

Notice of Public Meeting
Tuesday, December 17, 2019
1:00 p.m.

**MUSEUM & ARCHIVES
COMMITTEE**

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

Oversight for the Door County Historical Museum & Archives

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of the June 25, 2019 Committee Meeting**
5. **Correspondence**
6. **Public Comment**
7. **Supervisor Response**
8. **Curator Report**
 - ◆ Friends of Museum Report
9. **Continuing/Pending Business (Review/Action)**
 - ◆ Status of former Younkers Bldg/56 N 4th Ave
 - ◆ Status of Parcels 2811085260101 and 2811085262502 (442 Michigan St)
10. **New Business (Review/Action)**
 - ◆ Status of the Library/Museum/Archives Merger
 - ◆ Museum Budget
11. **Requests for Agenda items for next meeting**
12. **Next Meeting Date: tbd**
13. **Meeting Per Diem Code:**
14. **Adjourn**

Deviation from the order shown may occur

**Monday, June 25, 2019
Minutes**

**MUSEUM & ARCHIVES
COMMITTEE**

*Door County Government Center
Door County Museum
421 Nebraska St, Sturgeon Bay, WI*

Oversight for the Door County Historical Museum & Archives

Call meeting to order

The Tuesday, June 25, 2019 Door County Museum & Archives Meeting was called to order at 11:45 a.m. by Vice-Chairman Helen Bacon in the Chambers Room at the Door County Government Center.

Establish a Quorum ~ Roll Call

Committee members present were: Helen Bacon, David Englebert, Dan Austad, Susan Kohout, Ken Fisher and Joel Gunnlaugsson.

Linda Wait arrived at 11:46 and assumed the duties of the chair of the meeting upon her arrival.

Others Present: Maggie Weir- Museum Curator, Ken Pabich, County Administrator, Tina Kakuske, Library Director, Steve Rice, Archives Intern, Wayne Spritka, Facilities & Parks Director, Kelly Hendee, HR Director, Barb Pavlik, Chief Deputy County Clerk, other Museum employees and member of the public.

Adopt agenda/Properly noticed

Motion by Supervisor Fisher, seconded by Supervisor Austad to adopt the agenda. Motion carried by unanimous voice vote.

Approve the minutes of the March 19, 2019 meeting

Motion by Supervisor Kohout, second by Supervisor Bacon, to approve the minutes of the March 19, 2019 meeting. Motion Carried by unanimous voice vote.

Correspondence

None

Public Comment

The following persons commented:

- Don Freix, 8305 Quarter Line Rd, Fish Creek

Curator Report

Maggie Weir gave her curator report. Stated they have been pretty busy so far this summer. The Museum will have a new exhibit of opening July 1st. They have a gentleman from the Green Bay Fire Dept. coming to talk about fire trucks. Mike Orthober will be doing some more mounting of birds in the museum. Maggie also noted that Laddie Chapman has come in and videoed the whole museum for inventory.

Friends of the Museum Report

No Report

Continuing/Pending Business

Status of Younkers Home Store Building

Administrator Pabich stated they created a small sub-committee for the Younkers building, which includes Linda Wait and Dan Austad from the Museum & Archives committee, to discuss options for the building. They are working on getting an architect on board to get a footprint of the building and to look at the building as the whole site. They are also working with the Miller Art Museum to see if there is interest in possibly locating them in the old Younkers building also.

Status on Parcels 2811085260101 and 2811085262502 (442 Michigan St)

Pabich stated that it is the desire of the Facilities & Parks Committee and Door County Board to retain the property. The county has put out a RFP that is due the end of July for anyone interested in obtaining and removing the structure(s) off the property.

New Business (Review/Action)

Door County Library/Museum/Archives Merger Proposal

Administrator Pabich went through the documents included in the packet regarding the options regarding the Library/Museum/Archives Merger proposal. He stated the Library Board is on board with the Library taking on and working with the archives. Pabich also stated that by statute the Library Board can not oversee the Museum, so that will either stay as its own Museum Committee or possibly eventually go under the Administrative Committee. The new positions would need to be built into the budget for 2020.

Motion by Supervisor Kohout, seconded by Supervisor Englebert to recommend to the Administrative Committee of hiring a full time Museum and Archive Manager and a part time Assistant Archive Manager for a one-year period starting January 2020 per recommendation as presented to the committee. Motion carried by unanimous voice vote.

Request for Agenda Items

Response from Administrative Committee re: Library/Archives Merger Proposal
Museum budget

Next meeting date: Tuesday, August 20, 2019 at the Government Center.

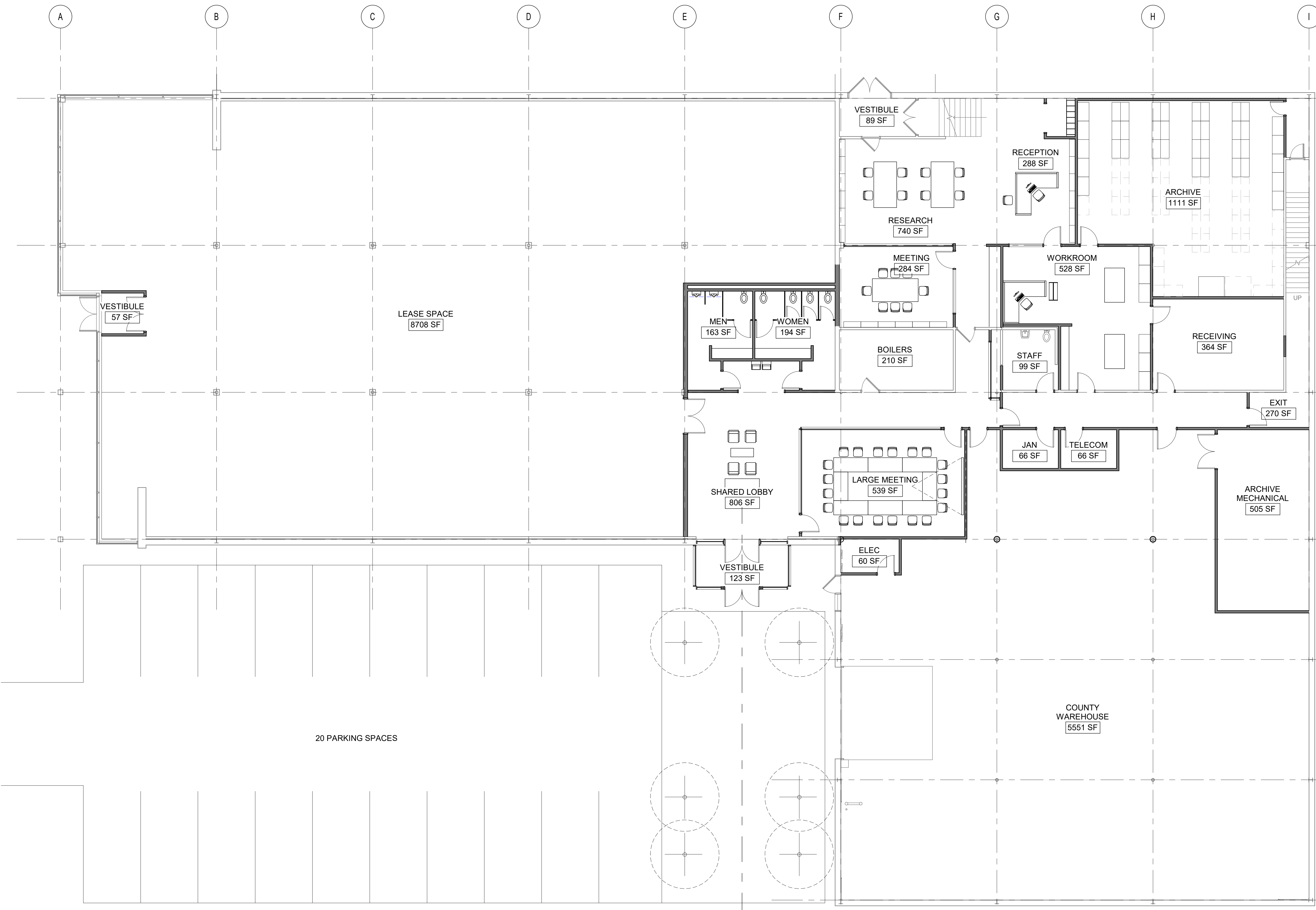
Meeting Per Diem Code: 4873

Adjournment

Motion by Supervisor Gunnlaugsson, second by Supervisor Fisher, to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 12:30 p.m.

Respectfully submitted, Barb Pavlik

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



PROGRAM SCHEDULE			
Department	Room Number	Room Name	Area
ARCHIVE			
ARCHIVE	201	VESTIBULE	89 SF
ARCHIVE	202	RECEPTION	288 SF
ARCHIVE	202	LOCKERS	33 SF
ARCHIVE	203	RESEARCH	740 SF
ARCHIVE	204	MEETING	284 SF
ARCHIVE	210	WORKROOM	528 SF
ARCHIVE	211	ARCHIVE	1,111 SF
ARCHIVE	212	RECEIVING	364 SF
			3,437 SF
COUNTY			
COUNTY	401	COUNTY WAREHOUSE	5,551 SF
			5,551 SF
LEASE			
LEASE	301	VESTIBULE	57 SF
LEASE	302	LEASE SPACE	8,708 SF
			8,765 SF
SHARED			
SHARED	101	VESTIBULE	123 SF
SHARED	102	SHARED LOBBY	806 SF
SHARED	103	BUBBLER	68 SF
SHARED	104	MEN	163 SF
SHARED	105	WOMEN	194 SF
SHARED	106	LARGE MEETING	539 SF
SHARED	107	STAFF	99 SF
SHARED	108	EXIT	261 SF
			2,252 SF
SYSTEMS			
SYSTEMS	501	ELEC	60 SF
SYSTEMS	502	TELECOM	66 SF
SYSTEMS	503	JAN	66 SF
SYSTEMS	504	BOILERS	210 SF
SYSTEMS	505	EXIT	270 SF
SYSTEMS	506	ARCHIVE MECHANICAL	505 SF
			1,176 SF
Grand total			21,182 SF

DOOR COUNTY ARCHIVES - OPTION A

FIRST FLOOR PLAN

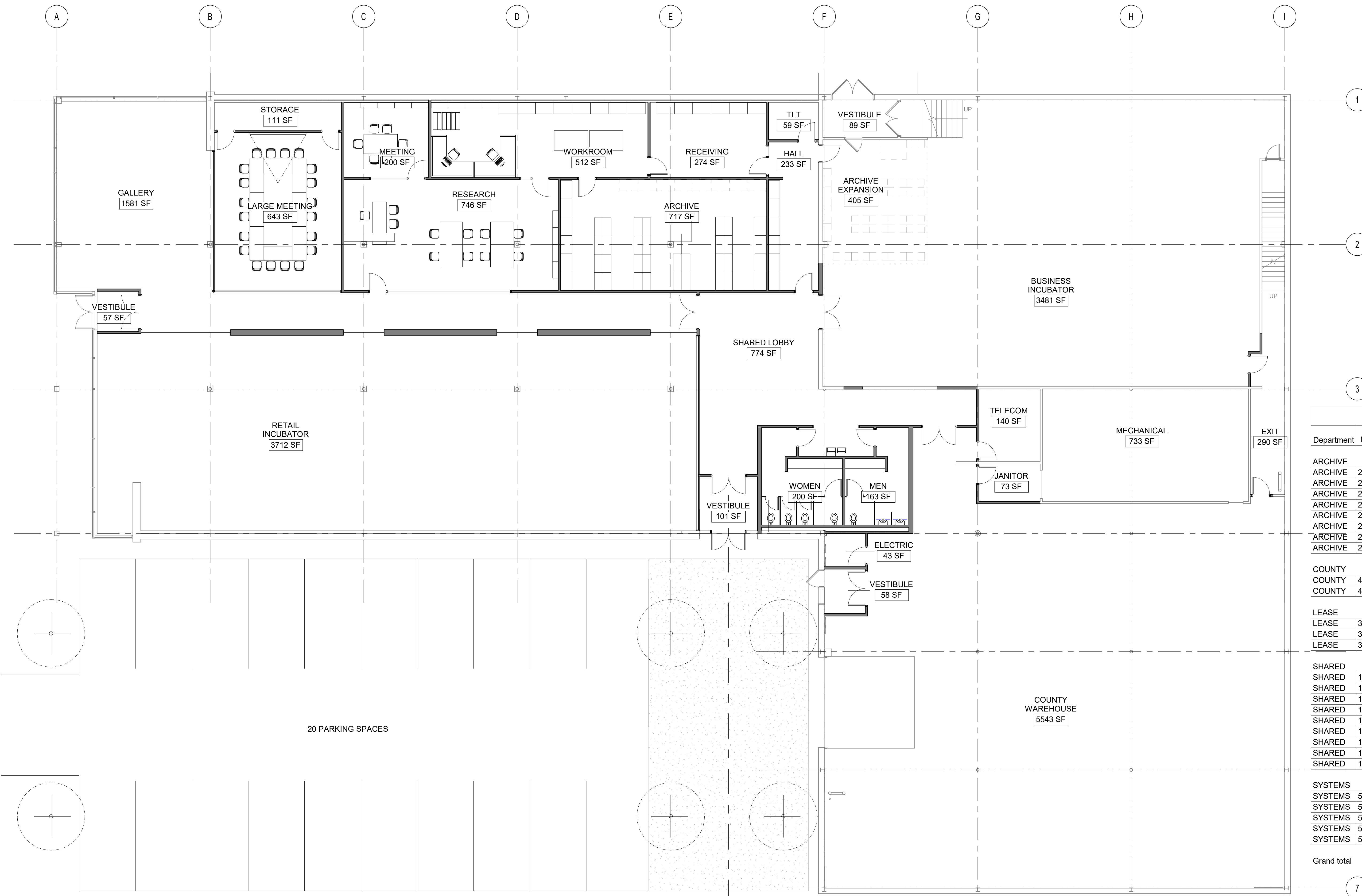
SCALE: 1/8" = 1'-0"

December 11, 2019

Engberg Anderson Project No. 193078



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PROGRAM SCHEDULE			
Department	Room Number	Room Name	Area
ARCHIVE			
ARCHIVE	201	RESEARCH	746 SF
ARCHIVE	202	MEETING	200 SF
ARCHIVE	210	WORKROOM	512 SF
ARCHIVE	211	ARCHIVE	717 SF
ARCHIVE	212	RECEIVING	274 SF
ARCHIVE	220	HALL	233 SF
ARCHIVE	221	TLT	59 SF
ARCHIVE	230	ARCHIVE EXPANSION	405 SF
			3,145 SF
COUNTY			
COUNTY	401	VESTIBULE	58 SF
COUNTY	402	COUNTY WAREHOUSE	5,543 SF
			5,600 SF
LEASE			
LEASE	301	VESTIBULE	89 SF
LEASE	302	RETAIL INCUBATOR	3,712 SF
LEASE	303	BUSINESS INCUBATOR	3,481 SF
			7,283 SF
SHARED			
SHARED	101	VESTIBULE	57 SF
SHARED	102	VESTIBULE	101 SF
SHARED	103	SHARED LOBBY	774 SF
SHARED	103	BUBBLERS	68 SF
SHARED	105	MEN	163 SF
SHARED	106	GALLERY	1,581 SF
SHARED	107	WOMEN	200 SF
SHARED	108	LARGE MEETING	643 SF
SHARED	109	STORAGE	111 SF
			3,698 SF
SYSTEMS			
SYSTEMS	501	ELECTRIC	43 SF
SYSTEMS	502	JANITOR	73 SF
SYSTEMS	503	TELECOM	140 SF
SYSTEMS	504	EXIT	290 SF
SYSTEMS	505	MECHANICAL	733 SF
			1,279 SF
Grand total			21,005 SF

DOOR COUNTY ARCHIVES - OPTION B

FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

December 11, 2019

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