AGENDA
1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of December 9, 2020 Facilities & Parks Committee Meeting
5. Correspondence
6. Public Comment
7. Supervisors Response
8. Parks Division
   A. Friends of the Door County Parks System Report
   B. Resolution 2021-___ County Snowmobile Trail Aid, 2021-22 Snow Season
   C. Resolution 2021-___ 2021 Bird City Application
   D. Resolution 2021-___ Authorization Boat Launch Reserve - Parking Lot Resurfacing - Chaudior’s Dock
   E. Resolution 2021-___ Acceptance of Gift/Grant for Carmody Kayak Launch
9. Facilities Division
   A. Request to Refill – Custodian Position
   B. Justice Center LED Lamp Replacement Project Closeout Report
   C. Review Snow Plowing Data- 2012-2020 Report
   D. Invitation to Bid - Manufactured Home(s) – Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per §980.08, Wis. Stats.
   E. Housing of Sexually Violent Person (Section 980) – Site Engineering Activity Update
   F. Washington Island Government Center-Phase I Architectural Review
   G. Resolution 2021-___ Authorization to proceed with Phase II - Door County’s (Emergency & Other) Services Facility on Washington Island Project
10. Fair Board Liaison Report
11. Request for Agenda Items for Next Month’s Meeting
12. Review of Vouchers, Claims and Bills
13. Next Meeting Date
   • Regular Meeting – February 10, 2021 – 9:00 a.m.
14. Meeting Per Diem Code
15. Adjourn

Deviation from order shown may occur
Call Meeting to Order
The Wednesday, December 8, 2020 Facilities and Parks Committee meeting was called to order by Chairman Dan Austad at 9:00 a.m. at the Door County Government Center.

Establish a Quorum
Members present: Dan Austad, Susan Kohout, Ken Fisher, Nancy Robillard, Alexis Heim Peter, and Roy Englebert. David Enigl was excused.

Others present: Administrator Ken Pabich, Facilities & Parks Director Wayne Spritka, Parks Manager Burke Pinney, County Clerk Jill Lau, and Maritime Museum Reps – Kevin Osgood, and Sam Perlman.

Adopt Agenda / Properly Noticed
Motion by Robillard, seconded by Englebert to approve the agenda. Motion carried by voice vote.

Approve Minutes of November 4, 2020 Facilities & Parks Committee Meeting
Motion by Kohout, seconded by Fisher to approve the minutes of the November 4, 2020 Facilities & Parks Committee meetings. Motion carried by voice vote.

Correspondence
No correspondence was presented.

Public Comment
No public attended the meeting.

Supervisors Response
N/A.

Cana Island Phased Construction Activities
F&P Director Spritka explained we are moving into Phase IV. The memo from Immel Construction, included in the meeting packet, was reviewed.

Motion by Fisher, seconded by Robillard to hire Immel Construction for the construction management services. Motion carried by voice vote.

Resolution 2020- ___ Cana Island Project Authorization to Proceed with Phase IV
The resolution authorizes proceeding with Phase IV of the renovations to include restoration of the light keepers house and the light tower interior. It is anticipated that gifts, grants, and donations to the Maritime Museum will cover the cost of Phase IV; no tax dollars will be required. Intending to begin construction in 2021.

Motion by Fisher, seconded by Kohout to approve the resolution to proceed with Phase IV of the Cana Island Project. Motion carried by voice vote.

Department
Completion of Introductory Period- Burke Pinney
FYI. Reviewed.
Friends of the Door County Parks System Report

Parks Division

Parks Manager Pinney reported the group is holding off on meetings at this time due to COVID.

Acceptance of Donation- Town of Gardner

F&P Director Spritka reported the Town of Gardner intends to donate $2,000 for the Kayak Launch project.

Motion by Robillard, seconded by Heim Peter to accept the donation from the Town of Gardner. Motion carried by voice vote.

Lower La Salle Rip-Rap Project Update

Pinney reported the project has been completed with a total of 150’ of riprap placed on the shoreline. A grant was received from the Raibrook Foundation to offset costs of the project.

Review P.I.N. #0100032262544A and P.I.N. #0100032262541A Offered as a Donation to the F&P Dept.

Pinney reported the DNR was contacted by the owner of the property. The owner offered to donate the parcels to the DNR. The DNR was not interested. The DNR contacted the County. The property is 100% wetlands. The property is located 1.35 miles south of the parking lot at the Forestville Dam. The current owner requests that there is no hunting allowed. The property would be donated to the County and could be used for conservation purposes; trails could possible be established at some point. The property is adjacent to the Ahnapee Trail.

Motion by Fisher, seconded by Heim Peter to accept the offer of the land and move this on to County Board. Motion carried by voice vote.

Facilities Division

Washington Island EMS- A&E Services RFP- Accept Bids, Review proposals, possible award

Spritka reported the property purchase is expected to close at the end of the month.

Motion by Fisher, seconded by Englebert to accept the bids. 6 bids were received for the architectural and engineering services. All bids were compliant. The two top candidates were Integrity Engineering & Design Inc. and the Samuels Group. Interviews were held. It is recommended to award the bid to the Samuels Group. Motion carried by voice vote. The Samuels Group’s fixed cost is $70,000.

Resolution 2020- ___ Authorization to Retain Design Professional and Proceed with Phase I – Door County’s (Emergency & Other) Services Facility Project on Washington Island

Motion by Robillard, seconded by Kohout to approve the resolution and award the bid to the Samuels Group.

The bid includes final design, architectural work and bid documents; the Samuels Group will be the architect that manages the site. Motion carried by voice vote.

Request to Refill - Facility Supervisor Position

Motion by Fisher, seconded by Englebert to approve the request to refill the Facility Supervisor Position. Dan Klansky has resigned. An organizational chart was reviewed. Motion carried by voice vote.

Resolution 2020- ___ PSC of Wisconsin – Energy Innovation Grant Program – Facilities Assessment

The Public Service Commission of Wisconsin has offered a grant opportunity. Spritka believes the County will be able to leverage the grant funds to pay for a facilities assessment which will allow the County to meet some goals of the Sustainability Committee.

Motion by Heim Peter, seconded by Englebert to approve the resolution. Motion carried by voice vote.

Sheriff Department Storage Building – Project Close Out

A report was included in the meeting packet and was reviewed. The project has been completed; occupancy was November 17th. The project came in under budget. Vehicles will be phased out of the current storage facility rather than be moved to the new storage building.
John Miles Park - Safety Fence – Project Close Out
A report was included in the meeting packet and was reviewed. The project is complete. Trees will be planted along the fence line.

Fair Board Liaison Report
Supervisor Englebert reported the Fair Board is proceeding with getting more vendors for the Fair. There will be fireworks. Spritka reported the Fair Board has requested some electrical work from the County; plans will be developed over the winter months and the work completed prior to the Fair.

Request for Agenda Items for Next Month’s Meeting
Nothing as of this meeting.

Review of Vouchers, Claims and Bills
Reviewed.

Next Meeting Date
Regular Meeting – January 13, 2021 – 9:00 a.m.

Meeting Per Diem Code
129.

Adjourn
Motion by Fisher, seconded by Robillard to adjourn. Time: 9:56 a.m. Motion carried.

Respectfully submitted, Jill M. Lau, County Clerk
CUSTOMERS OF STURGEON BAY UTILITIES

Sturgeon Bay Utilities has filed an application with the Public Service Commission of Wisconsin (PSC) to increase electric rates. The adjustment is necessary to cover increased operation and maintenance expenses that will allow the utility to continue providing reliable and quality service to our customers. The last electric rate increase was approved in June 2011.

The utility is requesting an overall increase of 9.12%, or $1,321,501. The final impact of the rate increase upon individual customers will not be definitely known until the PSC issues an order; however, under the proposed rate structure, based on an average usage of 640 kilowatt-hours (kWh), the typical residential customer’s monthly bill would increase from $70.57 per month to $77.13 per month, an increase of $6.56.

The PSC will conduct a public hearing at locations in Sturgeon Bay and Madison. A notice of the hearing will be published after a date has been set. For more information, please contact the PSC at (608) 266-5481 and refer to the Sturgeon Bay Utilities electric rate application under Docket 5780-ER-106.

Thank you for being a customer of Sturgeon Bay Utilities. We appreciate your business.

Jim Stawicki
General Manager
Sturgeon Bay Utilities
920-746-2820
Resolution No. 2021-___
COUNTY SNOWMOBILE TRAIL AID,
2021-22 SNOW SEASON

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County is interested in the development and maintenance of snowmobile trails and related facilities for public snowmobile purposes; and

WHEREAS, Aid to counties for snowmobile purposes is available under Section 23.09(26), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve the application for funds under Section 23.09(26), Wisconsin Statutes, for aid to counties for snowmobile purposes.

BE IT FURTHER RESOLVED, That the Door County Facilities and Parks Director or their designee, subject to the oversight of the Door County Facilities and Parks Committee, is hereby authorized to act on behalf of Door County and; a) apply (to the State of Wisconsin, Department of Natural Resources and/or any other source) for aid under Section 23.09(26), Wisconsin Statutes; b). negotiate; c) execute documents; and take all actions necessary to receive the aid and undertake and complete funded projects.

FISCAL IMPACT: Snowmobile trail grant funds are utilized up to the amount of the grant received. There should be no fiscal impact. STW

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson          Alexis Heim Peter

Roy Englebert          Susan Kohout

David Enigl          Nancy Robillard

Ken Fisher

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

Jill M. Lau
County Clerk, Door County
Resolution No. 2021-___
INTERNATIONAL MIGRATORY BIRD DAY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, Many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, These migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, Migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, Public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, Citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, Since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, Hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, While IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby proclaim the second Saturday in May, as International Migratory Bird Day in the County of Door.

BE IT FURTHER RESOLVED, That the County Board urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

SUBMITTED BY: FACILITES & PARKS COMMITTEE

Dan Austad, Chairman
Roy Englebert
David Enigl
Alexis Heim Peter
Susan Kohout
Nancy Robillard
Ken Fisher
Resolution No. 2021-___
TRANSFER OF NON-BUDGETED FUNDS FOR PARKING LOT
AND SIDEWALK REPAIRS AT CHAUDOIR'S DOCK PARK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

WHEREAS, The Facilities & Parks Committee, based on input from
the Facilities and Parks Department, deems it appropriate and necessary
to repair the upper and lower parking lots and sidewalks of Chaudoir’s
Dock County Park Boat Launch (hereafter “repairs”) at an approximate cost
of twenty-seven thousand dollars ($27,000); and

WHEREAS, The Facilities and Parks Committee, based on input from
the Facilities and Parks Department, requests the transfer of up to twenty-
seven thousand ($27,000) from the Boat Launch Reserve (Account
#100.32115) to the Boat Launch Expense (Account #100.37.5202.52315)
to effectuate these repairs; and

WHEREAS, The Finance Committee recommends the transfer of up to
twenty-seven thousand ($27,000) from the Boat Launch Reserve
(Account #100.32115) to the Boat Launch Expense (Account
#100.37.5202.52315) to effectuate these repairs.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board
of Supervisors does hereby approve the transfer of up to twenty-seven
thousand dollars $27,000 from the Boat Launch Reserve (Account
#100.32115) to the Boat Launch Expense (Account #100.37.5202.52315)
for repairs to the upper and lower parking lots and sidewalks of Chaudoir’s
Dock County Park Boat Launch.

SUBMITTED BY: FINANCE COMMITTEE

<table>
<thead>
<tr>
<th>David Englebert, Chairperson</th>
<th>Nancy Robillard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Austad</td>
<td>Laura Vlies Wotachek</td>
</tr>
<tr>
<td>Alexis Heim Peter</td>
<td>Dale Vogel</td>
</tr>
<tr>
<td>Susan Kohout</td>
<td></td>
</tr>
</tbody>
</table>
TO: Finance Committee
FR: Burke J. Pinney
   Door County Parks Manager

SUBJECT: Resurfacing and Rehabilitation of Chaudoir's Dock County Parking Lots

DATE: January 12, 2021

The Door County Facilities and Parks department is requesting that $27,000 be transferred from the Boat Launch Reserve (Account #100.32115) to the Boat Launch Expense (Account #100.37.5202.52315) for the purposes of crack filling, seal coating, and repainting of parking lines in the upper parking lots/sidewalks and resurfacing of the lower parking lot of Chaudoir's Dock County Park (see image 1.)

In 2016, the road leading in and out of the park was repaved by the Door County Highway Department, however, the parking lots were last repaired in 2010 and the lower lot fully re-paved in 1998. The upper lots contain hundreds of cracks and a few areas of spider cracks; however, this is not beyond repair. The Facilities and Parks Department would like to have the cracks in the top lots cleaned, filled, and then both lots seal-coated and parking lines repainted. This option is far cheaper than a complete resurfacing and will add years to the existing life of the upper parking lots.

The lower parking lot is directly adjacent to the 3-lane boat launch. This relatively small area sees a tremendous amount of traffic and has been worn through in some areas down to its base material. Low spots have begun to form throughout the parking lot, which then holds water and causes further deterioration of the asphalt. Over the course of Summer 2020, the Department received no less than a dozen phone calls and numerous verbal comments about the condition of the lower...
parking lot, usually pertaining to a new pothole that had formed and the general poor condition. The Facilities and Parks Department is proposing to have the parking lot wedged over (material laid upon current surface material to level out and fill in low areas) and then have a fresh layer of 1.5” of asphalt laid on top. Filling the cracks, potholes, and then seal coating the lower lot would do little to extend its useful life due to the amount of deterioration, thus re-surfacing is seen as the long-term solution.

Chaudoir’s Dock County Park, despite having half the launch ramps and 1/3 of the available parking when compared to larger parks like George Pinney County Park, is still almost as heavily used (see Figure 1). In summary, heavy use combined with age has left the surface of the lower parking lot fatigued and in desperate need of resurfacing and the upper lots in need of surface repairs.

**Breakdown**
- Re-Surfacing of Lower Launch Lot: $19,500
- Sealing of Upper Lot/Sidewalks: $6,825
- Material Cost Adjustments: $675
- **TOTAL**: $27,000

<table>
<thead>
<tr>
<th>MONTH</th>
<th>SUGAR CREEK</th>
<th>CHAUD-OIRS</th>
<th>PINNEY PARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-20</td>
<td>Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar-20</td>
<td>Closed</td>
<td>59</td>
<td>103</td>
</tr>
<tr>
<td>Apr-20</td>
<td>Closed</td>
<td>324</td>
<td>514</td>
</tr>
<tr>
<td>May-20</td>
<td>Closed</td>
<td>226</td>
<td>170</td>
</tr>
<tr>
<td>Jun-20</td>
<td>Closed</td>
<td>128</td>
<td>93</td>
</tr>
<tr>
<td>Jul-20</td>
<td>Closed</td>
<td>19</td>
<td>8</td>
</tr>
<tr>
<td>Aug-20</td>
<td>Closed</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Sep-20</td>
<td>Closed</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Oct-20</td>
<td>Closed</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Nov-20</td>
<td>Closed</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dec-20</td>
<td>Closed</td>
<td>763</td>
<td>890</td>
</tr>
<tr>
<td><strong>TOTALS</strong>: Closed</td>
<td>1974</td>
<td>2307</td>
<td></td>
</tr>
</tbody>
</table>

Figure 1. A comparison of daily launch fees collected at Chaudoir’s and Pinney County Parks in 2020.

Respectfully submitted by,

Burke Pinney
Door County Parks Manager
Burke, Here is the budget number for Chaudoir’s Dock:

Option 1. Wedge over entire lot for low or sunken areas, overlay entire lot after with 1 ½” of compacted hot mix asphalt...$19,500.00

Option 2. Overlay entire lot with 1 ¾” of compacted hot mix asphalt w/o wedge...$15,000

Please note these are strictly budget numbers. Our oil prices come in April and then I would be able to give you a closer estimate. I feel I am covered with these and sure we would be under these.

Any questions please call

Thanks

Thad Ash
Patrol Superintendent
Door County Highway Department
1001 S. Duluth Ave.
Sturgeon Bay, WI 54235
920-746-2504 Office
920-493-2574 Cell
920-743-7060 Fax
tash@co.door.wi.us
We hereby propose to furnish the materials and perform the labor necessary for the completion of:

asphalt maintenance on commercial/public access parking area/drive lanes at above address as follows:

1) Trim grass and vegetation along asphalt as necessary.
2) Mechanically clean, gouge and etch cracks which can effectively be repaired with hot rubber filler.
3) Manually construct bases on cracks where necessary. Repair previously prepared cracks with hot fill. **App. 5500’**
4) Adequately prepare blacktop for sealer application. Includes Power Broom scrubbing process where necessary.
5) Handedge bathrooms, wooden bridge, concrete parking stops, road, etc.
6) Apply custom blended sealer with spray application, utilizing two coat process.
7) Re-stripe as currently laid out.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

$6,825.00

With payment due upon completion of work.

Respectfully submitted:  Aaron Thornton

Per:  Seal-Tec Sealcoating

Note: This proposal may be withdrawn by us if not accepted by 12-31-2020

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon accidents, weather, or other delays beyond our control.

**Asphalt breaks and “spiderwebbing” cannot and will not be guaranteed.

**Only cracks which can effectively be repaired will be tended to.**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE: ________________________________

DATE: ____________________

SIGNATURE: ________________________________

*If this proposal is accepted, and returned by 12-31-2020, this price will be locked and guaranteed for completion of this job in the 2021 season.*
Resolution No. 2021-___

AUTHORIZE APPLICATION FOR AND ACCEPTANCE OF FINANCIAL ASSISTANCE FOR KAYAK LAUNCH AT ROBERT M. CARMODY COUNTY PARK

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Section 59.52(19) Wis. Stats. Empowers the County Board to accept donations, gifts, or grants of money for any public governmental purpose within the powers of the County; and

WHEREAS, Rule No. 38 of the Rules of Order provides, in pertinent part, as follows: "An oversight committee may accept donations, gifts or grants. County Board shall be provided notice of any donation, gift or grant in excess of $5,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis."; and

WHEREAS, Resolution 75-84 entitled “Gifts, Grants & Donations to the County of Door” requires approval of the Door County Board of Supervisors, for acceptance of all donations, gifts, and grants whether in the form of money, or personal or real property; and

WHEREAS, Door County hereby formally requests financial assistance (i.e., a grant) through the Wisconsin Department of Natural Resources’ (DNR’s) Recreational Boating Facilities Grant for Robert M. Carmody County Park ADA Kayak Launch in an estimated amount of $8,282.00. There is a 50% county match required for this grant; and

WHEREAS, The Door County Facilities & Parks Department has sufficient funds available to meet the financial obligation of the grant (i.e., 50% match); for the kayak launch; and

WHEREAS, The Facilities & Parks Committee has approved the application for and acceptance of financial assistance (i.e., a grant) through the DNR’s Recreational Boating Facilities Grant for the ADA Kayak Launch project at Robert M. Carmody County Park.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the Facilities & Parks Director, subject to the oversight by the Facilities & Parks Committee, to: act on behalf of Door County, prepare and submit a Recreational Boating Facilities grant application, accept any grant award, sign necessary documents, administer any Recreational Boating Facilities grant, and take any and all action necessary to complete the proposed project.

BE IT FURTHER RESOLVED, That Door County will comply with the project grant award contract mandates.

SUBMITTED BY:
FACILITIES & PARKS COMMITTEE

Dan Austad, Chairperson
Roy Englebert
David Enigl
Ken Fisher

Susan Kohout
Alexis Heim Peter
Nancy Robillard
### Request to Refill Position

**Title:** Custodian  
**Date Created:** 11/19/2014  
**Date Revised:** 01/23/2019  
**Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.**

#### DEPT. HEAD TO COMPLETE:

<table>
<thead>
<tr>
<th>Department</th>
<th>Facilities &amp; Parks</th>
<th>Position Title: Custodian</th>
</tr>
</thead>
</table>

- **Position Status:**  
  - [ ] Currently vacant  
  - [ ] Will be vacant  
  - [X] Full Time  
  - [ ] Part Time  
  - [ ] New position  
  - [X] Retirement  
  - [ ] Resignation  
  - **Date Vacant:** 15 JAN 21  
  - **Hours per week:** 40

- **Reason for Vacancy:**  
  - [ ] Termination  
  - [ ] Transfer  
  - [X] Retirement  
  - [ ] Resignation

- **Transfer:** why is the new position more attractive to employee than current one?  

- **Name of Current / Most Recent Incumbent:** Luanne Secrest

- [X] I have invited the Chair of my Oversight Committee to participate in the interview process

- **Reviewed, updated, and submitted to Human Resources:**  
  - [X] Job Analysis Questionnaire (not to be included in the agenda packet)  
  - [X] Job Description

- **Completed by:** Wayne J. Spritka  
  - **Date:** 12-28-20

#### Financial Information:

- **Salary Range:** $14.28 - $16.32
- **Is the Position Budgeted:** [X] Yes  
  - [ ] No

- **Funding Source:**  
  - [X] Levy % 100.00  
  - [ ] Grant Funded % 
  - [ ] Other ____________ % ____________

- [X] Fiscal Impact, from Finance Department, completed and attached

#### HR TO COMPLETE:

- **EEO 08 – Service / Maintenance**
- **FLSA Status** Non-Exempt
  - [X] Human Resources has performed a position review? (HR initial)  
    - Date: 12/28/2020
  - [X] The Job Description has been updated and signed? (HR initial)  
    - Date: 12/28/2020

#### Approvals:

- **County Administrator**
- **Administrative Committee Chair**

---

*Complete all fields as necessary.*
County of Door
Custodian

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Custodian</th>
<th>Last Revision</th>
<th>01/01/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Facilities &amp; Parks</td>
<td>HR Reviewed</td>
<td>01/01/2018</td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>Facilities &amp; Parks Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>B</td>
<td>EEO Code</td>
<td>08 - Service/Maintenance</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for cleaning and housekeeping tasks that ensure the County buildings and grounds are clean and orderly. The work performed is of a recurring nature, but could include specific instruction on new or unusual assignments. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Cleans and sanitizes rest rooms sinks, toilets, urinals, showers and drinking fountains, replacing toweling and other supplies. Clean rest room fans, partitions and all ceiling defusers.
2. Washes windows, doors, ledges and mirrors. Wipe down stairway handrails, walls and elevator panels.
3. Cleans lights and light fixtures and if necessary changes light bulbs.
4. Dusts and cleans desks, equipment, cabinets, blinds and counter tops.
5. Remove trash and litter. Empties wastebaskets and takes out trash daily. Clean and sanitize office trash containers.
6. Keeps janitors closets stocked with supplies including toilet paper, towels, soap, light bulbs etc. and writes up supply orders.
8. Clean and maintain tools and equipment and performs minor equipment repairs and maintenance.
9. Lock and unlock doors as scheduled or directed. When closing the building, do a thorough check that all lights are off and doors locked and secured.
10. Provide truthful and accurate written and verbal communications.

**Essential Job Functions of Shift Lead Person**

1. Assists in the daily cleaning and housekeeping operations of buildings and grounds and may follow up on shift staff assigned to specific work plans. Performs routine building checks to determine work plans and completed in proficient and timely manner. Reports issues and inefficiencies to Director.
2. Completes special cleaning assignments and other work plan assignments.

**General Job Functions**

1. Assist in the sorting of mail and deliver mail to post office to include loading mail bins in vehicle, drive to post office and carry bins into post office.
2. May be required to assist in snow and ice removal activities or grounds clean up.
3. Provide assistance for county functions. Assist in setting up equipment and furniture for meetings and special events, and remove when function finished. Reset rooms for next use.
County of Door
Custodian

Requirements

Training and Experience

1. High school diploma or equivalent.
2. One (1) or more years of responsible work experience; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Some knowledge of cleaning practices, supplies and equipment, and the ability to use them economically, safely and efficiently; ability to determine and follow cleaning procedures, materials and equipment using the best safety practices.
3. Ability to work in harmony with others and to also have the ability to work independently and with flexibility to adjust to different situations and different buildings.
4. Ability to maintain professional demeanor and possess sound practical judgment and dependability in terms of attendance and completing duties and work assignments in a timely, safe and quality fashion.
5. Ability to work with limited supervision and make decisions concerning work priorities.
6. Ability to complete physically manual labor involving, lifting, carrying, and pushing cleaning equipment and the ability to manipulate vacuums, mop and mop ringer, carpet spotter and some hand tools.
7. This position requires a conviction record check. Because of the nature of this position, applicants will be asked to furnish a signed written record of any conviction or pending charges.
8. Ability to use tact and courtesy in maintaining and effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

May work in environments with minor discomfort from temperature, dust, and noise, wetness and the like. Use of cleaning chemicals and completing physical labor are sources of potential injury so it is essential that work is conducted safely to reduce the opportunity/occurrence of injury.

Approximately 50% of time worked is standing or walking, bending/twisting and reaching performing work using near vision. Approximately 50% of time worked involves activities which include low lifting (0-10 lbs.) and pushing and pulling equipment and/or objects weighing up to 40 lbs. Approximately 25% of time worked involves low carrying (10 lbs. or less). Approximately 10% of the time worked the following activities may occur -- stooping, kneeling, climbing, crouching and lifting, carrying and pushing objects up to 40 lbs. In unusual situations the following activities may occur crawling, balancing, feeling, using far vision and carrying, pushing or pulling objects over 40 lbs.

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

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

Approvals:

Wayne J. Spritka, Facilities & Parks Director

Kelly A. Hendel, Human Resources Director

12-29-17

12-29-17
REQUEST FOR FISCAL IMPACT INFORMATION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Effective Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>6 Mo</td>
<td>Facilities &amp; Parks</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTE/Hrs</th>
<th>@ Rate</th>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$14.28</td>
<td>29,782</td>
<td></td>
<td>31,270</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$20.39</td>
<td>42,525</td>
<td></td>
<td>33,609</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$16.32</td>
<td>34,037</td>
<td></td>
<td>32,051</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>$20.39</td>
<td>42,525</td>
<td></td>
<td>33,609</td>
</tr>
</tbody>
</table>

Total Salary and Benefit Increase (15,082)

Total Salary and Benefit Decrease (10,045)

Dept Head Signature: [Signature]

Finance Director: [Signature]

Date: 13/08/2021

Disclaimer: This Fiscal Impact does not include Step 2 $14.69, Step 3 $15.10, Step 4 $15.50, and Step 5 $15.91.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.
Justice Center LED Lighting Project  
Project Date- June 2020-December 2020  
est KWH reduction 176,645

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Project Bid</td>
<td>$78,974.93</td>
</tr>
<tr>
<td>Change order #1</td>
<td>$2,123.28</td>
</tr>
<tr>
<td>Change order #2</td>
<td>$1,852.82</td>
</tr>
<tr>
<td>Change order #3</td>
<td>$1,073.93</td>
</tr>
<tr>
<td></td>
<td>self performed</td>
</tr>
<tr>
<td></td>
<td>VE-1</td>
</tr>
<tr>
<td></td>
<td>self performed</td>
</tr>
<tr>
<td></td>
<td>VE-1</td>
</tr>
<tr>
<td></td>
<td>$636.22</td>
</tr>
<tr>
<td>Project Total</td>
<td>$84,024.96</td>
</tr>
<tr>
<td>Payment #1</td>
<td>$ (60,669.21)</td>
</tr>
<tr>
<td>Payment #2</td>
<td>$ (23,355.76)</td>
</tr>
<tr>
<td>Project Net</td>
<td>$15,975.04</td>
</tr>
<tr>
<td>Focus on energy Rebate</td>
<td>$6,683.40</td>
</tr>
<tr>
<td><strong>Budget Balance</strong></td>
<td><strong>$22,022.22</strong></td>
</tr>
</tbody>
</table>

over/under
# Snow Plowing Data 2012-2020

<table>
<thead>
<tr>
<th>Budget</th>
<th>Justice Center</th>
<th>Budget</th>
<th>Gov Center</th>
<th>Budget</th>
<th>Senior Center</th>
<th>Budget</th>
<th>EMS</th>
<th>Annual Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$ 22,000.00</td>
<td>$ 14,633.75</td>
<td>$ 24,000.00</td>
<td>$ 8,665.83</td>
<td>$ 6,000.00</td>
<td>$ 3,666.25</td>
<td>$ 3,500.00</td>
<td>$ 3,465.00</td>
</tr>
<tr>
<td>2013</td>
<td>$ 22,000.00</td>
<td>$ 24,000.00</td>
<td>$ 24,000.00</td>
<td>$ 15,406.78</td>
<td>$ 6,000.00</td>
<td>$ 3,715.00</td>
<td>$ 3,500.00</td>
<td>$ 1,357.50</td>
</tr>
<tr>
<td>2014</td>
<td>$ 22,000.00</td>
<td>$ 17,986.58</td>
<td>$ 20,000.00</td>
<td>$ 11,043.85</td>
<td>$ 6,000.00</td>
<td>$ 3,336.25</td>
<td>$ 3,500.00</td>
<td>$ 1,102.50</td>
</tr>
<tr>
<td>2015</td>
<td>$ 22,000.00</td>
<td>$ 16,753.75</td>
<td>$ 20,000.00</td>
<td>$ 5,060.41</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2016</td>
<td>$ 22,000.00</td>
<td>$ 14,569.58</td>
<td>$ 20,000.00</td>
<td>$ 9,135.83</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2017</td>
<td>$ 22,000.00</td>
<td>$ 18,395.25</td>
<td>$ 20,000.00</td>
<td>$ 8,175.50</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2018</td>
<td>$ 22,000.00</td>
<td>$ 17,986.58</td>
<td>$ 20,000.00</td>
<td>$ 9,135.83</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2019</td>
<td>$ 22,000.00</td>
<td>$ 14,569.58</td>
<td>$ 20,000.00</td>
<td>$ 8,175.50</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2020</td>
<td>$ 22,000.00</td>
<td>$ 14,569.58</td>
<td>$ 20,000.00</td>
<td>$ 8,175.50</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
<tr>
<td>2021</td>
<td>$ 22,000.00</td>
<td>$ 14,569.58</td>
<td>$ 20,000.00</td>
<td>$ 8,175.50</td>
<td>$ 6,000.00</td>
<td>$ 2,797.50</td>
<td>$ 3,500.00</td>
<td>$ 1,157.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
<th>GC/JC/SC</th>
<th>7yr avg-</th>
<th>8yr avg-</th>
<th>9yr avg-</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$ 52,000.00</td>
<td>$ 26,965.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>$ 52,000.00</td>
<td>$ 43,218.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>$ 48,000.00</td>
<td>$ 31,133.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>$ 48,000.00</td>
<td>$ 22,427.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>$ 48,000.00</td>
<td>$ 30,204.41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>$ 48,000.00</td>
<td>$ 30,300.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$ 51,500.00</td>
<td>$ 36,270.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>$ 51,500.00</td>
<td>$ 52,732.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>$ 61,000.00</td>
<td>$ 26,878.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>$ 61,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** 33,347.99 Average cost per year to Contract snow plowing over the last 9 years

As of 2014 EMS was removed from the Facilities Budget in 2019 EMS was merged to CC/EMS Site.
Door County is seeking sealed bids to supply Manufactured Home(s) to be situated at the Door County Justice Center location. Bid Specifications and Instructions may be obtained from Facilities & Parks Director Wayne Spritka, Government Center 421 Nebraska Street, Sturgeon Bay, Wisconsin, 54235 [P# (920) 746-2211] or on-line @ www.co.door.wi.gov. Proposals must be received by the Department at the above address on or before 12:00 p.m. on February 25, 2021; and will be publicly opened at the County Government Center, 1st Floor, Cherry Room, # C111 at 4:00 p.m. that day.
INSTRUCTIONS

1. **BIDS:**

Bids must be legibly printed or type written. Bids must be sealed in an opaque envelope labeled “Manufactured Home(s)”. Bids must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Bids must be signed (by the individual or by a duly authorized representative of the entity) and dated. Bids must remain firm for a period of forty-five (45) days.

Issuance of an invitation to bid does not confer any rights to any prospective bidder and does not obligate Door County to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the bid.

Any confidential or proprietary information should be clearly marked as such. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Wisconsin’s Public Record Law.

Once submitted, the Bids and any supplementary documents become the property of Door County.

2. **COMPETITIVE BID**

This is a competitive bid, as contemplated by Section 59.52(29), Wisconsin Statutes. That being stated, the contract may not necessarily be awarded to the lowest responsive bidder. The lowest bid does not necessarily mean the lowest cost, quality is a consideration. The County's goal is to secure the most cost-effective work and structure(s) from the lowest responsive and responsible bidder.

3. **QUALIFICATIONS OF INDIVIDUAL OR ENTITY**

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services / work contemplated. Door County may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the services / work. Door County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services / work contemplated.

Door County may, in its sole discretion, require bidders to submit sworn statements as to financial ability, equipment and experience in the work / services prescribed and other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid Bids are strongly encouraged to incorporate such information in to their bids.

4. **PRE-BID MEETING / SITE VISIT.**

A pre-bid meeting and site visit will be held on February 3, 2021, 10:00 a.m. at the Door County Justice Center 1205 S Duluth Ave, Sturgeon Bay, WI 54235.
Attendance is strongly encouraged but not required.

5. **CONSIDERATION/AWARD OF CONTRACT:**

Door County reserves the right to reject or accept any or all Bids, or parts thereof, and/or waive technical defects.

The award of this contract shall be to lowest responsible and qualified individual or entity offering the most advantageous bid to Door County, so long as the bid is deemed compliant.

A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its terms. Door County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity.

Door County and/or its designee may choose to conduct interviews of qualified and responsible bidders. Further, qualified and responsible bidders may be required to make presentation[s] to the Door County Board or its sub-units.

6. **CONTRACT**

The successful individual or entity shall execute a Public Works Contract substantially similar to that included with the instructions and specifications, within fifteen (15) days after notice of the award of the contract is given. The invitation to bid, instructions, specifications, and bid in their entirely form the primary basis of the agreement.

7. **LAWS AND REGULATIONS**

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state, and municipal laws, ordinances, rules and regulations. This includes, but is not limited to, non-discrimination laws, equal employment obligations, affirmative action mandates, labor standards, and the Americans with Disabilities Act.

The successful bidder must also be cognizant of and follow all County regulations and rules relative to the work site. This includes work hours, ingress and egress, daily work site clean-up, and restoration of the work site to a condition comparable or better than originally encountered prior to commencement of work.

8. **LATE BIDS**

Bids that are not timely received will not be accepted. Late Bids will be returned, unopened, to the bidder.

9. **INDIVIDUAL'S OR ENTITY'S CERTIFICATE**

Each individual or entity shall incorporate and make a part of their bid a sworn statement by the individual or entity that the individual or entity has examined and carefully checked the specifications and instructions before submitting the bid, and have offered a compliant bid.
SPECIFICATIONS
MANUFACTURED HOME(S)
[January 4, 2021]

A. WORK:

1. Provide, deliver to the site of installation, install and set-up a new manufactured home or homes. A manufactured home is a structure that is designed to be used as a dwelling with or without a permanent foundation and that is certified by the Federal Department of Housing and Urban Development as complying with the standards established under 42 USC 5401 to 5425.

2. Each new manufactured home, its delivery, installation and set-up:
   a. Must comply with all applicable local, state, and federal codes, orders, regulations, requirements, rules and statutes. This includes the Uniform Dwelling Code (Ch.s SPS 320-325, Wis. Adm. Code), current installation standards as adopted by Wisconsin for manufactured homes, 24 CFR parts3280, 3282, 3284, 3285, 3286, 3288 and 3800 and Ch. 101, Wis. Stats.
   b. Must be in conformance with all manufacturer's requirements.

3. Each manufactured home must have, at a minimum: 2-bedrooms; 2-bathrooms; 845-square-feet of living space; natural gas, electrical, HVAC, water, sewer, telecommunications systems and connections; skirting; and be appropriate for a slab on grade foundation system.

4. A contemplated use of each manufactured home is as an appropriate residential option consistent with § 980.08(4)(dm)1, Wis. Stats.

B. BIDS / ALTERNATE BIDS

1. Base Bid 1
   a. Provide, deliver, install and set-up, of one (1) new manufactured home.

2. Alternate Bid 1
   a. Provide, deliver, install and set-up, of up to three (3) new manufactured homes.

3. Base Bid 2
   a. Provide, deliver, install and set-up, of one (1) new manufactured home with an ADA friendly (handicap accessible) design.

4. Alternate Bid 2
a. Provide, deliver, install and set-up, of up to three (3) new manufactured home with an ADA friendly (handicap accessible) design.

Questions regarding this public works project are to be submitted electronically, via email, to Door County’s Facilities and Parks Director Wayne Spritka at wspritka@co.door.wi.us.
PUBLIC WORKS CONTRACT

Manufactured Home(s)

This Contract, entered into by and between the County of Door, a Body Corporate, hereinafter referred to as “County”, and ________________, ________________, ____________, hereinafter referred to as “Contractor”.

WHEREAS, County desires to secure and retain the work of Contractor to perform the work enumerated below; and

WHEREAS, Contractor desires to perform the work enumerated below.

NOW, THEREFORE, in consideration of the mutual covenants here contained, the parties agree as follows:

1. This Contract shall become effective ____________.

2. County’s contact information is: ________________ ; ________________ ; Door County Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin; Ph. 920.746.2337; __________@co.door.wi.us.

3. Contractor’s contact information is: _______________________________________.

4. During the term hereof, County hereby engages Contractor and Contractor hereby agrees to perform work as set forth in the County’s Invitation to Bid, Specifications, Instructions and Contractor’s ________________ Bid [attached hereto and incorporated herein by reference as if set forth in full].

5. The provisions of this Contract and attachments shall be harmonized to give full force and effect to all wherever possible. In the event of an irreconcilable conflict, this Contract controls.

6. Payment for work covered by this Contract shall be based on allowable fees and costs as set forth in the attachments referenced in paragraph 4. above. Payment shall only be made for authorized work actually and satisfactorily provided. It is understood that County is not obligated to purchase any minimum amount of work from Contractor.

7. Contractor shall act as an independent contractor in providing and performing the work contemplated by this Contract. Nothing in, or done pursuant to, this contract shall be construed to create the relationship of employer and employee, principal and agent, partners, or a joint venture between County and Contractor.

8. Contractor holds itself out as an independent contractor. Contractor: is a separate and independent enterprise from the County; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and office necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work.

9. This Contract does not create an employee/employer relationship between the parties. It is the parties’ intention that the Contractor will be an independent contractor and not the County’s employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the state revenue and taxation law, the state workers’ compensation law and the state unemployment insurance law. This Contract shall not be construed as creating any joint employment relationship between the Contractor and the County, and the County will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages, overtime premiums, unemployment insurance benefits, worker’s compensation benefits, health insurance, health benefits, disability benefits, or retirement benefits. Contractor is not entitled to receive any benefits from County or to participate in any County benefit plan.
10. Contractor shall furnish the County with reports, at intervals and in such form as the County may require, of its activities pertaining to any matter covered by this Contract.

11. Contractor shall permit County or its designee(s) timely access to the Contractor’s records, as necessary to review Contractor’s compliance with this Contract.

12. Contractor retains sole and absolute discretion in the judgment of the manner and means of carrying out its activities and responsibilities hereunder.

13. Any and all work product (tangible material or its intangible equivalent) shall be the sole and exclusive property of the County.

14. Contractor shall provide, perform and complete all work contemplated by this Contract in an expeditious and proper manner, consistent with the care and skill ordinarily exercised by reputable members of the profession or trade.

15. Contractor warrants and represents that it is sufficiently experienced and competent to provide, perform and complete all work in full compliance with and as required by or pursuant to this Contract.

16. Contractor represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the duties and functions in full compliance with and as required by or pursuant to this Contract.

17. Contractor shall, in order to protect itself as well as the County, at all times during the term of this Contract keep in force insurance policies issued by a company authorized to do business in Wisconsin and licensed by the Office of the Commissioner of Insurance.

- **Comprehensive General Liability**: One million dollars ($1,000,000) combined single limit (i.e., up to one million dollars ($1,000,000) per occurrence for bodily injury or property damage arising out of single loss, with no sub-limits). This coverage must be written on an “occurrence” basis and shall cover all risks incident to any activity of Contractor under this Contract.

- **Motor Vehicle Liability (Including Uninsured Motorist Coverage and Uninsured Motorist Coverage)**: One hundred thousand dollars ($100,000) each person, three hundred thousand dollars ($300,000) each accident, and twenty five thousand dollars ($25,000) property damage each accident.

- **Workers Compensation**: If and as required by the State of Wisconsin.

- **Other Insurance**. If and as required by the State of Wisconsin and deemed reasonable and adequate by the County.

Contractor shall furnish certificates of insurance to the County evidencing the risks insured against and the limits of liability there under.

County shall be named an additional insured or loss payee. Contractor shall furnish County additional insured or loss payee endorsement(s).

Contractor acknowledges that its indemnification liability to County is not limited by the limits of any insurance coverage.

18. Contractor agrees that it shall protect, indemnify, and hold harmless the County and its respective officers, officials, employees, and agents from and against all actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney’s fees resulting from the negligence or fault of the Contractor or the Contractor’s officers, officials, employees and agents arising out of, resulting from or in any manner connected with the performance or nonperformance of this Contract. However, the provisions of this paragraph shall not apply to actions, claims, costs, damages, demands, expenses, judgments, liabilities, losses, suits, and attorney’s fees caused solely by the County. The provisions of this paragraph shall survive and continue beyond the termination of this Contract.
19. Nothing herein may be interpreted to constitute a waiver of any immunity, limitations on damages, notice requirements, or statutes of limitation afforded the County.

20. Contractor shall comply with all applicable state and federal guidelines, laws, orders, regulations, and rules.

21. During the term of this Contract the Contractor shall comply with all applicable state and/or federal labor standards.

22. During the term of this Contract the Contractor shall not discriminate against any person based on race, color, national origin, gender, age, disability, sexual orientation, religion, or marital status.

23. During the term of this Contract Contractor shall comply with all applicable affirmative action mandates and all applicable equal opportunity requirements. This includes the submission, if required, of the Contractor’s current approved civil rights compliance action plan.

24. Contractor recognizes that it may have access to confidential or proprietary information. Contractor agrees to keep such information confidential. This includes the Contractor not using or disclosing any such information for any purpose not inextricably connected with this Contract absent appropriate written consent.

25. Contractor shall maintain records in connection with this Contract in a manner sufficient to meet the requirements of state and federal laws, regulations and rules. This includes Wisconsin’s Open Record Law (“WORL”), set forth in Section 19.31 - 19.39 Wis. Stats. Contractor shall assist County in complying with Public Record(s) Request(s) pursuant to Section 19.36(3) Wis. Stats.


27. Contractor shall meet state and federal service standards and applicable state and federal licensure and certification requirements as expressed by state and federal regulations and rules applicable to the work covered by this Contract. Contractor shall provide duplicates of any current license or certification required to the County.

28. Contractor represents that it is not (and has not been) debarred, suspended or otherwise declared ineligible to provide the work covered by this Contract. Contractor shall immediately notify County if their status changes during this Contract’s term.

29. Contractor shall avoid conflicts of interest. This includes the establishment of safeguards by Contractor to prevent its employees, officers, principals or agents from using their position for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

30. Noncompliance with this Contract may be considered cause for its immediate suspension or termination. Written notice, by the party suspending or terminating this Contract, shall be provided as soon as is practicable to the other party. If the County terminates this Contract for the Contractor’s breach, Contractor may be liable for any additional costs County incurs for replacement work.

31. County may terminate this Contract in whole or in part without penalty at any time due to non-appropriation of necessary funds by the County Board, the State of Wisconsin, or the Federal Government.

32. Upon termination, for any reason, County’s liability shall be limited to the work authorized and satisfactorily rendered by Contractor through the date of termination as reflected by invoices timely submitted.

33. Either party’s performance of any part of this Contract shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of acts or omissions of the other party, explosion, fire, flood, public health emergency, riot, war, or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party.

34. Contractor shall not assign this Contract in whole or in part. Contractor shall not assign any of its rights or obligations under this Contract. Contractor shall not assign any payment due or to become due under this Contract.
35. This Contract and the rights and obligation of County and Contractor under this Contract shall be interpreted according to the laws of the State of Wisconsin.

36. Venue, as to any dispute that may arise under this Contract, shall be in the Circuit Court, County of Door, State of Wisconsin or, if subject matter jurisdiction otherwise exists, the U.S. District Court, Eastern district of Wisconsin. The parties shall, if practicable, endeavor to utilize alternative dispute resolution prior to commencement of a lawsuit.

37. County and Contractor represents and warrants that it has carefully reviewed and fully understands this Contract, including attachments and any matters incorporated by reference. This Contract shall be binding upon and shall inure to the benefit of County and Contractor and upon their respective and permitted successors and assigns.

38. The provisions of this Contract shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Contract shall be in any way affected thereby.

39. No modification, addition, deletion, revision, alteration or other change to this Contract shall be effective unless, and until such is reduced to writing and executed by County and Contractor.

40. It is understood and agreed that this Public Works Contract, attachments, and any matters incorporated herein by reference, constitute the entire contract between the parties with respect to the subject matter.

**CONTRACTOR:**

Accepted and agreed this _______ day of _____________ 2020.

__________________________

__________________________

Federal Employer Identification Number _______________

**COUNTY:**

Accepted and agreed this _______ day of _____________, 2020.

__________________________
Wayne Spritka, Facilities and Parks Director

Accepted and agreed this _______ day of _____________, 2020.

__________________________
Ken Pabich, County Administrator

Approved as to form this _______ day of __________, 2020.

__________________________
Grant P. Thomas
Corporation Counsel
COUNTY FACILITY ON WASHINGTON ISLAND PROJECT
AUTHORIZATION TO PROCEED WITH PHASE II

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

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

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

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

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

SUBMITTED BY: FACILITIES & PARKS COMMITTEE

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

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

Jill M. Lau
County Clerk, Door County
**Phased Service Planning**

**Architectural & Engineering Services-Renovation Historic Washington Island Dairy**

**SUMMARY**

Door County intends to renovate the Historical Washington Island Dairy located at 1309 Range Line Road, Washington Island, WI. A preliminary evaluation of the renovation has been completed. The County’s basic concept of the project, which is not to be considered all-inclusive or definitive.

**SERVICES AND DELIVERABLES**

**PHASE I:**

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

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

*** REPORT TO COUNTY BOARD ***

**PHASE II:**

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

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

3. Pre-bid meeting for potential general contractors.

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

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

*** REPORT TO COUNTY BOARD ***

Phase III:

E. Construction phase services.

1. Construction contract administration.

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

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

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

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

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

*** FINAL REPORT TO COUNTY BOARD ***
Resolution No. 2020-110

AUTHORIZATION TO RETAIN DESIGN PROFESSIONAL AND PROCEED WITH PHASE I - DOOR COUNTY'S (EMERGENCY & OTHER) SERVICES FACILITY ON WASHINGTON ISLAND PROJECT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

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

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

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

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

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

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

SUBMITTED BY:
FACILITIES & PARKS COMMITTEE

[Signatures]

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

Jill Lau, County Clerk, Door County
Resolution No. 2020-61

ACQUISITION OF REAL PROPERTY - PIN 0280236342944A2

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Pursuant to Section 59.52(6), Wisconsin Statutes, a county board may acquire real property (land and improvements) for public uses or purposes of any nature; and

WHEREAS, The Facilities & Parks Committee recommends, based in part on the preliminary assessments and cost estimates provided by The Samuels Group, Inc., acquisition of Door County PIN 028-02-36342944A2, 1309 Rangeline Road, Town of Washington, Door County, Wisconsin (hereinafter "subject property"), for purposes of a county-owned emergency (and other) services facility(ies);

WHEREAS, The broad parameters of County’s agreement to acquire the subject property follows:
  - Purchase price not to exceed $800,000; and
  - Seller, for five (5) years, will: retain the ability to maintain and harvest the existing lavender fields; be able to make use of the shed situated near the lavender fields; be allotted a defined number of parking spaces for its use; and be able to access the lavender fields by way of the existing grass road (situated along the northerly property boundary).

The process of finalizing the terms and conditions, drafting and execution of any necessary agreement, and consummating the sale will move forward upon adoption of this resolution.

WHEREAS, The Finance Committee is, recommending that up to Eight Hundred Thousand dollars ($ 800,000.00) be transferred as follows: $785,000.00 from the ES Washington Island Building Reserve (#100.32159) and $15,000.00 from ES Central Station Reserve to the Emergency Services Washington Island Property Land Acquisition Expense Account (#100.06.1161.69908.6752) for the purpose of funding County’s acquisition of the subject property.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors hereby authorizes the acquisition of Door County PIN 028-02-36342944A2, 1309 Rangeline Road, Town of Washington, Door County, Wisconsin for purposes of developing a county-owned emergency (and other) services facility(ies).

BE IT FURTHER RESOLVED, By the Door County Board of Supervisors that up to Eight Hundred Thousand dollars ($ 800,000.00) be transferred as follows: $785,000.00 from the ES Washington Island Building Reserve and $15,000.00 from ES Central Station Reserve to the Emergency Services Washington Island Property Land Acquisition Expense Account (#100.06.1161.69908.6752) for the purpose of funding County’s acquisition of the subject property.

BE IT FURTHER RESOLVED, That the County Administrator or his designee is, subject to the oversight of the Facilities & Parks Committee, empowered to: negotiate, execute documents and take whatever other action is necessary to consummate Door County’s acquisition of the subject property consistent with this resolution.

SUBMITTED BY: Facilities & Parks Committee

Daniel Austad, Chairperson
Roy Englebert
Susan Kohout
Nancy Robillard

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of July, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County ("County") requested proposals from design professionals (architects / engineers) for a preliminary assessment and cost estimate related to the establishment of an Emergency Services Facility on Washington Island; and

WHEREAS, This preliminary assessment and cost estimate involves two potential sites (i.e., PIN 028-02-36342934B1 and PIN 028-02-36342944A2) and comparison between renovating an existing structure or new construction; and

WHEREAS, Compliant proposals were received from Jewell Associates Engineering, Inc. and The Samuels Group, Inc., and, after review and deliberation, it is recommended that The Samuels Group, Inc. be awarded the contract for a fee of fifteen thousand dollars ($15,000); and

WHEREAS, The Washington Island Emergency Services Facility is identified as a capital project within County’s current Capital Improvement Plan ("CIP"), with a capital budget of eight hundred thousand dollars ($800,000); and

WHEREAS, Funds have not been appropriated for this preliminary assessment and cost estimate in the 2020 budget, and the Finance Committee is recommending the transfer of eighteen thousand dollars ($18,000) from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); and

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

WHEREAS, The Washington Island Emergency Services Facility will serve a public purposes, and it is deemed to be advantageous to the County to proceed with the preliminary assessment and cost estimate referenced above.

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors, that The Samuels Group, Inc. is awarded the contract, for a fee of fifteen thousand dollars ($15,000), to perform the preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that up to eighteen thousand dollars ($18,000) be transferred from the Emergency Services Washington Island Building Reserve (#100.32159) to the Capital Outlay Emergency Services Expense Account (#401.51.7190.69901.00029); be expended for the preliminary assessment and cost estimate as described above.
Resolution No. 2020-05
EMERGENCY SERVICES FACILITY - WASHINGTON ISLAND
PRELIMINARY ASSESSMENT AND COST ESTIMATE

BE IT FURTHER RESOLVED, That the County Administrator
or his designee(s), subject to the general oversight of the Facilities
and Parks Committee, is authorized to proceed with the
preliminary assessment and cost estimate as described above.

BE IT FURTHER RESOLVED, That the results of the preliminary
assessment and cost estimate will be reported back to the Door
County Board of Supervisors before proceeding further with the
Washington Island Emergency Services Facility.

SUBMITTED BY: FINANCE COMMITTEE

David Englebert, Chair
Nancy Robillard

Richard Virlee
Laura Vlies Wotachek

Alexis Heim Peter

FISCAL IMPACT: The fiscal
impact is a decrease of up to
$18,000.00 to the Emergency
Services Washington Island Building
Reserve account, which would leave
a balance of $782,000.00 in this
account. STW

Certification:
Jill M. Lau, Clerk of Door County, hereby certify
that the above is a true and correct copy of a
resolution that was adopted on the ___ day
of January, 2020 by the Door County Board of
Supervisors.

Jill M. Lau
County Clerk, Door County
Resolution No. 2019-12

WASHINGTON ISLAND EMERGENCY SERVICES FACILITY PROJECT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County is the donee of a parcel of land, i.e., PIN 028-02-36342934B1, situated in the Town of Washington, Door County, Wisconsin (hereafter "subject parcel"); and

WHEREAS, The construction and operation of a facility (or facilities) for emergency medical and other services are public uses to which the subject property may be put; and

WHEREAS, It is appropriate and necessary to proceed with design development phase services for the Washington Island Emergency Services Facility Project (hereafter "Project")

WHEREAS, Retention of a design professional (architect/engineer) for design development phase and, if authorized to proceed, construction documents phase, competitive bidding phase, and construction phase, services for the Project is reasonably necessary; and

WHEREAS, Capital planning for this project has been done, as part of County's current Capital Improvement Plan, and funds totaling $800,000 have been set aside for the Project; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Door County Board of Supervisors, that the County Administrator or his designee(s), subject to the general oversight of the Facilities and Parks Committee, is authorized to proceed with the design development phase of the Project...including the retention of a design professional (architect/engineer).

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that up to $30,000, may be expended for the design development phase of the Project.

BE IT FURTHER RESOLVED, by the Door County Board of Supervisors, that the design development documents and estimate of the cost of the work will be submitted to the County Board for review and approval before proceeding with the construction documents, competitive bidding, and construction phases.

SUBMITTED BY:
Facilities & Parks Committee

Dan Austad, Chairperson
Helen Bacon
Roy Englebert
Ken Fisher
Randy Halstead
Susan Kohout
Richard Virlee

FISCAL IMPACT: The 2019 Budget includes $800,000 in budgeted expenditures for this project. STW

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of January 2019 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County
**VOUCHER**

**STATE OF WISCONSIN**

Door County

**VENDOR #** 12072  

**New Vendor** (Please Assign New #)  

**One Time Vendor** (Please Assign New #)

**VENDOR NAME:** The Samuels Group, Inc.

**VENDOR ADDR**  

311 Financial Way suite 300

**VENDOR ADDRESS:** Wausau, WI 54401

**VENDOR ADDRESS:** 715-842-2222

---

**PAYED BY**

This Area to be Completed by Finance Department

---

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Sub Dept</th>
<th>Account Number</th>
<th>Detail</th>
<th>Description</th>
<th>@ Cost/Ea</th>
<th>Total Amount</th>
<th>Invoice Date</th>
<th>Vendor Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>51</td>
<td>7190</td>
<td>69901</td>
<td>00029E</td>
<td>Phase I Design fees</td>
<td>ea</td>
<td>$2,450.00</td>
<td>12-31-20</td>
<td>14096</td>
</tr>
</tbody>
</table>

$2,450 of $12,000 contracted

---

**VOUCHER TOTAL**  

$2,450.00

**VOUCHER TOTAL**
# Invoice 14096

**Bill to:**
COUNTY OF DOOR  
ATTN: WAYNE SEPRITKA  
421 NEBRASKA STREET  
STURGEON BAY, WI 54235

**Job:** 7296D  
HISTORIC ISLAND DAIRY REN  
1309 RANGE LINE RD  
WASHINGTON ISLAND, WI 54246

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>14096</th>
<th>Date:</th>
<th>12/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Terms</td>
<td>NET 30</td>
<td>Customer P.O. #:</td>
<td></td>
</tr>
<tr>
<td>Customer Code</td>
<td>7296D</td>
<td>Salesperson:</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>U/M</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DESIGN FEE</td>
<td></td>
<td>2,450.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 2,450.00

Total: 2,450.00
### VOUCHER

**STATE OF WISCONSIN**

**Door County**

**VENDOR #**

- X New Vendor (Please Assign New #)
- One Time Vendor (Please Assign New #)

**VENDOR NAME:** Mach IV Engineering

**VENDOR ADDR:** 2260 Salscheider Ct.

**VENDOR ADDRESS:** Green Bay, WI 54313

**VENDOR ADDRESS:** 920-569-5765

---

**PAID BY**

This Area to be Completed by Finance Department

---

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Sub Dept</th>
<th>Account Number</th>
<th>Detail</th>
<th>Description</th>
<th>@ Cost/Ea</th>
<th>Total Amount</th>
<th>Invoice Date</th>
<th>Vendor Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>51</td>
<td>7190</td>
<td>69931</td>
<td>0037A</td>
<td>Progress Billing</td>
<td>1</td>
<td>$2,660.00</td>
<td>1-6-20</td>
<td>7687</td>
</tr>
</tbody>
</table>

- 980- housing project Phase I services
- Survey
- Project#1700-03-20 DC

---

**VOUCHER TOTAL**

$2,660.00

---

Approved by: Department Head:

W.J. Spritka

---

Approved by: Committee Chair / County Administrator

---

□ Added to Voucher Listing

□ Voucher Listing Signed / Approved

Meeting Date

□ Hold For Approval / Documentation After Processing

---

Copy of voucherform1.xls
# Invoice

**Invoice #:** 7687  
**Invoice Date:** 1/6/2021  
**Due Date:** 2/5/2021  
**Project:** 1700-03-20 DC Sheriff's 98...  
**Terms:** Net 30

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Door County Sheriff's Chapter 980 Housing Project - Progress Billing</td>
<td>2,660.00</td>
</tr>
<tr>
<td></td>
<td>Phase I Services: Survey</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your business and the trust it represents.

<table>
<thead>
<tr>
<th>Invoice Total</th>
<th>$2,660.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Due</td>
<td>$2,660.00</td>
</tr>
</tbody>
</table>
# Accounts Payable Invoice Report

**G/L Date Range** 12/01/20 - 12/30/20  
**Report By Department - Batch - Vendor - Invoice Summary Listing**

### Total Invoices: 1

#### Department: 37 - Facilities & Parks

<table>
<thead>
<tr>
<th>Batch Number</th>
<th>Vendor</th>
<th>Sub-Department</th>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8383</td>
<td>37 Facilities &amp; Parks</td>
<td>1YXP-KY73-C9YJ</td>
<td>Motion Sensor Light Switch - Parks</td>
<td>Paid by Check #678799</td>
<td>11/26/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>28.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10145</td>
<td>37 Facilities &amp; Parks</td>
<td>11/24,12/2/20</td>
<td>Facilities uniforms 11/24,12/2/20</td>
<td>Paid by Check #678801</td>
<td>12/02/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>218.93</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6370</td>
<td>37 Facilities &amp; Parks</td>
<td>11/30/20</td>
<td>Softner salt - Justice Ctr - Nov 11/24,12/2/20</td>
<td>Paid by Check #678802</td>
<td>11/30/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>381.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8270</td>
<td>37 Facilities &amp; Parks</td>
<td>42828,953,134293</td>
<td>Tractor battery,Transfer Pump, Fiberglass driveway markers</td>
<td>Paid by Check #678803</td>
<td>11/17/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>366.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8520</td>
<td>37 Facilities &amp; Parks</td>
<td>11/13 to 12/3</td>
<td>11/13 to 12/3/20 invoices</td>
<td>Paid by Check #678804</td>
<td>12/03/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>381.44</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Totals:**

- **8383 - AMAZON CAPITAL SERVICES, INC:** Invoices 1, $28.78
- **13375 - CAPTAIN COMMODES INC:** Invoices 1, $180.00
- **10145 - CINTAS CORPORATION:** Invoices 1, $218.93
- **6370 - CULLIGAN OF STURGEON BAY:** Invoices 1, $381.30
- **8270 - DOOR COUNTY CO OPERATIVE:** Invoices 1, $366.89
- **8520 - DOOR COUNTY HARDWARE COMPANY:** Invoices 1, $381.44

**Vendor:** 3828 - DOUGS SANITATION SERVICE

Run by Denise Denil on 01/06/2021 02:00:41 PM
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>79861</td>
<td>Service Chaudoir’s Dock pit toilet 11/18/20</td>
<td>Paid by Check #678805</td>
<td></td>
<td>11/18/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>211.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 3828 - DOUGS SANITATION SERVICE</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12842 - FIRST SUPPLY GREEN BAY</td>
<td>12471791-00 Justice Ctr supplies, Kitchen sinks</td>
<td>Paid by Check #678806</td>
<td></td>
<td>11/19/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>60.78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 12842 - FIRST SUPPLY GREEN BAY</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12320 - GRAINGER</td>
<td>11/17,11/23/20 ADRC Kitchen-repair steamer, Jail-electric water valve</td>
<td>Paid by Check #678807</td>
<td></td>
<td>11/23/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>257.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 12320 - GRAINGER</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13620 - HERLACHE SMALL ENGINE</td>
<td>155194 Hydrogear Trans. Service Kit</td>
<td>Paid by Check #678808</td>
<td></td>
<td>12/02/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>90.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 13620 - HERLACHE SMALL ENGINE</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12996 - HUTCHINSON PROPERTY SERVICES</td>
<td>202038 Rip Rap at LaSalle County Park</td>
<td>Paid by Check #678809</td>
<td></td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>52,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 12996 - HUTCHINSON PROPERTY SERVICES</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17097 - LAFORCE HARDWARE &amp; MFG COMPANY</td>
<td>1148169 Rekey in-house - Justice Center</td>
<td>Paid by Check #678810</td>
<td></td>
<td>11/25/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 17097 - LAFORCE HARDWARE &amp; MFG COMPANY</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17320 - LAMPERTS</td>
<td>601817 Treasurer window</td>
<td>Paid by Check #678811</td>
<td></td>
<td>11/18/20</td>
<td>12/01/20</td>
<td>12/01/20</td>
<td>12/08/20</td>
<td></td>
<td>141.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor 17320 - LAMPERTS</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Accounts Payable Invoice Report

**G/L Date Range:** 12/01/20 - 12/30/20

**Report By Department - Batch - Vendor - Invoice Summary Listing**

### Summary Listing

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>33429,33439</td>
<td>Vehicle maintenance</td>
<td>Paid by Check #678812</td>
<td>11/24/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>109.90</td>
</tr>
</tbody>
</table>

**Vendor 7754 - LAU'S AUTO CARE CENTER**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>201487,495,504</td>
<td>Vehicle and equipment parts</td>
<td>Paid by Check #678813</td>
<td>11/24/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>1,133.35</td>
</tr>
</tbody>
</table>

**Vendor 15611 - MAYS SPORTS CENTER**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4365-404680</td>
<td>Oil &amp; Air filters, wiper fluid, brake cleaner, door lube</td>
<td>Paid by Check #678814</td>
<td>12/03/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>372.94</td>
</tr>
</tbody>
</table>

**Vendor 19233 - O'REILLY AUTO PARTS #4365**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9373</td>
<td>Jail maintenance sinks</td>
<td>Paid by Check #678815</td>
<td>12/03/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>1,971.98</td>
</tr>
</tbody>
</table>

**Vendor 21119 - PROCESS & MECHANICAL SYSTEMS**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>73874,74053</td>
<td>Pioneer and Door Drifters snowmobile signs</td>
<td>Paid by Check #678816</td>
<td>11/25/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>239.18</td>
</tr>
</tbody>
</table>

**Vendor 26520 - RENT A FLASH OF WISCONSIN INC**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5454255</td>
<td>Custom ADA Signs- two</td>
<td>Paid by Check #678817</td>
<td>11/12/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>147.83</td>
</tr>
</tbody>
</table>

**Vendor 28170 - SCHWAAB INC**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1368-2</td>
<td>Paint - Jail maintenance</td>
<td>Paid by Check #678818</td>
<td>11/12/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>111.89</td>
</tr>
</tbody>
</table>

**Vendor 8264 - SHERWIN WILLIAMS**

**Sub-Department 37 Facilities & Parks**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1368-2</td>
<td>Paint - Jail maintenance</td>
<td>Paid by Check #678818</td>
<td>11/12/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td>1</td>
<td>0</td>
<td>111.89</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoice Description</td>
<td>Status</td>
<td>Held Reason</td>
<td>Invoice Date</td>
<td>Due Date</td>
<td>G/L Date</td>
<td>Received Date</td>
<td>Payment Date</td>
<td>Invoice Net Amount</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>----------</td>
<td>----------</td>
<td>---------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>3461618282</td>
<td>Prominence cleaner</td>
<td>Paid by Check #678819</td>
<td></td>
<td>11/10/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td></td>
<td>68.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>15069 - STAPLES ADVANTAGE</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$68.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>36320 - TOWN OF WASHINGTON</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$729.92</td>
</tr>
<tr>
<td>2784 - VIKING ELECTRIC SUPPLY</td>
<td></td>
<td>Electric supply</td>
<td>Paid by Check #678821</td>
<td>11/24/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td></td>
<td>187.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>2784 - VIKING ELECTRIC SUPPLY</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$187.83</td>
</tr>
<tr>
<td>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</td>
<td></td>
<td>H2O Orange conc.</td>
<td>Paid by Check #678822</td>
<td>11/24/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td></td>
<td>404.74</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$404.74</td>
</tr>
<tr>
<td>38670 - WISCONSIN PUBLIC SERVICE CORP</td>
<td></td>
<td>Utilities 10/16 to 11/18/2020</td>
<td>Paid by Check #678823</td>
<td>11/18/2020</td>
<td>12/01/2020</td>
<td>12/01/2020</td>
<td>12/08/2020</td>
<td></td>
<td>5,661.39</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>38670 - WISCONSIN PUBLIC SERVICE CORP</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$5,661.39</td>
</tr>
<tr>
<td>22258 - ADVANCED AUTO PARTS</td>
<td></td>
<td>Vehicle parts</td>
<td>Paid by Check #679256</td>
<td>12/07/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td></td>
<td>226.79</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vendor</td>
<td>22258 - ADVANCED AUTO PARTS</td>
<td></td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
<td>$226.79</td>
</tr>
<tr>
<td>2770 - BELSON COMPANY</td>
<td></td>
<td>Toweling, Toilet tissue</td>
<td>Paid by Check #679257</td>
<td>12/02/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td></td>
<td>857.69</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-Department</td>
<td></td>
<td>37 Facilities &amp; Parks</td>
<td>Totals</td>
<td>Invoices</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Run by Denise Denil on 01/06/2021 02:00:41 PM
<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>160055</td>
<td>Facilities and Parks cell phones</td>
<td>Paid by Check #679258</td>
<td>Sub-Department</td>
<td>12/05/2020</td>
<td>12/22/2020</td>
<td>406.59</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/9,12/16/20</td>
<td>Facilities uniforms 12/9/20, 12/16/20</td>
<td>Paid by Check #679259</td>
<td>Sub-Department</td>
<td>12/16/2020</td>
<td>12/22/2020</td>
<td>213.57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43673,802033</td>
<td>2 pack tool holder, fuel cap-chainsaw,LP gas</td>
<td>Paid by Check #679260</td>
<td>Sub-Department</td>
<td>12/11/2020</td>
<td>12/22/2020</td>
<td>552.86</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/4 to 12/18/20</td>
<td>Hardware-December</td>
<td>Paid by Check #679261</td>
<td>Sub-Department</td>
<td>12/18/2020</td>
<td>12/22/2020</td>
<td>2,194.07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12878</td>
<td>replaced sensors toilets</td>
<td>Paid by Check #679262</td>
<td>Sub-Department</td>
<td>12/04/2020</td>
<td>12/22/2020</td>
<td>98.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12499143-00</td>
<td>SLO33225450-SLEC Module Assy Sloan</td>
<td>Paid by Check #679263</td>
<td>Sub-Department</td>
<td>12/10/2020</td>
<td>12/22/2020</td>
<td>358.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>450061</td>
<td>Trash liners - 33 gallon</td>
<td>Paid by Check #679264</td>
<td>Sub-Department</td>
<td>12/04/2020</td>
<td>12/22/2020</td>
<td>104.90</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Run by Denise Denil on 01/06/2021 02:00:41 PM
## Accounts Payable Invoice Report

**G/L Date Range:** 12/01/20 - 12/30/20

**Report By Department - Batch - Vendor - Invoice Summary Listing**

### Invoice Details

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13028</td>
<td>Pit toilet chemicals</td>
<td>Paid by Check #679265</td>
<td>12/04/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$104.90</td>
</tr>
<tr>
<td>12320</td>
<td>Full Face respirator, wrenches</td>
<td>Paid by Check #679266</td>
<td>12/04/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$341.72</td>
</tr>
<tr>
<td>17097</td>
<td>solenoid kit</td>
<td>Paid by Check #679267</td>
<td>12/15/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$256.00</td>
</tr>
<tr>
<td>11013</td>
<td>2021 DC Parks Annual boat launch permits (1000)</td>
<td>Paid by Check #679268</td>
<td>12/08/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$698.92</td>
</tr>
<tr>
<td>15611</td>
<td>JD Mower 86-17 Gas Cylinder Seat Shock</td>
<td>Paid by Check #679269</td>
<td>12/10/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$131.53</td>
</tr>
<tr>
<td>19233</td>
<td>Vehicle and equipment parts</td>
<td>Paid by Check #679270</td>
<td>12/04/2020</td>
<td>12/17/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$509.92</td>
</tr>
<tr>
<td>8264</td>
<td>paint and supplies</td>
<td>Paid by Check #679271</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/14/2020</td>
<td>12/22/2020</td>
<td>Invoices 1</td>
<td></td>
<td>$230.20</td>
</tr>
</tbody>
</table>

**Vendor Details**

- **419 - FOX SPECIALTY CO**
- **13028 - GLOBAL CHEMICALS INC**
- **12320 - GRAINGER**
- **17097 - LAFORCE HARDWARE & MFG COMPANY**
- **11013 - MARATHON LABEL CO INC**
- **15611 - MAYS SPORTS CENTER**
- **19233 - O'REILLY AUTO PARTS #4365**
- **8264 - SHERWIN WILLIAMS**

**Sub-Department Details**

- **37 Facilities & Parks**

---

Run by Denise Denil on 01/06/2021 02:00:41 PM
### Accounts Payable Invoice Report

**G/L Date Range:** 12/01/20 - 12/30/20  
**Report By Department - Batch - Vendor - Invoice**  
**Summary Listing**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Hold Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
</table>
| Vendor 15069 - STAPLES ADVANTAGE  
Sub-Department 37 Facilities & Parks  
3462763378 | Paid by Check #679272  
Pad floor buffing | Invoices | 1 | 52.80 |
| Vendor 30820 - STURGEON BAY UTILITIES  
Sub-Department 37 Facilities & Parks  
12072020 | Paid by Check #679273  
Facilities and Parks utilities Nov 2020 | Invoices | 1 | 14,786.45 |
| Vendor 752 - VALLEY LABORATORIES  
Sub-Department 37 Facilities & Parks  
11591 | Paid by Check #679274  
Closed recirculating system Treatment | Invoices | 1 | 159.00 |
| Vendor 2784 - VIKING ELECTRIC SUPPLY  
Sub-Department 37 Facilities & Parks  
12/10 to 12/17/2 | Paid by Check #679275  
Electric supply | Invoices | 1 | 266.21 |

**37 Facilities & Parks ___________________________________________________**  
Grand Totals  
Invoices 45  
$89,111.49