1,500.00	2,680.63	3,000.00	All.
52301	Rep & Maint	250.00	0.00	250.00	250.00	250.00	All.
52303	R & M Vehicle	3,000.00	238.67	1,500.00	1,738.67	2,000.00	All.
52316	R & M Camera	100.00	0.00	100.00	100.00	100.00	Sanitarian.
52401	Contractual	1,000.00	0.00	1,000.00	1,000.00	1,000.00	Sanitarian and Planning contractual professional services. 2020 = ZA consultant.
52402	Membership	1,000.00	65.00	935.00	1,000.00	1,000.00	All except for LIO.
52403	Advertising	1,500.00	1,002.14	1,000.00	2,002.14	2,500.00	Planning.
52404	Filing Fee	400.00	0.00	400.00	400.00	400.00	Sanitarian.
52434	Rabies Con	0.00	0.00	0.00	0.00	0.00	Sanitarian.
53102	Postage	6,000.00	3,481.20	3,500.00	6,981.20	6,500.00	All.
53106	Office Supplies	6,000.00	1,521.86	4,500.00	6,021.86	6,000.00	All.
53140	Gasoline	4,500.00	1,198.97	1,500.00	2,698.97	3,000.00	All.
54101	CF & Training	2,000.00	565.00	500.00	1,065.00	2,000.00	All except for LIO.
54102	Train MML	1,500.00	0.00	250.00	250.00	1,500.00	All except for LIO.
54102.04211	Tax Meal	200.00	0.00	50.00	50.00	200.00	All except for LIO.
54102.27400	MML RPC	1,387.00	363.89	700.00	1,063.89	1,534.10	RPC mileage. (Have almost never had lodging or meals to reimburse.)
55106	Printing	500.00	0.00	500.00	500.00	500.00	All (see RPL/LIO 52122 below, though).
55107	Lease Copy	4,000.00	2,076.67	2,500.00	4,576.67	4,000.00	All.
55302	Ben Alloc	0.00	0.00	0.00	0.00	0.00	
55315	Staff Allo	0.00	0.00	0.00	0.00	0.00	
58114	WI Fund Grant	48,000.00	0.00	5,000.00	5,000.00	5,000.00	Distribution of WI Fund grant monies to property owners.
59153	Opera Exp	1,500.00	133.50	150.00	283.50	1,500.00	All except for LIO.
59153.04211	Tax Meals	25.00	0.00	25.00	25.00	25.00	All except for LIO.
69910	VR Purchase	0.00	0.00	0.00	0.00	0.00	No purchases in 2020.
69910.32113	VR Funding	6,881.00	0.00	6,881.00	6,881.00	6,392.00	2021 number provided by Finance in May 2020.
	Sub-total	974,660.00	395,439.64	535,731.00	931,170.64	949,566.10	

RPL/LIO Sub-Dept.: 6203 (Overall department = 68)							August 25 2020
Account #	Name	2020 Budget	2020 thru June 30	est. 2020 last half	2020 est. year-end	2021 request	Comments
51101	Salary & Wages	179,904.00	72,633.98	107,270.02	179,904.00	187,559.00	# from Finance (HH, CM, TH)
51101.300	Vac/PTO	0.00	6,241.94	0.00	6,241.94	0.00	# from Finance (HH, CM, TH)
51101.310	Sick/EUSL	0.00	0.00	0.00	0.00	0.00	# from Finance (HH, CM, TH)
51101.320	S&W Holiday	0.00	1,257.04	0.00	1,257.04	0.00	# from Finance (HH, CM, TH)
51101.350	S&W Funeral	0.00	0.00	0.00	0.00	0.00	# from Finance (HH, CM, TH)
51101.380	S&W Trng/M	0.00	1,986.33	0.00	1,986.33	0.00	# from Finance (HH, CM, TH)
51101.390	S&W Persnl	0.00	512.64	0.00	512.64	0.00	# from Finance (HH, CM, TH)
51101.395	S&W Admin	0.00	816.24	0.00	816.24	0.00	# from Finance (HH, CM, TH)
51104	Overtime	0.00	0.00	0.00	0.00	0.00	# from Finance (HH, CM, TH)
51111.288	Per Diem LIC	100.00	0.00	100.00	100.00	100.00	2018 start committee expenses in dept. budget. Only reimburse CBS.
51201	Soc Security	13,770.00	5,945.22	7,824.78	13,770.00	14,356.00	# from Finance (HH, CM, TH)
51202	Retirement	12,144.00	5,632.76	6,511.24	12,144.00	12,660.00	# from Finance (HH, CM, TH)
51203	Dental Ins	3,834.00	1,917.36	1,916.64	3,834.00	3,834.00	# from Finance (HH, CM, TH)
51204	Health Ins	73,440.00	40,608.00	32,832.00	73,440.00	73,440.00	# from Finance (HH, CM, TH)
51205	Life Ins	75.00	38.40	36.60	75.00	77.00	# from Finance (HH, CM, TH)
51206	Workers Co	360.00	158.52	201.48	360.00	357.00	# from Finance (HH, CM, TH)
51209	HRS's	0.00	0.00	0.00	0.00	0.00	
52109	Surveying	12,000.00	0.00	12,000.00	12,000.00	12,000.00	RPL - Baudhuin.
52122	Ld Modern	2,250.00	475.11	1,774.89	2,250.00	2,250.00	LIO funds covering printer, plotter supplies for various depts.
52126	Internet E	25,000.00	25,535.22	0.00	25,535.22	45,000.00	LIO funds, aerial photography.
52302.00013	Info Syste	28,940.00	20,131.98	0.00	20,131.98	29,740.00	# from IS; LIO funds cover (annual contracts, maintenance). GCS.
52302.00015	Reg Deeds	22,100.00	22,010.00	0.00	22,010.00	23,810.00	# from IS; LIO funds cover (annual scanner maintenance, Fidler, On Q Sol).
52302.00028	Sheriffs	6,400.00	0.00	6,400.00	6,400.00	6,329.23	# from IS; LIO funds cover (LIO annual contracts, maintenance).
52302.00031	SWCD	4,800.00	2,226.65	0.00	2,226.65	5,100.00	# from IS; LIO funds cover (LIO annual contracts, maintenance).
52302.00068	LUS	8,300.00	9,940.00	-2,092.33	7,847.67	8,399.63	# from IS; LIO funds cover (LIO annual contracts, maintenance).
52402	Membership	200.00	290.00	0.00	290.00	300.00	LIO only/LIO funds.
52451	Mapping	0.00	0.00	0.00	0.00	0.00	No projects planned.
53121	Tax/Assem	5,500.00	0.00	5,500.00	5,500.00	5,500.00	RPL.
54101	CF & Training	4,400.00	650.00	1,000.00	1,650.00	4,400.00	LIO only/LIO \$. Includes former 58116 (deleted) and 1k training grant (split with 54102).
54102	Train MML	2,127.00	0.00	500.00	500.00	2,000.00	LIO only/LIO \$. Includes former 58116 (deleted).
54102.04211	Tax Meal	50.00	0.00	25.00	25.00	50.00	LIO only/LIO funds.
54102.288	MML LIC	27.00	23.00	23.00	46.00	46.00	LIC mileage. (Only CBS claims.)
54116	Assess Trn	70.00	0.00	70.00	70.00	70.00	RPL.
55302	Ben Alloc	0.00	0.00	0.00	0.00	0.00	
55315	Staff Allo	0.00	0.00	0.00	0.00	0.00	
58170	WLIP Strat	53,460.00	0.00	53,460.00	53,460.00	50,000.00	LIO; 2021 planned projects.
59140	Addressing	5,000.00	50.23	4,949.77	5,000.00	5,000.00	Need to replace older signs.
59153	Opera Exp	50.00	0.00	50.00	50.00	50.00	LIO only/LIO funds.
59153.04211	Tax Meals	25.00	0.00	25.00	25.00	25.00	LIO only/LIO funds.
69901.00012	Treasurer	0.00	0.00	0.00	0.00	0.00	# from IS; LIO funds cover (one-time outlays).
69901.00013	Info System	0.00	0.00	0.00	0.00	0.00	# from IS; LIO funds cover (one-time outlays).
69901.00015	Reg Deeds	0.00	0.00	0.00	0.00	1,000.00	# from IS; LIO funds cover (one-time outlays).
69901.00028	Sheriffs	0.00	0.00	0.00	0.00	0.00	# from IS; LIO funds cover (one-time outlays).
69901.00031	Soil & Water	0.00	0.00	0.00	0.00	0.00	# from IS; LIO funds cover (one-time outlays).
69901.00035	Museum	0.00	0.00	0.00	0.00	0.00	# from IS; LIO funds cover (one-time outlays).
69901.00068	LUS	6,455.00	0.00	6,455.00	6,455.00	0.00	# from IS; LIO funds cover (one-time outlays). 2020 funds = 3 phones & 3 tablets (instead of scanner).
	Sub-total	470,781.00	219,080.62	246,833.09	465,913.71	493,452.86	
DEPT. TOTAL	TOTAL	1,445,441.00	614,520.26	794,035.46	1,408,555.72	1,443,018.96	
	Non-levy (yellow)	212,557.00			165,327.89	183,453.86	Note: AS400 replacement in CIP (225k, LIO) for 2019-2020. Completion late 2020 or early 2021.

2017 budgeted reference: 1,538,982 (four-budget total) (Or... 1,464,982? Can't recreate the first figure)
 2018 Reference: Budgeted: 1,410,768. Actual: 1,191,228.
 2019 Reference: Budgeted: 1,362,340. Actual: 1,286,517.

	A	B	C	D	E	F	G	H	I	J	K
1	DOOR COUNTY VEHICLE REPLACEMENT 2021 LAND USE SERVICES DEPARTMENT										
2											
3											
4											
5	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6								Est. Current		Funding	
7					2020		Replace	Replacement	Expected	Source	
8	Year	Make	Model	Type	Mileage	Replacement Policy	in Year	Cost	Trade-In Value	Taxes/Grant	Comments
9											
10	2004	GMC	Sierra	Pickup	N/A	N/A	N/A	N/A	N/A	N/A	SOLD late in 2018.--
11	2006	Dodge	Dakota	Pickup	137,331	N/A	N/A	N/A	N/A	N/A	Not replacing.
12	2016	Ford	Explorer	SUV	30,168	150,000 miles, 10 years, or repair record.	2026	\$37,600	\$18,975	Tax Levy	Trade-in = current value.
13	2017	Ford	Explorer	SUV	37,800	150,000 miles, 10 years, or repair record.	2027	\$37,600	\$21,100	Tax Levy	Trade-in = current value.
14	2010	Chevy	Cobalt	Car	161,291	150,000 miles, 10 years, or repair record.	2022*	\$27,800	\$900	Tax Levy	Replace with SUV or pickup.
15											
16											
17											
18											
19	* Original replacement date was 2020; we shifted it to 2021 in 2019. Propose at this time to wait until 2022.										
20											
21											
22	Per the Finance Department on May 20, 2020, \$6392 will be the Land Use Services Department vehicle replacement fund expenditure line item amount for the 2021 budget.										

2021 TS Capital Equipment & Software Requests					
Requesting Department	Person Requesting	Description of Hardware, Software or Technical Service Needed	Additional Comments	Cost of Item (If known)	If your department is anticipating funds for this item from somewhere other than your department, please indicate below.
LUSD	John Teichtler	smart phone	Phone should be same brand/model as Chris'		
LUSD	John Teichtler	tablet for field work	Tablets should all be same brand/model		
LUSD	Chris Olson	smart phone	Phone should be same brand/model as John's		
LUSD	Chris Olson	tablet for field work	Tablets should all be same brand/model		
LUSD	Zoning Administrators	tablet to share (field work schedule doesn't overlap)	Tablets should all be same brand/model		
LUSD	Zoning Administrators	upgrade from current flip phone (but still very low tech: it only needs to function as a phone)	ZAs will continue to share one phone in the field. We would like to keep the same number we have currently.		
LUSD	Zoning Administrators	<i>optional (ZA choice): install "Jabber" app on personal smart phones to be able make/receive calls as if from desk phone number</i>	<i>This can happen in 2020.</i>		
LUSD	Zoning Administrators	<i>optional (ZA choice): set up personal smart phone so as to be able to send/receive e-mails from work e-mail account</i>	<i>This can happen in 2020.</i>		
Department				\$	-

Account Number	Department	Vendor Name	Description of Maintenance	Total Cost	Term in Years	Annual Cost	Funding Source	Comments
100.68.6203.52302.00068	Land Use Services	ESRI	ArcGIS Maint	\$ 8,336.30	1	\$ 8,336.30	2	Oct 2021 - Oct 2022 Annual support.
100.68.6203.52302.00068	Land Use Services	Dorton Technologies	Scanner Maintenance	\$ 190.00	3	\$ 63.33	2	Scanner Maint 02/19-02/22, S/N A20D006690
Land Use Services						\$ 8,399.63		

100.68.6203.52302.00015	Register of Deeds	OnQ Solutions	Color Tract Annual Hosting	\$ 1,200.00	1	\$ 1,200.00	2	Index books imaged online, host records. - Period 1/1/21-12/31/21
100.68.6203.52302.00015	Register of Deeds	Fidlar Technologies	Fidlar Technologies / AVID Support & Maintenance	\$ 21,800.00	1	\$ 21,800.00	2	Annual Invoice 1/1/21-12/31/21 - Contract Extension thru 12/31/2023
100.68.6203.52302.00015	Register of Deeds	Dorton Technologies	Scanner Maintenance	\$ 2,430.00	3	\$ 810.00	2	3YR Term 7/25/19-7/24/22 - S/N: 500952
ROD Total						\$ 23,810.00		

100.68.6203.52302.00028	Sheriff	Spillman	Spillman Public Safety Software(PSS)	\$ 6,329.33	1	\$ 6,329.33	2	Annual Agreement - 1/1/21-12/31/21
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100.68.6203.52302.00031	SWCD	DLT Solutions	Autodesk/Autocad Infrastructure Design Suite Premium Renewal	\$ 5,100.00	1	\$ 5,100.00	2	07/23/21-07/22/22; Annual - No available numbers, 5% increase from 2020 - 3 LICENSES
100.68.6203.52302.00031	SWCD	ESRI	ARCGIS-3D Analyst	\$ -	1	\$ -	2	In 2019 Budget - Not Purchased - Planned for 2020 - 7/27/20 Brian/Tom discussed, do not need
100.68.6203.52302.00031	SWCD	Aquaveo	Watershed modeling WMS 10.0 Maintenance	\$ -	3	\$ -	2	3 YR CONTRACT June 1, 2019-May 31, 2022 - PD 06/14/18 \$1237.50 ALL EXPENSED TO 2018
SWCD Total						\$ 5,100.00		

100.68.6203.52302.00013	Tech Svc	GCS	GCS Software Maint	\$ 29,740.00	1	\$ 29,740.00	2	New in 2020 - Term 09/30/20-09/29/21
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