

**CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY, APRIL 30, 2019
Council Chambers, City Hall - 421 Michigan Street
4:00pm**

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Building Inspection Services Contract.
5. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Building Inspection Services Contract

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

6. Review bills.
7. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 04/25/19
Time: 3:30p.m
By: TM

Finance/Purchasing & Building Committee Members:
Helen Bacon, Chair
Seth Wiederanders, Vice Chair
Dan Williams

Executive Summary

Title: Contract for Building Inspection Services

Background: Sturgeon Bay has contracted for all building inspection services since 2002. This work is currently performed by SAFEbuilt, LLC. SAFEbuilt has submitted its 60-day notice to terminate the contract. The company is ending its contracts with several nearby communities and is completely pulling out of northeast Wisconsin. The termination is effective May 12th.

The state of Wisconsin requires all communities to enforce the commercial and residential building codes and perform building inspections. Communities have the options of hiring an in house inspector, contracting with an inspection company or individual inspector(s), or letting the state handle building inspections. If the last option is chosen, the state will typically contract with the same individuals or firms that the city would have contracted with. But the City would no longer have control over the hire and would not receive any portion of the permit fees.

Years ago the City did have an in house building inspector. But since there isn't enough workload to justify a full-time position the City would need to hire a part-time person or reorganize staffing to have a full-time person do other duties such as zoning administration or property assessing. Hiring an in house inspector also has the problem of coverage during the times when that person is unavailable due to vacations, illnesses, or other time away. Therefore, continuing to contract with a private company for building inspection services appears to offer the most advantages to the City.

A Request for Proposals (RFP) was advertised and was directly sent to various inspection firms doing business in Wisconsin. Three proposals were received – Inspection Specialists, LLC; KR Inspections, LLC; and Door County Inspections, LLC. These are summarized below.

Inspection Specialists, LLC (IS) is a firm headed by Brett Guilette and is based in Door County. IS currently contracts with many municipalities in Door, Kewaunee, and Brown Counties. Their proposal complies with the parameters of the RFP. Mr. Guilette would take on the duties of primary inspector and handle office hours. He has all certifications except commercial electrical. He has part-time inspectors to handle commercial electrical inspections and to provide back-up. If awarded the Sturgeon Bay Contract, IS intends to employ Chris Jensen, who is a Door County native with credentials that currently works for the City of Appleton. IS also has administrative support. Mr. Guilette is familiar with Sturgeon Bay's inspection program, since he served for several years as the primary inspector for the City prior to creating his own inspection firm.

In terms of the financial proposal, IS would perform the work based upon receiving 90% of the collected permit fees under their proposed fee structure. The fee structure is somewhat different than the current Sturgeon Bay fee structure. For some permit categories such as new homes the fees are based upon a graduated rate that rises for various ranges of floor area. This is different from the current system of a per square foot fee. For new residential construction the fee is inclusive for building, electric, plumbing, HVAC, and erosion control permits. The proposed inclusive fee for new dwellings would be higher than the combined fees under the City's current

fee structure. But it appears that the fee structure will result in lower permit fees for several categories and the same fees in other categories. For work performed that does not involve the collection of a permit fee, IS will charge a rate of \$35 per hour.

KR Inspections, LLC (KR) is owned by Kevin Kettner, who is one of the SAFEbuilt employees that are being laid off due to its leaving northeast Wisconsin. He is based in Appleton. The proposal is not as detailed and it does not appear to include all of the parameters of the RFP. Office hours would be two days per week for 4plus hours rather than the 3 days for 4.5 hours total. Mr. Kettner has all of the necessary building inspection credentials and considerable experience. But he did not indicate any back-up inspectors and states that the number of co-workers that can assist him would be based upon the number of municipalities that he gets contracts for. KR did not include a sample contract, but their proposal is to charge \$85 per hour plus charge mileage at the IRS mileage rate. KR would also do plan reviews at \$100 per hour. After two years the fees would be increased to \$95 and \$110 per hour respectively. This system is different from the traditional method of paying inspectors via a percentage of permit fees collected. KR did not include a fee schedule but offered to review and raise the City's current fee schedule to ensure that permit fees are covering the expenses. KR would also require the City to provide inspection software.

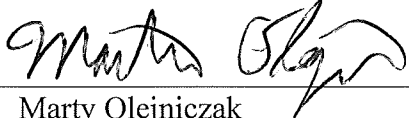
Door County Inspections, LLC (DCI) is a new company based in Door County owned by Brett Temme, who also is a building inspector being laid off by SAFEbuilt. Mr. Temme has been the primary contracted inspector for the City of Sturgeon Bay for about the last 9 years. The proposal meets the parameters of the RFP. Mr. Temme has all of the required credentials except commercial electrical. He is expected to receive that certification in July. Mr. Temme would be assisted by John Dwonch and Ken Knuth, who also are SAFEbuilt employees with experience in Sturgeon Bay. Kevin Kettner and Terry Fameree would provide back-up service and commercial electrical inspections until Mr. Temme receives his certification. It is noted that Kettner has also submitted a proposal for his inspection firm. The proposal also states that it is the company's intention to hire an administrative assistant to help with permitting and office duties.

The financial proposal put forth by DCI is based upon receiving 90% of the permit fees. The fee schedule that DCI proposes is very similar in format to the current city fee schedule. But the minimum fee for individual categories has increased and some of the "per square foot" fees also are slightly increased. But some fees actually decreased from the current system. Overall, it appears there would be an increase in total permit fees collected. The increase in permit fees will partially offset the fact that the City currently pays only 85% of collected permit fees to the building inspection contractor. For work performed that does not involve the collected of a permit fee, DCI intends to charge a rate of \$55 per hour during regular business hours and \$65 per hour outside of regular hours (such as attending a night meeting on behalf of the City).


Fiscal Impact: The RFP and the submitted proposals call for a three year contract. The cost of this service is based upon the building permit fees collected and varies from year to year. For year 2018, the city paid about \$75,000 to the contractor. This was based upon an 85%-15% split of the permit revenue. Both the IS proposal and DCI proposal call for a 90-10 split, which is typically for most communities in northeast Wisconsin. Thus, the cost of the service is expected

to rise assuming permit activity remains constant. The IS fee structure appears to result in lower overall fees which will offset the change in the split, but also decrease the City's retained portion. The DCI fee structure appears to slightly raise permit fees. It is difficult to provide an actual yearly estimate of the impact of the two proposals due to the variability of the permit activity.


Recommendation: Based upon the review of the proposals, both Inspection Specialists and Door County Inspections are qualified to do the work and have the personnel available and experience with Sturgeon Bay. KR Inspections proposal is harder to judge. It was not as detailed and therefore difficult to state whether the quality of the inspections would be ensured. It also is difficult to judge the financial impact due to the per hour (plus mileage) fee. Therefore, staff believes that KR should be dropped from consideration. Both IS and DCI are acceptable firms. Staff has a preference for DCI due to the continuity of having the same inspectors that are currently doing the work. The fee structure for DCI will also allow the City to recoup an amount closer to the current amount received under the SAFEbuilt contract. If a proposal is approved, the contract needs to be reviewed and approved by the City Attorney.

Drafted by: 
Marty Olejniczak
Community Development Director

4/25/19
Date

Reviewed by: 
Chris Sullivan-Robinson
Planner/Zoning Administrator

4.25.19
Date

Reviewed by: 
Tim Dietman
Fire Chief

4/25/19
Date

Reviewed by: 
Josh Van Lieshout
City Administrator

4/25/19
Date



3/13/19

Thad Birmingham, Mayor
City of Sturgeon Bay
421 Michigan St
Sturgeon Bay, WI 54235

RE: Termination of Contract for Services, effective 3/13/19, between the City of Sturgeon Bay, Wisconsin and Independent Inspections, Ltd., which was acquired through a stock acquisition by SAFEbuilt Wisconsin, LLC, a whole subsidiary of SAFEbuilt, LLC.

Dear Mr. Birmingham,

This letter is to inform you that SAFEbuilt has elected to terminate the Agreement as it relates to Commercial and Residential Inspection services pursuant to Section 5 of the Agreement. Pursuant to that section, SAFEbuilt is providing you with 60 days advance written notice of its intent to terminate. Termination will be effective on 5/12/19 ("Termination Date") and SAFEbuilt will cease to provide services at the close of business on that day.

During the period up to and including the Termination Date, SAFEbuilt will continue to provide all the Services specified in the Agreement and will invoice the City of Sturgeon Bay in accordance with the provisions of the Agreement.

Upon reaching the final termination date, both parties will agree upon one of the following options:

SAFEbuilt will reimburse to you a pro-rata share of the fees collected by us with respect to the improvements for which final inspections have not been completed. The pro-rated refund will be calculated based on the percentage of the total work associated with the fees completed by SAFEbuilt, as mutually agreed. -OR-

If local staffing resources are available, SAFEbuilt will continue to provide the Services with respect to improvements for which (i) a permit has been issued on or before the Termination Date and (ii) such permit is still in effect, but which have not passed final inspection as of that date.

During the notification period, we will continue to invoice you monthly, except that the final invoice for that period may cover a partial month. Payment for the final month or partial month will be due thirty (30) days after the invoice date. If you elect to have us continue to provide Services as described above, we will invoice you for that work monthly.

We have enjoyed working with you and with the City of Sturgeon Bay and wish you the best going forward. If you have any questions concerning this termination notice, please contact me at your convenience.

Regards,

Thomas P. Wilkas, CFO
SAFEbuilt, LLC

CITY OF STURGEON BAY
WISCONSIN

Request for Proposal
BUILDING INSPECTION AND RELATED SERVICES

Issued March 22, 2019

CITY OF STURGEON BAY

**REQUEST FOR PROPOSALS
BUILDING INSPECTION SERVICES**

March 22, 2019

The City of Sturgeon Bay is seeking proposals from Wisconsin Certified Building Inspectors and/or Building Inspection Firms for the position of contract Building Inspector. The contract term will be for three years. The individual or firm submitting a reply to this request should have at least five (5) years of Building Inspection experience.

Five (5) copies of the proposal must be received no later than **3:00PM on April 19, 2019**. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be placed in a sealed envelope, plainly marked "Sealed Bid/Proposal for Building Inspection Services" and addressed to:

Stephanie Reinhardt, City Clerk
City Hall
421 Michigan Street
Sturgeon Bay, WI 54235

Emailed submissions are not acceptable. Inquiries regarding this RFP should be directed to Marty Olejniczak, Community Development Director, at 920-746-6908, molejniczak@sturgeonbaywi.org

BACKGROUND

Community Info

The City of Sturgeon Bay is the county seat and largest community in Door County. The population for Sturgeon Bay under the 2010 U.S. Census was 9,144. The City is the hub for the region's retail, industry, medical, and government services. It features a vibrant downtown, growing industrial park, and expanding tourism sector.

Sturgeon Bay operates under the mayor-council form of governance. Day to day operations are overseen by the appointed City Administrator. The building inspection services are currently housed within the Community Development Department under the direction of the Community Development Director.

Current Practice

Since 2002 all building inspection services have been contracted to a private firm. Prior to 2002 the City employed in house building inspectors. Currently, the building inspection contract is with SAFEbuilt, which provides credentialed inspectors for all facets.

The City provides office space and other amenities for the contracted building inspector. In addition, in house city staff administers the Sturgeon Bay Zoning Code. Hence, the contracted building inspector is only responsible for plan review and inspections for construction projects under the various building codes.

In 2016 the City became a delegated community for commercial plan review. Plan review for all commercial projects can be provided through contracted plan reviewers (SAFEbuilt).

SAFEbuilt recently provided notice that it is ending its building inspection services in Northeast Wisconsin. This action impacts 8 municipalities in Door County that currently have contracts with SAFEbuilt. This Request for Proposals, however, only involves services for the City of Sturgeon Bay.

Permit History

Permit activity in the City of Sturgeon Bay has been fairly consistent over the last five years. The following is the average annual number of permits issued for each permit category:

Permit Type	Average Number of Permits Issued Annually (2014 - 2018)
Building	154
Electrical	165
Plumbing	110
Heating	69
Occupancy	41

SCOPE OF SERVICES

The City of Sturgeon Bay is requesting proposals from qualified firms or individuals, hereinafter referred to as “contractor”, for building inspection services. The services under the proposed contract would start on May 13, 2019.

The Contractor shall be required to perform the following job functions in a manner consistent with the provisions of the Wisconsin Uniform Dwelling Code and the International Commercial Building Code including electrical, HVAC, plumbing and other associated codes adopted by the State of Wisconsin or the City of Sturgeon Bay for all single family, multiple family dwellings, commercial, industrial and public buildings. This work includes administering Sturgeon Bay municipal code Chapter 15 (Building Regulations), Chapter 16 (Plumbing Code), Chapter 17 (Electrical Code), Chapter 18 (Standard Gas Code) and Chapter 22 (Housing Code):

1. Process building permit applications
2. Conduct plan examinations
3. Perform field inspections (preferably within 24 hours of requested inspection, but in no instance more than 48 hours), to include but not limited to:
 - A. Footing inspection
 - B. Foundation inspection
 - C. Construction inspection (rough)
 - D. Plumbing inspection (rough)
 - E. Heating, ventilating and air conditioning inspection (rough)
 - F. Electrical inspection (rough)
 - G. Insulation inspection
 - H. Final inspection for construction, plumbing, heating, ventilating and air conditioning, electrical and insulation.
 - I. All necessary inspections on permitted activities such as, but not limited to, deck, swimming pool, accessory building, and alterations and additions.
 - J. Inspections necessary for the issuance of occupancy permits.
4. Administrative functions, including:
 - A. Maintain records, including inspection records.
 - B. Forward building permit information to the Community Development Department.
 - C. Maintain minimum office hours of one and one-half (1.5) hours per day at least three days per week for meeting with public and City Hall staff for follow up, messages and progress reports, etc. Days with office hours shall be Monday, Wednesday and Friday or days as mutually agreed. In addition, the Contractor shall be available to the

- public and City staff by telephone or email during other normal work hours.
 - D. Attend biweekly meetings with pertinent city/utility staff to coordinate issues relating to building/development projects and other meetings as requested by the Community Development Director and/or the City Administrator. Such meetings typically last one hour and are held immediately following normal building inspection office hours.
 - E. With assistance of City staff, collect and process permit fees. The building inspector calculates permit fees, while City staff enters and processes payments. There is no requirement for the Contractor to conduct actual financial transactions.
 - F. Maintain all necessary certifications and obtain hard copy or electronic access to all adopted building codes and amendments or updates that are required to be administered.
5. Assist the City in ensuring compliance by:
- A. Issuing noncompliance orders
 - B. Making recommendations on variances and appeals, when requested.
 - C. Appearing as witnesses during legal proceedings
 - D. Assist with compilation of data required for reports required by the Department of Safety and Professional Services
 - E. Upon receipt of complaint or as directed by Community Development Director and/or the City Administrator respond to complaints of code violations.
 - F. Conduct annual inspections of manufactured home parks in accordance with chapter 9 of the Sturgeon Bay municipal code.

REQUIREMENTS

All records shall remain on-site at the City of Sturgeon Bay City Hall. All of the municipal permit applications, records and all other such inspections information and records as developed by the individual/firm for the City shall be records of the City and shall be owned and possessed by the City.

The City will provide suitable office space in City Hall and will provide telephone, computer, internet access, and file cabinets. In addition, the contractor will have use of copier, scanner and fax machine located elsewhere in City Hall. However, the office space and equipment shall only be used for City of Sturgeon Bay building inspection work. During non-office hours, the public may drop off applications, make payments, and pick up approved permits at the Sturgeon Bay Community Development Department.

The individual/firm selected will not be permitted to assign, subcontract or transfer the work of providing building inspection services without the prior written approval of the City.

To the fullest extent permitted by law, the individual/firm, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the contractor during the contractor's performance of the Agreement or any other agreements of the contractor entered into by reason thereof. The contractor shall indemnify and defend the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence and/or willful, wanton or reckless acts or omissions of the contractor, agents, servants, officers, or employees and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees.

The contractor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the contractor, his agents and employees in the execution of work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality. Limits of liability shall not be less than:

Workers Compensation	With-in Statutory Requirements
Bodily injury per person	\$1,000,000
Property Damage each occurrence	\$1,000,000
Comprehensive Auto Liability Including Non-Ownership Coverage	
Per occurrence	\$1,000,000
Professional Liability (errors & omissions)	\$1,000,000

The City of Sturgeon Bay shall not be liable for any costs incurred by the bidder in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

The City of Sturgeon Bay reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its discretion and without penalty.

SELECTION CRITERIA

In addition to an acceptable Financial Proposal, the successful contractor will be the one that most successfully demonstrates the following:

1. Certifications as required by the State of Wisconsin.
2. Knowledge and understanding of all applicable codes.
3. Successful experience in providing building inspection services to a municipality of similar size.
4. An ability to ensure inspection coverage during all working days so that permits or inspections are not delayed due to illnesses, vacations, and other disruptions.

5. Demonstration of a high level of accuracy in building inspection services for municipal clients.
6. Evidence of positive client interaction/service from previous or existing municipal clients.
7. Familiarity with the City of Sturgeon Bay.
8. An ability to work effectively with the City of Sturgeon Bay Common Council and its committees
9. An ability to work effectively with City of Sturgeon Bay Staff.
10. An ability to work effectively with building contractors and property owners, particularly in regard to communicating code issues and assisting with permit applications/procedures.

FORM OF PROPOSAL

To be considered, five (5) copies of a proposal must be received at the City Clerk's Office, 421 Michigan Street, Sturgeon Bay, Wisconsin 54235 no later than **3:00PM on April 19, 2019**. The Proposal must be placed in a sealed envelope, plainly marked "Sealed Bid/Proposal for Building Inspection Services."

All proposals shall be made as follows:

1. Cover Letter
2. Detailed response to all SELECTION CRITERIA, above.
3. Detailed Financial Proposal to include:
 - a. Compensation rate to provide the inspection services described in the above and in accordance with the laws of the State of Wisconsin (compensation shall be based upon a percentage of the established application/inspection fee amount).
 - b. A fee structure if different from current City of Sturgeon Bay Fee Structure
 - c. Cost for non-permit inspections and/or other work performed on behalf of the city.

*NOTE: The City will make mutually agreeable arrangements with the selected person/firm for a payment schedule.
4. Names and qualifications of key employees including the name and qualifications of the person in the contractor's employ who will be primarily responsible for building inspection activities for the City of Sturgeon Bay.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the City's point of contact for the work to be performed has provided inspection services within the past two (2) years. References must include the name, title, address and business phone number of the contact person.
6. The proposals shall identify all contractual inspection obligations that the bidder currently has in the state of Wisconsin.
7. Identify the date when the bidder will be available to begin providing inspection services to the City.
8. All individuals/firms submitting proposals are advised to carefully inspect the City, the entire records and facilities of the City of Sturgeon Bay and examine the above

referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this proposal.

9. Any additional information which you/your firm feels necessary.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the contractor selected.

It is anticipated the selection of an inspection contractor will be completed by May 7, 2019.

April 9, 2019

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay WI 54235

RE: RFP for City of Sturgeon Bay Building Inspection Services

Dear Counsel Members,

Enclosed is the proposal from Inspection Specialists LLC for the provision of building inspection services for the City of Sturgeon Bay.

We, Inspection Specialists LLC, are thrilled for the opportunity to provide building inspection services for the City of Sturgeon Bay and we are eager to offer our skills and expertise to the home builders in your area.

Our key advantages and qualifications highlighted in the attached proposal include:

- Highly experienced inspectors
- Best proven performance
- Top quality interaction and service
- Most satisfied customers

We look forward to meeting with you to further advance the City of Sturgeon Bay's Inspection Department.

Sincerely,



Brett J. Guilette
Inspection Specialists LLC
Brettg.isllc@gmail.com
920-495-3232

INSPECTION SPECIALISTS, LLC

BRETT J. GUILLETTE

P.O.BOX 22

BRUSSELS, WI

920-495-3232

Brettg.isllc@gmail.com



OUR MOTTO

To provide quality inspection services based on the Wisconsin code guidelines, for the goal of protection and safety of each invested property owner while maintaining mutual respect and dignity of every construction craftsman.

Brett Guilette, owner of Inspection Specialists, LLC recognizes the importance of each man/woman dedicated to the building/construction trades. Being an electrical contractor for 20 years, Brett has a keen understanding of and knowledge of proper craftsmanship, timeliness of construction flow and provides valuable input for trouble shooting.

INSPECTION SPECIALISTS, LLC

Inspection Specialists, LLC was established in 2010. The primary owner/inspector is Brett Guilette.

Prior to establishing IS, LLC, Brett was Door and Kewaunee Supervisor for Independent Inspections, LLC for ten years. As supervisor of II, LLC, Brett was responsible for establishing contracts with all of the Door and Kewaunee County municipalities and maintained inspections in each of the municipalities one of which was the City of Sturgeon Bay.

Since venturing on his own in 2010, Inspection Specialists, LLC has grown extensively in 9 years. Inspection Specialists has grown at a rate of 2 new municipalities per year, the latest being the Town of Brussels.

- 1.) *Certifications* are listed on page 5.
- 2.) *Knowledge and understanding of codes.*

Brett has been applying the Wisconsin Uniform Dwelling Codes and the International Commercial Building Codes since 2000. Brett Guilette also belongs to the Building Inspectors Association of Northeast Wisconsin, "BIANEW", which enables him to meet together with inspectors all over Northeast Wisconsin to keep first hand knowledge of state code updates and all changes at the state level. The groups round table discussions help every inspector on proper code discernment in every unique situation which comes along. Every license renewal requires a minimum of 24 hours of code study. The BIANEW association provides those educational hours which members like Brett exceeds beyond 50 hours.

- 3.) *Successful experience in providing building inspection services to a municipality of similar size.*

Brett Guilette was the primary building inspector for the City of Sturgeon Bay from the time the City contracted Independent Inspections, (around 2001), till 2010. It was his honor and pleasure to work with the City of Sturgeon Bay.

Brett also currently contracts with the City of Algoma since 2011 and contracted the City of Kewaunee for 2 years till they required a full-time inspector.

4.) *Ability to ensure inspection coverage during working days.*

Through hard work ethic and dedication to the importance of inspection services is the reason Brett has never taken vacation during working hours. He has been able to maintain all of his municipalities and working around the clock with all contractors' schedules to ensure everyone stays on timely course with their building projects.

Inspection Specialists realizes there is a need for future growth in Door County and is ready to expand as needed. The company has 3 current inspectors and 2 inspectors available for hire. (see credential page 5)

5.) *Demonstration of a high level of accuracy.*

Inspection Specialists has one primary office manager and one financial manager. In 2017, Inspection Specialists was audited by the state Department of Safety and Professional Services and received a high-quality evaluation for record management. Inspection Specialists understands organization and accuracy of records is a very important aspect of the inspection process.

6.) *Evidence of positive client interaction/service from existing municipal clients.*

One of the benefits of contracting with municipalities is the client-company interaction and communication. One of Brett Guilette's qualities is his love of talking to everyone. Whether it is difficult situations, organizing plans and jobs, discussing current news or sports or simply making other people's day a little happier, he always has something positive to say.

It is an honor and privilege to stop in each office even if it is just to greet the staff.
(List of current municipalities, page 6)

7.) *Familiarity with the City of Sturgeon Bay.*

Brett Guilette is a native of Door County. He has worked in the City of Sturgeon Bay since graduating from high school.

His past employment with Independent Inspections has enabled his knowledge of the functions of each of the city departments and familiarized him with each of the staff and leaders.

8.) *Ability to work effectively with the Common Council and its committees.*

Brett's easy-going nature and communication skills make him a good choice in dealing with all committees necessary to carry out city planning and goals.

9.) *Ability to work effectively with City of Sturgeon Bay Staff.*

Brett's past work at the City of Sturgeon Bay was a positive and enjoyable experience with each of the city staff.

10) *Ability to work effectively with building contractors and property owners.*

A continuous growth in Inspection Specialists over the last 9 years is in large part due to Brett's ability to communicate well with Village, Town and City officials, all contractors and property owners. The office manager at Inspection Specialists is very efficient in processing permits to make it as easy as possible for any customer. She will be available for all office hours.

CREDENTIALS

BRETT JOSEPH GUILLETTE

License: **687096**

UDC – HVAC	06/30/21	COMMERCIAL BUILDING	06/30/20
UDC – CONSTRUCTION	06/30/22	COMMERCIAL PLUMBING	06/30/20
UDC – PLUMBING	06/30/22		
UDC – ELECTRICAL	06/30/22		

Brett Guilette is the primary inspector. 19 years, Building Inspector, zoning experience.

ROBERT JUNIO

License: **852872**

UDC – ELECTRICAL	06/30/21
COMMERCIAL ELECTRICAL	06/30/21

Bob Junio has been a part-time inspector for Inspection Specialists since 2011. He is a Master Electrician with his own company in the City of Algoma. Upon retiring Bob will pursue further license to expand his inspection role.

NATHAN GUILLETTE

License: **1160015**

UDC – CONSTRUCTION	RENEWING PROCESS
UDC – HVAC	RENEWING PROCESS

Nathan Guilette is a son of Brett Guilette. He has 18 years of hands on building construction. He works part-time as a fill in for UDC-Construction and UDC-HVAC. He currently holds a full-time job as Door County Sheriff Deputy. With major changes within the Department of Safety and Professional Services, delays have been taking place in the licensing department. His renewal date will be 2022.

CHRIS JENSEN

License: **70845**

UDC – CONSTRUCTION	06/30/22	COMMERCIAL BUILDING	06/30/22
UDC – HVAC	06/30/22	ASSESSOR TECHNICIAN	WI33308CA
UDC – ELECTRICAL	06/30/22		

Chris Jensen is a native of Door County who grew up on Washington Island. His brother, Dennis Jensen is also a building inspector and resource for necessary fill-in situations. Chris currently works full-time for the City of Appleton for the last 19 years. He is well associated with larger city functions. He is working on expanding his license to all areas of inspection. He also holds a Bachelor of Science in Urban and Regional Planning from UWGB.

Chris is also a member of the BIANEW association where Brett met him.

Chris is excited about the opportunity to move back to Door County and work with Inspection Specialists in his home area.

CURRENT MUNICIPALITIES

REFERENCE LIST

CITY OF ALGOMA.....	Wayne Schmidt (City Mayor)	920-255-1145
TOWN OF BAILEYS HARBOR.....	Don Sitte (Town Chairman).....	920-421-0481
TOWN OF BRUSSELS.....	Joe Wautier (Town Chairman).....	920-493-0509
VILLAGE OF CASCO.....	Kelly Pinchart (Village President).....	920-837-2143
TOWN OF CLAY BANKS.....	Myron Johnson (Town Chairman).....	920-743-9004
VILLAGE OF EGG HARBOR	Ryan Heise (Village Administrator).....	920-868-3334
TOWN OF GARDNER.....	Mark Stevenson (Town Chairman).....	920-609-7598
TOWN OF GIBRALTAR.....	Richard Skare (Town Chairman).....	920-868-3316
VILLAGE OF FORESTVILLE.....	Terry McNaulty (Village President).....	920-495-0402
TOWN OF GREEN BAY.....	Cary Dequaine (Town Chairman).....	920-866-9084
TOWN OF HUMBOLDT.....	Steve Dart (Town Chairman).....	920-609-8323
TOWN OF NASEWAUPEE.....	Steve Sullivan (Town Chairman).....	920-743-9391
TOWN OF PIERCE.....	Brian Paplham (Town Chairman).....	920-255-1468
VILLAGE OF SISTER BAY.....	Janal Suppanz (Interim Town Administrator).....	920-854-4118
TOWN OF UNION.....	Brian Renard (Town Chairman).....	920-495-3161
TOWN OF WASHINGTON ISL.....	Gordon Jaeger (Town Chairman).....	920-847-2522



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER G2 Insurance Services, Inc. 14260 W. Greenfield Ave P.O. Box 1325 Brookfield WI 53008-1325		CONTACT NAME: Eve Woelfel PHONE (A/C, No, Ext): (262) 784-0644 E-MAIL ADDRESS: EVEN@G2insuranceservices.com FAX (A/C, No): (262) 784-0645	
INSURED Inspection Specialists LLC 997 County Road Y 2231 County Rd S Brussels WI 54204		INSURER(S) AFFORDING COVERAGE INSURER A: Acuity INSURER B: CNA INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 14184	

COVERAGES

CERTIFICATE NUMBER: CL18101705208

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			X17798	05/19/2018	05/19/2019	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					BODILY INJURY (Per person) \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				BODILY INJURY (Per accident) \$
B	Errors & Omissions			MCH288321374	02/03/2016	02/03/2019	PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							per claim \$1,000,000
							Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol Willisick

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**FEE SCHEDULE
CITY OF STURGEON BAY**

A. RESIDENTIAL - 1 & 2 Family

1. New Structure 1 & 2 Family Homes:

Fees include building, electric, plumbing, HVAC and erosion.

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
Over 3000 sq. ft.	\$1150.00 + \$.10 per sq. ft. over 3000 sq. ft.

Manufactured Dwellings (modular) \$500.00 + any additions or garage per #3

2. State Seal: \$35.00

3. Additions/ Remodeling/ Alterations:

a) Building \$.11 per sq. ft. (all areas)
\$75.00 minimum

b) Electric, Plumbing, Hvac

0 to 500 sq. ft.	\$40.00 (each)
501 to 1000 sq. ft.	\$50.00 (each)
1001 to 1250 sq. ft.	\$60.00 (each)
1251 to 2000 sq. ft.	\$75.00 (each)
2001 to 2500 sq. ft.	\$100.00 (each)
Over 2500 sq. ft.	\$.04 per sq. ft. (each)

c) Erosion \$40.00 additions only (below grade over 400 sq. ft.)

4. Electric Service \$45.00 Residential

5. Manufactured Homes \$150.00 (fee includes slab, electric service, occupancy)
(HUD homes or house trailers)

6. Temporary Occupancy \$50.00

7. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES

(detached garages, storage buildings)

Decks (all sizes)

a) building	\$.08 per sq. ft. \$50.00 minimum
b) electric	\$.04 per sq. ft. \$40.00 minimum

C. COMMERCIAL

1. New buildings, additions, alterations, remodels:

a) Building	\$.12 per sq. ft. \$75.00 minimum	
b) Electric, plumbing, hvac	0 to 600 sq. ft.	\$50.00 (each)
	601 to 1250 sq. ft.	\$75.00 (each)
	1251 to 2000 sq. ft.	\$100.00 (each)
	2001 to 2500 sq. ft.	\$125.00 (each)
	Over 2500 sq. ft.	\$.05 per sq. ft. (each)
c) Storage Buildings, warehouse, detached garage		\$.09 per sq. ft.

2. Temporary Occupancy, Change of Use, Occupancy. \$50.00

3. Early Start \$100.00

4. Electric Service \$55

5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. AGRICULTURE BUILDINGS

\$.05 per sq. ft.
\$50.00 minimum

E. MISCELLANEOUS

1. Re-inspection fee \$30.00
2. Failure to call for inspection \$30.00
3. Double fees are due if work is started before permit is issued.
4. Extension to permit (permits are valid for 24 months) 25% of original fees

CONTRACT FOR SERVICES

As the City of Sturgeon Bay requires professional building inspection services to meet the needs of its residences and business, Inspection Specialists, a Wisconsin Limited Liability Company, proposes to provide building inspection services to the City of Sturgeon Bay for such inspection services.

In response, the parties agree as follows.

1. Inspection Specialists will provide a building inspector, duly licensed and certified in the State of Wisconsin, to the City of Sturgeon Bay, whose duties include building and mechanical field inspections, necessary services related to contacts with residents, business owners and municipal representatives, and all associated tasks necessary to meet the City of Sturgeon Bay building inspection needs.
2. Each building inspector shall be certified in the categories in which they are inspecting, which may include any or all of the following: UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction, Commercial Plumbing and Commercial Electrical as defined in DSPS 305 of the Wisconsin Administrative Code.
3. Inspection Specialists will provide the following for the building inspectors:
 - A. Inspector(s) salary
 - B. Field communication equipment
 - C. Vehicle or mileage/allowance for the inspectors
 - D. Supplemental systems and support and administrative coordination
 - E. Regular municipal office availability for meeting the public
 - F. Backup inspector(s) as necessary to complete building inspections
 - G. Wisconsin license fees for Inspection Specialists and inspectors
 - H. Certificate of insurance showing all coverage for general liability and errors and omissions.
4. Either party may terminate this Agreement after three (3) years from the date this agreement is signed or effective for cause, with sixty (60) day written notice. At the time of termination, the City of Sturgeon Bay will retain uncollected fees. Collected fees will be paid as provided herein and all inspections relating to those fees will be performed by Inspection Specialists. Any notice by Inspection Specialists will be sent to the municipal clerk. Any notice to Inspection Specialist will be sent to Inspection Specialists P.O. Box 22 Brussels, WI 54204.

5. Inspection Specialists agrees to indemnify the City of Sturgeon Bay, its officials, employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of Inspection Specialists, and causing injury to any person or persons or property, (whomsoever and whatsoever or arising from Inspection Specialists negligence). Correspondingly, the City of Sturgeon Bay agrees to indemnify Inspection Specialists, its members, managers, employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the City of Sturgeon Bay, and causing injury to any person or persons or property, (whomsoever and whatsoever or arising from the negligence of the City of Sturgeon Bay, its employees or officials). Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.
6. The City of Sturgeon Bay agrees to pay Inspection Specialist the sum equal to 90% of the permit fees as collected by Inspection Specialists and/or the City of Sturgeon Bay. These fees will be based on the attached fee schedule, and any subsequent changes, as mutually agreed upon by the City of Sturgeon Bay and Inspection Specialists. All permit fees will be turned over to the City of Sturgeon Bay as directed. The City of Sturgeon Bay will be invoiced for all permits issued and services rendered by Inspection Specialists. Payment should be sent to: P.O. Box 22 Brussels, WI 54204.
7. Inspection Specialists will perform property maintenance, complaint inspections and inspections for matters for which no permit fee is generated, at the direction of an authorized municipal official and forward those reports to the appropriate person(s) with the findings. The City of Sturgeon Bay will compensate Inspection Specialists for any activities and meetings related to the duties noted herein where a permit fee is not generated, at the rate of \$35 per hour for all such duties and meetings performed.
8. Inspection Specialists will provide a statement for permits issued services rendered along with a recap of permits issued for each month. The City of Sturgeon Bay will compensate Inspection Specialists by the 15th of the month following the period permits were issued and services were rendered, or as mutually agreed upon by the City of Sturgeon Bay and Inspection Specialists.
9. Inspection Specialists agrees to provide these services beginning the date of this document authentication as evidenced by signatures and date or as mutually agreeable.

Brett Guilette, Building Inspector
Inspection Specialists

DATE

Mayor/ Administrator
Acknowledged and accepted

Title

DATE

Service to begin on: **Date** _____

Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - Kinspect27@gmail.com

April 15, 2019

Dear Sir or Madam:

While in high school I began working in construction. I served an apprenticeship through the IBEW and graduated as a journeyman electrician. During my career as an electrician I wired and was the lead electrician on many large commercial buildings.

I believe my building experience has given me a vast knowledge of the building industry. My years of experience as an inspector, journeyman electrician, code panel instructor, and my education; will assist me with the knowledge needed to be your inspector. I am always willing to educate myself with updates as needed to make me a better inspector.

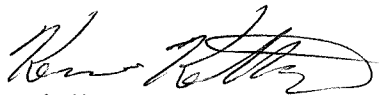
For the past twenty five years I have been doing inspections. I started in January 1994, when I became a commercial electrical inspector for the City of Appleton. Within a few years, I took and passed the Wisconsin UDC Electrical exam, the Wisconsin UDC heating inspector's exam, and the Wisconsin UDC building inspectors exam. Then I took the Wisconsin master plumbers exam, passing this test, and earned my UDC plumbing inspector's license. In 2005, I passed the International Building Code test, giving me my Commercial Building and HVAC Inspector license and began doing commercial building and HVAC inspections for the City.

I primarily do commercial building, electrical, and HVAC inspections. Typically I drive 200 miles per day and sometimes as much as 350 miles to do my required inspections. During my driving time I take phone calls, make phone calls, answer customer questions, permit fees questions and assist with permits. Daily I work with contractors and advise them how to meet code requirements. I like to be proactive and work with customers to keep code issues from becoming a problem.

My plan for the City of Sturgeon Bay is to do a total of four plus office hours weekly, on Mondays and Wednesdays. This system worked quite well for the city of Clintonville. I believe this change in office hours for the City of Sturgeon Bay will provide good service for city considering other municipalities will no longer be coming into the office to get permits.

I have been doing inspections for the City of Sturgeon Bay for the past two and a half years. I appreciate your time to look over my cover letter, resume, my references and bid proposal. I look forward to KR Inspections working for the City of Sturgeon Bay. If you have any other questions feel free to contact me.

Respectfully yours,



Kevin Kettner

Commercial Building / Electrical / HVAC Inspector

Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - kinspect27@gmail.com

Positions:

Present – Commercial Building / Electrical Inspector

- Inspect Commercial Building, Electrical and HVAC
- Inspect UDC Electrical, Building, HVAC and Plumbing
- Use PC, Apple I-Pad, Community Core Inspector Connect, Microsoft Office and Outlook
- Work independently from my home and drive to inspections with company vehicle
- Issue permits, answer phones, code questions, work with customers, and review plans

Present - Code Instructor for State of WI and East Central WI Assoc. of Electrical Inspectors

- Instruct and train Electrical Inspectors and Electricians

Previous – Electrical/Building Inspector, City of Appleton

- Inspected Commercial Building, Electrical, HVAC, UDC Electrical, Building, HVAC and Plumbing
- Experience with Microsoft Word, Excel, Outlook, and AS400 – I Series Software
- Processed & issued permits, answered phones, worked with customers, and reviewed plans

Previous - Electrical Apprenticeship Instructor

- Arranged lesson plans, prepared quizzes and exams for daily and weekly classes

Previous - Master and Journeyman Electrician

- Wired buildings, maintained electrical wiring and assisted traffic department
- Journeyman Electrician- wired all types of buildings, foreman on many jobs

Education:

Graduate of the State of Wisconsin Indentured Electrical Apprenticeship

Associate Degree in Electricity Fox Valley Technical College

Electrical Training Program at Fox Valley Technical College

Continuing

Education:

Yearly Training for Commercial and UDC Building, Electrical, HVAC, and Plumbing

Train the Trainer Courses – to teach Electrical Code and Training for Electrical Inspectors

Credentials:

State of Wisconsin Licensed

- Master Electrician
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial HVAC Inspector
- Uniformed Dwelling Code Electrical Inspector
- Uniformed Dwelling Code Construction Inspector
- Uniformed Dwelling Code HVAC Inspector
- Uniformed Dwelling Code Plumbing Inspector
- Electrical Code Training Instructor and Served on Electrical Code Panels

Affiliations:

Member of International Association of Electrical Inspectors

Vice-President of East Central Wisconsin Association of Electrical Inspectors

Member of East Central Wisconsin Electrical Code Panel

Member of Building Inspectors Association of Northeast Wisconsin

Educational Instructor for State of Wisconsin Code

Past President of WI Chapter International Association of Electrical Inspectors

Past President of East Central Wisconsin Association of Electrical Inspectors

Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - Kinspect27@gmail.com

References:

Brett Temme	Title: Building Inspector for SAFEbuilt – Past Supervisor	Phone: 920-809-4354
Address: 9098 Limekilm Road Sturgeon Bay. 54235		
Curt Demlow	Title: Building Inspector for SAFEbuilt – Past Supervisor	Phone: 920-241-5920
Address: 3007 Longview Lane Suamico, WI 54173		
Terry Maves	Title: Retired Pharmacist & Retired Pharmacy Director	Phone: 920-858-4567
Address: 504 E. Alice Street Appleton, WI 54911		
Kurt Crannen	Title: Inspection Supervisor for the City of Appleton	Phone: 920-832-6411
Address: City of Appleton 100 N. Appleton Street Appleton, WI 54911		

KR Inspections LLC - Owner Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - Kinspect27@gmail.com

I have read through your form of bid proposal and will try and answer all of your selection criteria. I have also included a cover letter, resume and references. If you have any questions about my information and qualifications I would be happy to answer your questions.

1. My State of Wisconsin Certifications are as follows:

- Master Electrician
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial HVAC Inspector
- Uniformed Dwelling Code Electrical Inspector
- Uniformed Dwelling Code Construction Inspector
- Uniformed Dwelling Code HVAC Inspector
- Uniformed Dwelling Code Plumbing Inspector

2. I am a code training instructor and have served on code panels. I have code books to refer to and the State of Wisconsin Inspectors also assist me with answering questions.
3. I worked for the City of Appleton for 23 years doing inspections. Presently I do inspections in several communities including the City of Sturgeon Bay.
4. I will do my best to cover inspections. The number of co-workers that can assist me during illnesses and vacation times will be based on how many municipalities we have contracts with. I also would be able to take phone calls during times I am unable to be present.
5. My certifications, experience and knowledge will give me the ability to be as accurate as an inspector can be. I frequently consult with State and other qualified inspectors to be sure about codes.
6. As an inspector you have customers and clients that have problems with codes. My job is to communicate the problem and assist them with how to correct the problem in a positive way to keep the client happy. I like to be proactive and solve code issues before they become a problem.
7. I have been driving around the City of Sturgeon Bay for more than two years. I use a GPS to find any address that I am not sure of.
8. I have experience communicating with city managers, common council, fire departments, committees, city attorneys, and mayors.
9. I have been working with staff members from many different municipalities throughout my inspection areas. I have no problems communicating with staff. I believe communication is a very important part of being an inspector.
10. Part of being an inspector is working with contractors and property owners. I answer their code questions and issues. I tell them what the violation of code is and work with them to fix the problem. I have been assisting customers with permits for more than 25 years.

Building Inspection Services Proposal

KR Inspections LLC - Owner Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - Kinspect27@gmail.com

After acceptance of the bid proposal, KR Inspections will supply and provide the City of Sturgeon Bay with:

1. Liability insurance proof and proof of license numbers.
2. Four plus hours of office time divided into two days.
3. A phone number for customers to use to call for inspections and questions.
4. KR Inspections will attend bi-weekly meetings with the City of Sturgeon Bay.
5. If special meetings are needed KR inspections will attend.
6. KR Inspections will provide Commercial Building, Electrical, HVAC and Plumbing inspections for the City of Sturgeon Bay as needed.
7. KR Inspections will provide Inspections for UDC Construction, Electrical, HVAC and Plumbing inspections as needed.
8. KR Inspections will provide Inspections of complaints of Code violations as needed by the City of Sturgeon Bay.
9. KR Inspections will be observing the same Holidays as the Federal Government with the addition of the day after Thanksgiving and Christmas Eve. There will be no inspections the week containing the 4th of July. All work requested to be done during the week containing the 4th of July will be billed as time and a half. All Holidays will be billed at double time. KR inspections will not work during unsafe weather conditions.
10. KR inspections would be able to take over inspection services after SAFEbuilt signs the release of their non - compete clause. This would give me clearance to do inspections for the City of Sturgeon Bay.
11. This proposal is for the two years of service at the rate below and will go up on the third year of service.

The City of Sturgeon Bay will provide KR Inspections with the following:

1. KR inspections will be The City of Sturgeon Bay's exclusive inspection service.
2. Whatever Inspection software the City of Sturgeon Bay chooses.
3. Services requested by the City of Sturgeon Bay including Inspection but not limited to, code violations, office hours, record keeping, meetings, driving time, answering emails and phone calls pertaining to the City of Sturgeon Bay will be at a rate of \$85.00 per hour.
4. All plan reviews will be done at a rate of \$100.00 per hour
5. Mileage will be charged at the IRS mileage rate.
6. The above rates will remain for the first two years of service. On the third contract year inspection related services will raise to \$95.00 per hour and plan review will raise to \$110.00 per hour.

KR Inspections LLC - Owner Kevin Kettner

N2521 Thornapple Lane Appleton, WI 54913 - 920-716-5116 - Kinspect27@gmail.com

Suggestions for consideration by the City of Sturgeon Bay are as follows:

1. If present permit fees do not cover inspection fees, the permit fees could be reviewed and raised accordingly. I would be happy to work with the City of Sturgeon Bay to review and implement the new fees.
2. The cost of inspection software could be shared with other municipalities.

DOOR COUNTY INSPECTIONS LLC
9098 LIME KILN ROAD
STURGEON BAY WI 54235

Thank you for the opportunity to consider Door County Inspections LLC for your residential and commercial inspection needs. This company was formed shortly after Safebuilt Inc. terminated contract agreements with your municipality. As a result, Door County Inspections LLC was formed from inspectors that currently serve your municipality. The evidence of our positive client interaction and professional services are demonstrated through the nearly 20 years in serving your community.

Door County Inspections LLC, as the name implies is a local company, employing inspectors who call Door County their home. Our inspectors have the experienced background to cover all building inspections for both residential and commercial inspections. We know that providing building inspections is not a one-person job. Our inspectors have the experienced backgrounds and work experience as well as certifications and training for overlapping coverage. The hiring of an administrative assistant is also part of our plan for the Sturgeon Bay Building Inspection Department to assist in permitting, administrative duties and office hours. We hope that this will provide a greater range of office hours to the public and allow more time for inspectors to be in the field.

The new Fee Schedule creates uniform fees for all Door County LLC contracts. Some changes include: Commercial storage buildings will have a tiered fee which will decrease permit cost for buildings over 6,000 sq. ft., residential accessory buildings will have a single fee for buildings under 250 sq. ft., replacement and Misc. fees for electrical, plumbing and HVAC have been reduced by 50% with the minimum fee slightly increased and new permit renewal and extension fees are proposed for expiring permits.

The goal of Door County Inspections LLC is to provide residential and commercial inspection services only to Door County communities, so that we may better meet the municipalities needs and provide those services in a professional and timely manner. We also advocate for an educational approach to the inspection process to assist owners and contractors in understanding code related requirements.

I hope you feel as we do, that Door County is a great place to live and work and we believe that professional commercial and residential inspections are an asset to our communities in enforcing minimum standards for public safety. Fire and smoke protection, handicap accessibility, building structure, electrical, plumbing, heating and ventilation are all part of ensuring that our homes and public spaces are protected, safe and accessible. Door County LLC is ready to continue providing these professional services for your community.

Feel free to call me with any questions at (920) 495-1863, email: Doorcountyinspector1@gmail.com

Sincerely,



Brett Temme
Owner, Door County Inspections LLC

Enclosures: Door County Inspections LLC Contract Proposal
Exhibit 1 Fee Schedule
Work Schedule and Fee Structure
Inspector Resumes
Municipal References
Liability Insurance Policies

DOOR COUNTY INSPECTIONS LLC
9098 LIME KILN ROAD
STURGEON BAY WI 54235

CONTRACT FOR PROFESSIONAL SERVICES

1. RECITALS

WHEREAS, the City of Sturgeon Bay, Door County, Wisconsin (Municipality) requires high quality professional residential and commercial building, electrical, plumbing and mechanical inspection services sensitive to community and State requirements,; and

WHEREAS, Door County Inspections., a Wisconsin LLC (Agency), proposes to provide inspection services and fee schedule (Services) for the Municipality thus meeting the Municipality need for such inspection services,

2. SCOPE OF SERVICES

THEREFORE, the parties agree as follows:

- A. The Agency will provide to Municipality, inspectors whose duties shall include building, electrical, plumbing and mechanical plan reviews and field inspections in accordance to State of Wisconsin adopted codes. The Agency shall provide necessary services related to contacts with residents and Municipal Officials, and all associated tasks related to the inspection requirements of the Municipality. Zoning Administration shall be provided by Door County Land Use/Planning Department or by the Municipality.
- B. The Inspectors shall maintain current certifications as required for UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction and HVAC, Commercial Plumbing and Commercial Electrical as defined in SPS 305 of the Wisconsin Administrative Code.
- C. **The Agency shall be responsible for:**
 - a. Salary of the inspectors and staff available to assist in building code enforcement activities and availability for backup inspection purposes when the primary inspector is unavailable.
 - b. Field communication equipment and vehicle or mileage/allowance for the inspectors. Subcontractors shall be responsible for their own vehicle/mileage.
 - c. Office supplies, forms and postage associated with provided Services.
 - d. Office hours at least 3 days a week for a minimum 1.5 hours each day for meeting with the public, administrative coordination and permit issuing.
 - e. Providing services during normal business hours excluding Municipal holidays. Inspectors will be dispatched on an as-needed basis. Inspection requests are to be received from the permit applicant prior to 4:00 pm on the previous business day. Same day requests for inspections shall be considered based on workload. Agency shall be availability by phone, email and texts and return phone calls, emails and texts in a timely manner. Failed inspections shall have a notice of noncompliance report/notice onsite given to the permit applicant and a copy of the inspection results placed in the municipal file.
 - f. Providing permit clean-up on open permits and contact permit applicant of open/required inspections.
 - g. Providing proof of current Wisconsin licenses for the Agency and inspectors
 - h. Providing reporting for ACT 211 to the State of Wisconsin.
 - i. Providing proof of certificate of insurance held by Agency inspectors showing all coverages with a minimum of \$1 million of general liability and \$1 million of errors and omissions coverage throughout the terms of this contract agreement.
 - j. Providing monthly billing invoice to municipal clerk with mutually agreed upon format and information.
 - k. Providing notice to Municipality within 24 hours of any noted fee discrepancies, billing, complaint, incident which may give rise to a claim, intent to terminate this contract or intent to revise this contract agreement.

D. The Municipality shall be responsible for providing:

- a. For the Agency office space, desk, desk chair, file cabinet, use of a photocopier and fax machine. Office space and active permit file storage at alternate locations or municipalities shall be at the approval of the Municipalities involved and Agency. Any office hours shall be mutually agreeable between the Municipal Administrator and the Agency.
- b. Zoning administration and a copy of zoning approval.
- c. Assistance with Agency to develop a mutually acceptable reporting schedule and billing format.
- d. Payment to Agency on a monthly basis as per Service Contract Agreement.
- e. Updated Municipal website with Agency contact information and any associated forms and procedures necessary for Agency to complete contracted work.
- f. Keys/access to municipal building and office as needed to perform Services under this contract agreement.
- g. Notice to Agency within 24 hours of any noted fee discrepancies, billing, complaint, incident which may give rise to a claim, intent to terminate this contract or intent to revise this contract agreement.
- h. Support and any assistance to help notify permit applicants that inspection requests are to be requested/scheduled by 4:00 pm on the previous business day.

3. FEE AGREEMENT AND PAYMENT STRUCTURE

- A. The Municipality agrees to pay the Agency the sum equal to 90% of the permit fees as collected by the Agency. These fees shall be based on the attached Exhibit 1. All permit fees shall be submitted to the Municipality after permits are issued, and the Agency shall then bill the Municipality at the end of each month.
- B. The Municipality shall compensate the Agency for any activities and meetings related to duties noted herein where a permit fee is not generated, at a rate of \$55.00 per hour for all such duties, meetings and legal appearances performed during the business hours of 8:00 a.m. to 5:00 p.m. The Municipality shall compensate the Agency for all such duties, meetings and legal appearances occurring other than normal business hours at the rate of \$65.00 for each hour including travel time for meetings. There will be a one hour minimum per inspection trip or meeting. These activities, duties, meetings, property maintenance and complaint inspections for which no permit has been issued or fee collected shall be at the direction of the Municipal Administrator or Chairman. No additional time shall be compensated by the Municipality unless approved by the Municipal Administrator or Chairman.
- C. The Agency shall provide a statement for services rendered, and a recap of permits issued for each month. The Municipality shall compensate the Agency by the 15th of the month following the period services were rendered.
- D. The Agency shall perform commercial and residential building, electrical, plumbing and HVAC inspections for the permits and fees issued after the effective date of this contract for services.
- E. Permits issued by the previous inspection agency and which are still active upon the effective date of this service contract, shall be inspected through final inspections by the previous inspection agency unless otherwise agreed upon. Any fees refunded by the previous inspection agency regarding permits issued before the effective date of this contract shall be paid to Agency along with a list of all uncompleted projects within 30 days of Municipality receipt of list and refunded fees. Agency shall provide Municipality proof of completion for the previous inspection agency's list of uncompleted projects. Any permits which expire during this permit cleanup process and on which owner or contractor are still actively working on the project, shall obtain a permit renewal or extension per the attached fee schedule Exhibit 1.

4. TERM

- A. The Agency agrees to provide these services commencing May 13, 2019 or at a mutually agreed upon date and shall be effective on the latest date on which this agreement is executed by both parties. The initial term of this agreement shall be thirty-six (36) months. Thereafter, the agreement shall automatically renew for a twelve (12) month term unless 60 days' notice is provided prior to the 12 month renewal date.

5. TERMINATION

- A. Either the Municipality or the Agency may terminate this Agreement upon 60 days written notice to the other party of the intention to terminate. At the end of the termination notice, any permits received prior to the last day shall have the fees paid to the Agency as provided in the Agreement and the inspections relating to those fees shall be performed by the Agency. Permits received after the last day shall be the responsibility of the Municipality and no payment shall be made to the Agency for those permits.
- B. Agency obligation shall be met upon completion of final inspections or permit expiration for permits issued under the terms of this agreement. Alternately, Agency may exercise the option to negotiate a refund to Municipality for permits in which a fee was received by Agency and for which inspections have not been completed through finals. Permits which expire and which have not been completed through finals shall not have fees refunded to the Municipality or permit applicant. Permit fees for completed projects shall not be refunded. Refunds shall be prorated according to the percentage of completed inspections for the project as determined by Agency and mutually agreed upon by Municipality.
- C. If any provision of this Contract is held to be invalid or unenforceable for any reason, this Contract shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
- D. Any notice to the Municipality shall be sent to the Municipal authority directly in charge of inspection procedures. Any notice to the Agency shall be sent to Door County Inspections LLC., 9098 Lime Kiln Road, Sturgeon Bay WI 54235.

6. INDEMNIFICATION

- A. The Agency agrees to indemnify the Municipality, its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Agency, and causing injury to any person or persons or property, whomsoever and whatsoever.
- B. Correspondingly, the Municipality agrees to indemnify, the Agency its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Municipality, and causing injury to any person or persons or property, whomsoever and whatsoever.
- C. Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.
- D. If either Municipality or Agent becomes aware of any incident or complaint likely to give rise to a claim or the termination of this contract by either party, the Municipality or Agency shall notify each other of the claim or complaint and both parties shall fully cooperate in investigating the claim or complaint.

7. NON-COMPETE CLAUSE

- A. During the term of this Agreement, and for a period of 6 months after termination of this Agreement, the Municipality shall not negotiate with, employ/hire any inspector/employee who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who was employed by the Agency during the term of this Agreement to provide building, electrical, plumbing or HVAC inspection services.
- B. The term "employ/hire" shall extend to the above referenced inspector/employee forming a corporation, partnership, limited liability company, subcontractor other business entity, working for a competing company or by working as an in-house building inspector/ employee for the Municipality. The rights and obligations under these paragraphs shall survive any expiration or earlier termination of this Agreement.

8. ASSIGNMENT

- A. Agency shall retain personnel that possess the skills, knowledge, and abilities ordinarily exercised under circumstances by members of the same profession performing the same or similar services. In the event of failure to perform Services in accordance with the terms of this Section the sole remedy of the Municipality and sole obligation of the Agency shall be re-performance of the services by Agency.
- B. Agency is permitted to subcontract portions of services to a parent or subcontractor without prior written notice of the persons or entities with which Agency has subcontracted. Agency remains responsible for any subcontractor's performance or failure to perform. Subcontractors will be subject to the same performance criteria expected of Agency. Performances standards will be included in agreements with all subcontractors to assure that professional standards and work schedules are met. Any parent or subcontractor agency which performs services under this Service contract shall provide and hold certificate of insurance which is at least equal to Agency certificate of insurance.
- C. Neither party shall assign all or part of its rights, duties, obligations, responsibilities, nor benefits set forth in this Agreement to another entity or third party without the written approval of both Parties; consent shall not be unreasonably withheld.
- D. The Agency is the exclusive provider of the services listed, described and provided by this Agreement for the entire area of the Municipality during the term of this Agreement. Any other provider of building, electrical, plumbing, HVAC, building and mechanical plan review and inspection services to the Municipality during the term of this Agreement will be considered a violation of this Agreement and the Municipality shall pay the Agency the fees for all permit applications submitted for the duration of the Agreement as prescribed herein.

9. DISPUT RESOLUTION

- A. In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure.
- B. The cost thereof shall be borne equally by each Party unless one party's claim shall be deemed frivolous. In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

10. OWNERSHIP OF DOCUMENT AND RECORDS

- A. Municipality shall retain ownership of all records, documents, notes, data and other materials required for or resulting from the performance of Services hereunder and shall not be used by Agency for any purpose other than the performance of Services under this agreement unless with the express prior written consent of Municipality.
- B. All such records, documents, notes, data and other materials shall become the exclusive property of Municipality when Agency has been compensated under the terms of this agreement. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored by Agency shall become property of Municipality after compensation under the terms of this Service agreement are satisfied.

- C. Upon reasonable prior written notice, Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of Agency that are related to this Agreement for the purposes of audit or examination, other than Agency financial records, and may make excerpts and transcriptions of the same at the cost and expense of Municipality. Agency shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

11. DISCRIMINATION, DISABILITY ACT, IMMIGRATION

- A. Agency shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Agency agrees to make available to employees, subcontractors and applicants for employment, notice provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws. Agency shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA").
- B. Agency or any contractor of Agency shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility.

12. ENTIRE AGREEMENT

- A. This Contract along with attached exhibits constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof.
- B. This contract contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except in writing, executed by the duly authorized agents of both the Municipality and the Agency. The person or persons executing this Contract Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.
- C. This Contract Agreement shall be construed under and governed by the laws of the State of Wisconsin and all services shall be provided in accordance with applicable federal, state and local law, without regard to its conflict of law's provisions. Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.
- D. Invalidation of any of the provisions of this Contract for Service agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

Brett Temme
Door County Inspections, LLC. (AGENCY)

DATE

David Ward, City Mayor
City of Sturgeon Bay (MUNICIPALITY)

DATE

Stephanie Reinhardt, City Clerk
City of Sturgeon Bay (MUNICIPALITY)

DATE

acknowledged and accepted

Exhibit 1 – City Fee Schedule for Agency Services

Exhibit 1

City of Sturgeon Bay Fee Schedule

Rates effective May 13, 2019

Residential 1 & 2 Family		Fee	Minimum
New Dwelling/Addition		\$.12 per sq ft all floor area	\$100.00
Erosion Control (Projects over 400 sq ft)		\$100.00 (New) \$75.00 (Addition)	
Remodel		\$.12 per sq ft all floor area	\$60.00
Accessory Structure/Deck		\$.12 per sq ft all floor area	\$75.00
Accessory Structure under 250 sq ft		\$50	\$50.00
Temporary Occupancy Permit		\$50.00	
Pools (separate elec permit required)		\$50.00	
Early Start (footings and foundations)		\$75.00	
Park and Playground Fee - Per Municipal Fee Schedule		\$300	
State Seal		\$35.00	
Plumbing			
New Bldg/Addition		\$40.00 base plus \$.045 per sq ft all areas	\$55.00
Alteration		\$40.00 base plus \$.045 per sq ft alteration area	\$55.00
Sewer Lateral		\$10.0 per thousand of plg. project valuation	\$55.00
New Installation/Misc. Item		\$5.00 per thousand of plg. project valuation	\$55.00
Electrical			
New Bldg/Addition		\$40.00 base plus \$.045 per sq ft all areas	\$55.00
Alteration		\$40.00 base plus \$.045 per sq ft alteration area	\$55.00
New Installation/Misc. Item		\$5.00 per thousand of Elec. project valuation	\$55.00
HVAC			
New Bldg/Addition		\$40.00 base plus \$.045 per sq ft all areas	\$55.00
Alteration		\$40.00 base plus \$.045 per sq ft alteration area	\$55.00
New Installation/Misc. Item		\$5.00 per thousand of HVAC project valuation	\$55.00
City Administrative Fee		\$3 for permit fees under \$100, 5% of permit fees \$100 and over	
Other			\$40.00
Commercial		Fee	Minimum
New Structure/Addition			
Multi-Family, Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office		\$.12 per sq ft	\$100.00
School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Auto Body		\$.13 per sq ft	\$100.00
Manufacturing, Business (office) and Industrial		\$.12 per sq ft	\$100.00
Storage, Mini Storage, Bldg Shells* for Multi Tenant Bldg-Office area use office fees		\$.10 per sq ft (under 6,000 sq ft)	\$100.00
Storage, Mini Storage, Bldg Shells* for Multi Tenant Bldg-Office area use office fees		\$.08 per sq ft (6,000 sq ft and over)	\$100.00
Build Out* - See new structure fees above			
Special Occupancies (Outdoor Pools, Towers, Tents, etc.)		\$.10 per sq ft	\$100.00
Erosion Control		\$150.00 for first acre plus \$100 per acre or portion thereof	
Remodel		\$.13 per sq ft of area of alteration	\$100.00
Occupancy/Temp Occupancy, Change of Use		\$50.00 per unit	
Plumbing			
New Building/Addition		\$45.00 base fee plus \$.05 per sq ft, all areas	\$60.00
New Building Alteration		\$45.00 base fee plus \$.05 per sq ft, alteration area	\$60.00
New Installation/Replacement & Misc Items		\$5.00 per thousand of plg. proj valuation	\$60.00
New Construction Outside Sewer Lateral (Municipal sewer districts only)		\$100.00 for the 1st 100 ft then \$.50/ft thereafter	
Electrical			
New Building/Addition		\$45.00 base fee plus \$.05 per sq ft, all areas	\$60.00
New Building Alteration		\$45.00 base fee plus \$.05 per sq ft, alteration area	\$60.00
New Installation/Replacement & Misc Items		\$5.00 per thousand of elec. proj valuation	\$60.00
HVAC			
New Building/Addition		\$45.00 base fee plus \$.05 per sq ft, all areas	\$60.00
New Building Alteration		\$45.00 base fee plus \$.05 per sq ft, alteration area	\$60.00
New Installation/Replacement & Misc Items		\$5.00 per thousand of HVAC proj valuation	\$60.00
Commercial Plan Review - Delegated Municipality per SPS 302.31		See Table -2 of SBD-118/City Plan review fee schedule	
Early Start Permit		\$100.00 (footings & foundations per SPS 361.32)	
City Administrative Fee		\$3 for permit fees under \$100, 5% of permit fees \$100 and over	
Reroofing, Residing and Window replacement work		\$5.00 per thousand of proj valuation	\$60
Other			\$75.00
Agricultural Buildings (unheated)		Fee	Minimum
New Structure/Addition/Remodel		\$.10 per sq ft of area	\$75
Miscellaneous		Fee	Minimum
Re-inspection Fee - each occurrence		\$40.00	
Failure to Call for Inspection - each occurrence		\$40.00	
Double Fees are due if work is started before the permit is issued.			
Permit Extension (Permit not expired - 6 month extension) 2 extensions maximum		Minimum Fee for each permit - previously issued	
Permit renewal (Permit has expired within 3 months - 1 year renewal)		25 % of all original permit fees - previously issued	

DOOR COUNTY INSPECTIONS LLC
9098 LIME KILN ROAD
STURGEON BAY WI 54235

Work Schedules and Fee Structure

Work Schedules

In addition to the attached resume, it is important to know how we are organized in our daily operations and the work schedule for our inspectors. We are the only inspection agency operating in Door County that has multiple inspectors working scheduled work-hours and work-days. With our availability of inspectors to divide and cover inspections throughout Door County we not only are the only Inspection agency that can provide multiple inspections at the same time, we also have coverage for each other when someone needs to take off for health reasons or vacation.

We will continue to provide office hours in Liberty Grove, Town of Egg Harbor and within Sevastopol or at the City of Sturgeon Bay if either contract is obtained. Contractors will be able to apply for a permit for any municipality from any designated office location as well as by appointment. In addition, an administrative assistant will be hired to assist with permitting and office management in the Sturgeon Bay office if such contract is received. Adding this position will allow more time to provide services to the contractor, will allow us to expand office hours and will provide additional administrative services to all our contracted municipalities.

Regarding work hours for personnel, John Dwonch is expected to work 20-30 hours per week. John lives in the Liberty Grove area and will typically cover the Northern Door inspection area and assist your community as needed. Brett Temme will primarily cover the central portion of Door County, working full-time and assisting John when needed in Northern Door. This division of territory has proven to work very well as we can cover inspections in a timely manner with reduced drive-time and get to last minute requests often within the hour. Ken Knuth is expected to work 4-6 hours per week and has proven himself to always be available to assist as needed. Kevin Kettner and Terry Fameree would work those days which require a commercial electrical inspection. Brett Temme is also expected to obtain commercial electrical inspector certification in July 2019, such that he will be your primary Municipal Commercial Electrical inspector with Kevin Kettner and Terry Fameree as backup and for inspections on larger industrial projects.

Fee Structure

We provide professional inspection services with fees that are relative to the number of inspections required. Door County Inspections is not going to under-cut other inspection agency fees to be the lowest bidder and compromise services. Our fees reflect the work associated with the construction project which includes permitting, plan/code review, mandated State/municipal inspections and occupancy certification.

Some inspection agencies charge a flat fee for a range of home/project sizes and as a result charge more per sq. ft. for smaller projects than larger projects. We charge the same rate per sq. ft., so naturally a larger home/project which requires more inspection time will have an associated larger permit cost. Additionally, it might seem a bargain to be charged a lesser permit fee to have your deck or garage inspected as one of our competitor charges, but these smaller projects still require permit processing time, plan/code review time, and 2-3 inspection visits. Charging a \$40-\$60 fee, barely covers the permit processing time, leaving no incentive or compensation for our competitor to visit the job-site and conduct inspections.

With ever rising operating costs, we will continue to provide professional inspection services within our professions market-costs. Our professional services provide third-party protection for home-owners and the general public, while still maintaining accountability in permit clean-ups, providing timely inspections, code enforcement and public safety education to our communities and contractors.

Door County Inspections LLC – Resume

Brett Temme – Owner, Inspection Agency # DPCP-031902229

Work Experience

- June 2015 – Present Building Inspector for Safebuilt Inc
- March 2004 – June 2015 Building Inspector for Independent Inspections, Ltd.
- Sept. 2000 – March 2004 Owner, Temme Construction LLC, Sturgeon Bay, WI
- Aug. 1998 – Sept. 2000 Engineer, Bay Engineering, Inc., Sturgeon Bay, WI

Education

- B.S. Aeronautical & Astronomical Engineering, University of Illinois, Urbana
- 20 years retired N.G. Army Officer/Pilot
- Rotor-wing Flight School US Army, Fix-wing Flight School US Army

Attendance at continuing education courses for inspectors to maintain inspection credentials.

Inspector Certification No.: 844081 - UDC Construction, UDC HVAC Inspector, UDC Electric Inspector,
- UDC Plumbing Inspector, Commercial Building and Commercial Hvac Inspector

- **Commercial Electrical Inspector certification – expected State certification/test date - July 2019**

John Dwonch-Subcontractor

Work Experience

- June 2015 – Present Building Inspector for Safebuilt Inc
- March 2002 – June 2015 Building Inspector for Independent Inspections, Ltd.
- 1961-2001 Zenith Electronics Corporation, Chicago, IL

Education

- B.S. Electrical Engineering, Illinois Institute of Technology
- Masters Business Administration, Lewis University
- 23 years Retired Navy Reserve Officer – Electronics Technician, Quality Control Officer, Squadron Maintenance Officer
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Inspector Certification No.: 875180 - UDC Construction, UDC HVAC Inspector,
- UDC Electric Inspector, UDC Plumbing Inspector

Ken Knuth-Subcontractor

Work Experience

- June 2015 – Present Building Inspector for Safebuilt Inc
- May 2002 – June 2015 Building Inspector for Independent Inspections, Ltd.
- 1971 - 2002 Owner, KL Knuth Plumbing & Heating, Sturgeon Bay
- 1969 - 1971 Journeyman Plumber, Phillips & Getchow, Inc., Chicago, IL
- 1965 - 1969 Plumbing Apprentice, Local 298, Garot & Sons, Green Bay
- 1954 – 1965 Pipe Fitter, Sturgeon Bay Shipbuilding & Drydock

Education

- 1957 University of Wisconsin, Whitewater
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Inspector Certification No.: 12480 - UDC Construction Inspector, UDC HVAC Inspector,
- UDC Plumbing Inspector, Commercial Plumbing Inspector

Door County Inspections LLC – Resume

Kevin Kettner – Subcontractor – On Call/Backup - Commercial Building and Electrical

Inspector Certification No.: 171831 - Commercial and Residential Electrical Inspector

- UDC Construction, UDC HVAC Inspector,
- UDC Electric Inspector, UDC Plumbing Inspector

Terry Fameree – Subcontractor – On Call/Backup - Commercial Electrical Only

Inspector Certification No.: 170760 - Commercial Electrical Inspector

Door County Inspections LLC – References

City of Sturgeon Bay: Marty Olejniczak - Community Development Director (920) 746-2910

Timothy Dietman – City Fire Chief (920) 746-2916

Town of Egg Harbor: Paul Peterson - Town Chairman, 5242 County I, Sturgeon Bay WI (920) 493-0528

Town of Jacksonport: Randy Halstead - Town Chairman, 3693 County V, Egg Harbor (920) 559-0646

Town of Liberty Grove: Walter Kalms - Administrator, 11161 Old Stage Rd., Sister Bay (920) 854-2934

Town of Sevastopol: Dan Woelfel -Town Chairman, 4774 Bark Rd., Sturgeon Bay (920) 743-8686

Town of Sturgeon Bay: Dan Cihlar - Chairman, 1976 County U, Sturgeon Bay (920) 743-7844

Town of Forestville: Roy Englebert - Chairman, 7290 Geier Rd., Forestville (920) 856-6706

Village of Ephraim: Brent Bristol - Administrator, 10005 Norway, Ephraim (920) 854-5501

Door County Inspections LLC- Current Contractual Inspection Obligations

Town of Egg Harbor, Town of Liberty Grove, Town of Sevastopol, Village of Ephraim,
Town of Sturgeon Bay

Previous Work Experience/Communities Served working for Safebuilt/ILL

Town of Brussels, Town of Baileys Harbor, Town of Clay Banks, Town of Egg Harbor,
Town of Gibraltar, Town of Jacksonport, Town of Liberty Grove, Town of Sevastopol,
Village of Ephraim, Village of Egg Harbor, Village of Sister Bay, Town of Sturgeon Bay,
Town of Forestville, City of Sturgeon Bay, City of Marinette, City of Menasha,
City of Clintonville, Town of Ledgeview, Town of Whittenberg, Town of Amberg,
Town of Goodman, Village of Wausaukee and the Village of Wrightstown.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME:	
	PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):
INSURED Door County Inspections, LLC 9098 Lime Kiln Road Sturgeon Bay WI 54235	E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hiscox Insurance Company Inc	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 10200		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			UDC-4098786-CGL-19	04/12/2019	04/12/2020	EACH OCCURRENCE \$ 1,000,000	
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
			MED EXP (Any one person) \$ 5,000					
			PERSONAL & ADV INJURY \$ 1,000,000					
							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.	
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$	
							AGGREGATE \$	
							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME:	
	PHONE (A/C, No, Ext): (888) 202-3007	FAX (A/C, No):
INSURED Door County Inspections, LLC 9098 Lime Kiln Road Sturgeon Bay WI 54235	E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hiscox Insurance Company Inc	NAIC # 10200
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			UDC-4098786-EO-19	04/12/2019	04/12/2020	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	04/19 HEALTH INS REIMB	01-000-000-21530	314.77
R0001559	JEREMY BENGSTON	SEASONAL SLIP RFND/BENGSTON	01-000-000-46250	2,500.00
R0001559		STATE TX REFND/BENGSTON	01-000-000-24214	125.00
R0001559		COUNTY TAX REFUND/BENGSTON	01-000-000-24215	12.50
R0001560	DAVID BONTEMPO	LARGE ITEM COLLECT RFND/BONTMPO	01-000-000-48120	25.00
TOTAL LIABILITIES				2,977.27
TOTAL GENERAL FUND				2,977.27
MAYOR				
23830	WOLTER ENGRAVING	MAYOR NAME PLATE	01-100-000-54999	11.00
TOTAL				11.00
TOTAL MAYOR				11.00
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	03/19 COUNCIL CELLPHONES	01-105-000-58999	217.98
03950	DAVIS KUELTHAU	PUBLIC OFFL PROG REGIST/BACON	01-105-000-55600	20.00
03950		PUBLIC OFFL PROG REG/WILLIAMS	01-105-000-55600	20.00
03950		PUBLIC OFFL PROG REG/REETHS	01-105-000-55600	20.00
03950		PUBLIC OFFL PROG REG/NAULT	01-105-000-55600	20.00
04549	DOOR COUNTY ECONOMIC DEVELOPME	LEGISLATIVE DAYS SPONSORSHIP	01-105-000-58999	2,500.00
17700	QUILL CORPORATION	CREDIT	01-105-000-54999	-11.99
17700		12 CALCULATORS	01-105-000-54999	51.48
17700		11 DRAWER ORGANIZERS	01-105-000-54999	48.29
17700		LIFESAVERS	01-105-000-54999	9.99
17700		OFFICE SUPPLIES CHAMBERS	01-105-000-54999	79.93
23830	WOLTER ENGRAVING	4 ALDER NAME PLATES	01-105-000-54999	44.00
23830		NAME/DESK PLATE-REETHS	01-105-000-54999	11.30
USBANK	US BANK	CELLPHONE COVER	01-105-000-58999	31.65
USBANK		BUSINESS CARDS/MAYOR WARD	01-105-000-54999	40.08
TOTAL				3,102.71
TOTAL CITY COUNCIL				3,102.71
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	03/19 TRAFFIC MATTERS	01-110-000-55010	2,362.50
BUELOW	BUELOW, VETTER, BUIKEMA,	03/19 GENERAL LABOR	01-110-000-57900	354.00
TOTAL				2,716.50
TOTAL LAW/LEGAL				2,716.50
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	GFOA CONF AIRFARE /CLARIZIO	01-115-000-55600	504.00

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GENERAL FUND				
17700	QUILL CORPORATION	LABELS/POST IT NOTES	01-115-000-51950	76.57
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	LEGAL PADS/PENS	01-115-000-51950	38.11
BUBRICKS		ROLL ADD MACHINE PAPER	01-115-000-51950	5.69
USBANK	US BANK	MTAW SPRING CONF REG/CLARIZIO	01-115-000-55600	130.00
TOTAL				754.37
TOTAL CITY CLERK-TREASURER				754.37
ADMINISTRATION				
01766	AURORA MEDICAL GROUP	PRE EMPLOY SCREEN/RASMUSSEN	01-120-000-54999	141.00
17700	QUILL CORPORATION	6 AWARD PLAQUE FRAMES	01-120-000-51950	122.94
USBANK	US BANK	MEAL EXPNSE/VANLIESHOUT	01-120-000-55600	6.64
USBANK		LODGING LEG DAYS/VANLIESHOUT	01-120-000-55600	149.00
TOTAL				419.58
TOTAL ADMINISTRATION				419.58
COMPUTER				
03101	CDW GOVERNMENT, INC.	SPEAKERS	01-125-000-54999	10.52
03101		VERIDESK-CDVL	01-125-000-54999	437.87
03101		3 IPADS & COVERS/DSTRCT 1,3,7	01-125-000-55550	1,452.81
04696	DOOR COUNTY TREASURER	03/19 INTERNET USAGE	01-125-000-55550	100.00
04696		03/19 TECH SUPPORT	01-125-000-55550	2,500.00
04696		JAN/FEB OVERCHARGE	01-125-000-55550	-150.00
04696		03/19 2G INTERNET	01-125-000-55550	375.00
TOTAL				4,726.20
TOTAL COMPUTER				4,726.20
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	5.7.19 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,333.33
TOTAL CITY ASSESSOR				1,333.33
BUILDING/ZONING CODE ENFORCEMENT				
SAFEBUILD	SAFE BUILT	MARCH PERMITS	01-140-000-55010	5,136.17
TOTAL				5,136.17
TOTAL BUILDING/ZONING CODE ENFORCEMENT				5,136.17
MUNICIPAL SERVICES ADMIN.				

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GENERAL FUND				
03133	CELLCOM WISCONSIN RSA 10	03/19 CHAD CELL SVC	01-145-000-58250	24.79
06600	FRV INC	PLOTTER TONERS	01-145-000-51300	310.23
USBANK	US BANK	LODGING LEG DAYS/SHEFCHIK	01-145-000-55600	164.00
USBANK		MEAL EXPNSE/SHEFCHIK-SPETZ	01-145-000-55600	44.31
USBANK		WI SOC LAND SURVEYR DUES/SPETZ	01-145-000-56000	180.00
USBANK		FUEL	01-145-000-55600	36.35
USBANK		MEAL EXPNSE	01-145-000-55600	10.86
TOTAL				770.54
TOTAL MUNICIPAL SERVICES ADMIN.				770.54
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	03/19 STEVE CELL SVC	01-150-000-58250	31.78
03133		03/19 MIKE CELL SVC	01-150-000-58250	43.86
03133		03/19 CELL SVC	01-150-000-58250	7.54
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-150-000-51950	25.76
22800		OFFICE SUPPLIES	01-150-000-51950	5.50
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	ANNL COPIER CONTRACT	01-150-000-56250	884.00
TOTAL				998.44
TOTAL PUBLIC WORKS ADMINISTRATION				998.44
ELECTIONS DEPARTMENT				
USBANK	US BANK	POSTAGE/BALLOTS	01-155-000-54999	55.00
USBANK		FELT TIP MARKERS/BALLOTS	01-155-000-54999	38.30
USBANK		VOTED TODAY STICKERS	01-155-000-54999	55.78
TOTAL				149.08
TOTAL ELECTIONS DEPARTMENT				149.08
CITY HALL				
03159	CHARTER COMMUNICATIONS	03/19 FIRE CABLE SVC	01-160-000-58999	110.36
04575	DOOR COUNTY HARDWARE	GARMENT HOOK	01-160-000-51400	5.99
04575		MICROFIBER CLOTH/RUB ALCOHOL	01-160-000-51850	6.78
04966	EAGLE MECHANICAL INC	WTRMAIN MAIN VALVE REPAIR	01-160-000-55300	159.87
05500	ENERGY CONTROL AND DESIGN INC	1 24V VALVE ACTUATOR	01-160-000-58999	76.88
05500		1 OVERRIDE TIMER	01-160-000-58999	68.86
05500		3 BLUE BULBS	01-160-000-58999	0.42
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,166.95
19880		421 MICHIGAN ST	01-160-000-58650	233.02
23730	WPS	421 MICHIGAN ST-CITY HALL	01-160-000-56600	1,310.97
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	35.88
TOTAL				4,175.98
TOTAL CITY HALL				4,175.98

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GENERAL FUND				
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	03/19 CITY HALL PHONE SVC	01-199-000-58200	109.54
04696		03/19 FIRE PHONE SVC	01-199-000-58200	49.91
04696		03/19 MUNICIPAL SVC PHONE SVC	01-199-000-58200	29.88
04696		03/19 POLICE PHONE SVC	01-199-000-58200	37.25
08167	GANNETT WISCONSIN NEWSPAPERS	ORD 1355-0219 PUBLICATION	01-199-000-57450	100.96
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPY PAPER	01-199-000-55650	203.94
MEDIVAN	MEDIVAN, INC	48 AUDIOMETRIC TEST @ 19.66 EA	01-199-000-55605	943.68
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	BLACK/WHITE COPIES	01-199-000-55650	1,104.00
STAPLES		COLOR COPIES	01-199-000-55650	1,260.00
STAPLES		COPIER D051 MAINTENANCE	01-199-000-55650	152.00
WIPFLI	WIPFLI LLP	2018 AUDIT BILLING	01-199-000-55150	4,500.00
TOTAL				8,491.16
TOTAL GENERAL EXPENDITURES				8,491.16
POLICE DEPARTMENT				
06013	FBINAA WISCONSIN CHAPTER	FBIBAA TRAINING REG/PORTER	01-200-000-55600	85.00
06013		FBINAA TRAINING REG/BRINKMAN	01-200-000-55600	85.00
22800	WALMART COMMUNITY	PENS	01-200-000-51950	2.92
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	68.76
USBANK	US BANK	MEAL EXPNSE/PORTER	01-200-000-55600	20.23
USBANK		MEAL EXPNSE/PORTER	01-200-000-55600	12.41
USBANK		MEAL EXPNSE/PORTER	01-200-000-55600	8.02
USBANK		MEAL EXPNSE/PORTER	01-200-000-55600	10.52
USBANK		LODGING/PORTER	01-200-000-55600	90.16
USBANK		LODGING/PORTER	01-200-000-55600	88.46
USBANK		BOOTS/BRINKMAN	01-200-000-52900	94.94
USBANK		USB B350 MOTHERBOARD/FOREN LAB	01-200-000-55500	89.66
USBANK		SANDISK SSD PLUS/FORENSICS	01-200-000-55500	126.58
USBANK		10 PACK DATA CARTRIDGE	01-200-000-55500	240.00
TOTAL				1,022.66
TOTAL POLICE DEPARTMENT				1,022.66
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	03/19 CELLPHONES	01-215-000-58250	990.12
03133		03/19 MIFI WIRELESS ROUTERS	01-215-000-58250	273.34
04696	DOOR COUNTY TREASURER	03/19 FUEL BILL	01-215-000-51650	3,460.13
19880	STURGEON BAY UTILITIES	SUNSET PRK BOAT LAUNCH	01-215-000-56150	11.28
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	11.37
19880		NAUTICAL DRIVE CAMERA	01-215-000-56150	8.73
21450	THE UNIFORM SHOPPE	2 UNIFORM PANTS/JOSE	01-215-000-52900	141.90
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGE	01-215-000-58999	150.00
23640		21 OFFICER SUPPORT CHARGE	01-215-000-58999	252.00
920DETAI	920DETAILING, LLC	CLEAN INTER/EXTERIOR-FORD EXPL	01-215-000-58600	150.00
USBANK	US BANK	FUEL/HOUGAARD	01-215-000-51650	29.50
USBANK		DARE CLASS SUPPLIES/R MIELKE	01-215-000-54999	527.74
USBANK		BOOTS/HOUGAARD	01-215-000-52900	113.10
USBANK		MEAL EXPNSE/HENRY	01-215-000-55600	18.66
USBANK		LODGING/HENRY	01-215-000-55600	102.08

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GENERAL FUND				
USBANK		LODGIN SALES TAX CREDIT	01-215-000-55600	-20.10
USBANK		MEAL EXPNSE/HENRY	01-215-000-55600	9.80
USBANK		FUEL	01-215-000-51650	40.55
USBANK		2005 JEEP PLATE RENEWAL	01-215-000-58600	76.28
USBANK		MEAL/PORTER	01-215-000-54999	8.81
USBANK		FUEL	01-215-000-51650	32.02
USBANK		FUEL	01-215-000-51650	31.50
USBANK		FUEL	01-215-000-51650	25.30
USBANK		FUEL	01-215-000-51650	50.60
USBANK		FUEL	01-215-000-51650	31.00
USBANK		VEHICLE MAINTENANCE/CLEANING	01-215-000-58550	51.69
USBANK		LED DASH LIGHTS/GRILLE MOUNT	01-215-000-58600	342.97
USBANK		NWTC HOMICIDE CONF REG/MIELKE	01-215-000-55600	225.00
USBANK		I CLOUD STORAGE	01-215-000-58250	0.99
USBANK		LAPTOP SLEEVE	01-215-000-54999	14.48
USBANK		MEAL EXPNSE/ALBERTSON	01-215-000-55600	23.05
USBANK		MEAL EXPNSE/ALBERTSON	01-215-000-55600	12.29
USBANK		MEAL EXPNSE/ALBERTSON	01-215-000-55600	10.02
USBANK		LODGIN/ALBERTSON	01-215-000-55600	164.00
TOTAL				7,370.20
TOTAL POLICE DEPARTMENT/PATROL				7,370.20
POLICE DEPT. / INVESTIGATIONS				
22800	WALMART COMMUNITY	USB DRIVES	01-225-000-51500	28.88
USBANK	US BANK	SBPD BADGE ARTWORK	01-225-000-51500	250.00
TOTAL				278.88
TOTAL POLICE DEPT. / INVESTIGATIONS				278.88
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	PAGER PROGRAM	01-250-000-57550	47.25
04150	DEJARDIN CLEANERS LLC	GEAR REPAIR	01-250-000-56250	23.00
04696	DOOR COUNTY TREASURER	FUEL	01-250-000-51650	1,554.82
11700	KALIN MONTEVIDEO	PRKING FEE REIMB/MONTEVIDEO	01-250-000-55600	30.00
16352	PENFLEX, INC	LOSA FEE	01-250-000-50377	80.00
18287	TIM DIETMAN	CONF TRNSPRTATION REIMB/DIETMN	01-250-000-55600	25.18
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	01-250-000-56675	6.22
19880		MARTIN PARK RESTROOM	01-250-000-56675	6.22
19880		421 MICHIGAN ST	01-250-000-56675	133.25
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD SPRINKLER	01-250-000-56675	49.73
19880		MEM FLD WARMING HOUSE	01-250-000-56675	49.73
19880		SALT SHED	01-250-000-56675	6.22
19880		CITY GARAGE	01-250-000-56675	49.73
19880		GARLAND PARK	01-250-000-56675	6.22
19880		SUNSET PARK CONSN CNTR	01-250-000-56675	49.73
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	15.54
19880		OTUMBA PARK	01-250-000-56675	6.22
19880		W SIDE WARMING HOUSE	01-250-000-56675	6.22

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GENERAL FUND				
19880		W SIDE FIRE STATION	01-250-000-56675	49.73
19880		W SIDE FIRE STATION	01-250-000-56150	95.50
19880		W SIDE FIRE STATION	01-250-000-58650	86.07
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	6.22
19880		NEENAH AVE RESTROOMS	01-250-000-56675	31.08
19880		JAYCEE BALLFLD STAND	01-250-000-56675	15.54
19880		JC BALLFLD SPRINKLER	01-250-000-56675	49.73
19880		W SIDE BALLFLD LTS	01-250-000-56675	31.08
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	49.73
19880		14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		QUINCY ST BALLFLD	01-250-000-56675	49.73
19880		MADISON AVE SPRINKLER	01-250-000-56675	15.54
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	15.54
19880		GREEN BAY RD SIREN	01-250-000-56150	15.75
19880		EAST SIDE DOCK	01-250-000-56675	6.22
19880		COVE RD/CANAL RD	01-250-000-56150	14.50
19880		1ST AVE MARINA/RSTRM	01-250-000-56675	49.73
19880		KENTUCKY ST CITY PRK RAMP	01-250-000-56675	6.22
19880		KENTUCKY ST DOCK	01-250-000-56675	15.54
19880		KENTUCKY ST CITY MARINA	01-250-000-56675	49.73
19880		SIGN SHED	01-250-000-56675	6.22
19880		CHERRY BLOSSOM PARK	01-250-000-56675	15.54
19880		58 VACANT LOTS QTRLY BILLING	01-250-000-56675	1,082.28
19880		CLAY BANKS SIREN	01-250-000-56150	15.78
23730	WPS	656 S OXFORD AVE-WS FIRE	01-250-000-56600	174.44
ADVANCED	ADVANCED DISPOSAL	REFUSE	01-250-000-54999	23.79
STATEEMP	DEPT OF ADMINISTRATION	PT TESTING	01-250-000-57100	175.00
USBANK	US BANK	CABLE-PROGRAMMING	01-250-000-54999	29.78
USBANK		UNIFORM PANTS	01-250-000-52900	59.95
USBANK		DRONE CASE	01-250-000-51350	65.75
USBANK		MONTHLY DATA	01-250-000-58250	377.29
USBANK		WIS STATE DUES/DIETMAN	01-250-000-56000	95.00
USBANK		WI STATE DUES/MONTEVIDEO	01-250-000-56000	95.00
USBANK		UNIFORM BOOTS	01-250-000-52900	303.05
USBANK		STORAGE CASE	01-250-000-51350	65.75
USBANK		CREDIT RETURN	01-250-000-51350	-49.00
USBANK		FLASH DRIVES	01-250-000-51950	24.97
USBANK		LIMIT SWITCH E4	01-250-000-53000	18.00
USBANK		FIRE OFFICER CLASS/9 ONLINE	01-250-000-55600	690.76
USBANK		DRONE PROPS	01-250-000-54999	44.00
USBANK		DOOR,HNGES,PLYWOOD/TRNING SITE	01-250-000-51405	342.13
USBANK		STATION FUEL	01-250-000-51650	11.73
USBANK		STATION FUEL	01-250-000-51650	17.64
USBANK		STATION FUEL	01-250-000-51650	16.45
USBANK		CPR CERT CARDS	01-250-000-52250	286.72
USBANK		TRAINING/REHAB	01-250-000-54999	39.74
TOTAL				6,875.46
TOTAL FIRE DEPARTMENT				6,875.46
COMPOST/SOLID WASTE SITE				
19880	STURGEON BAY UTILITIES	COMPOST SITE	01-320-000-56150	8.24
TOTAL				8.24

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GENERAL FUND				
			TOTAL COMPOST/SOLID WASTE SITE	8.24
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	10 FASTENERS	01-330-000-51400	18.90
		TOTAL		18.90
		TOTAL STREET SWEEPING		18.90
ROADWAYS/STREETS				
14826	NORTHEAST ASPHALT, INC.	10.37 TN COLD MIX @ 86.50	01-400-000-52200	897.01
		TOTAL		897.01
		TOTAL ROADWAYS/STREETS		897.01
SNOW REMOVAL				
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	SNOWPLOW LAMP KIT	01-410-000-51400	131.74
		TOTAL		131.74
		TOTAL SNOW REMOVAL		131.74
STREET SIGNS AND MARKINGS				
04575	DOOR COUNTY HARDWARE	YOKE END	01-420-000-52100	6.49
		TOTAL		6.49
		TOTAL STREET SIGNS AND MARKINGS		6.49
STREET MACHINERY				
04575	DOOR COUNTY HARDWARE	GARDEN HOSE	01-450-000-52700	35.99
04575		TUBING	01-450-000-52150	11.16
04696	DOOR COUNTY TREASURER	03/19 FUEL 312.81G	01-450-000-51650	782.34
04696		03/19 DSL FUEL 1436.43G	01-450-000-51650	4,135.48
06012	FASTENAL COMPANY	1 5/8": CLEVIS PIN	01-450-000-53000	52.33
13150	MASTERCRAFT WELDING SYSTEM	14'X1/4"X3" FLATBAR	01-450-000-53000	40.00
13150		11'X4'X1/2" PLATE STEEL	01-450-000-53000	100.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	STARTER SOLENOID	01-450-000-53000	24.59
ADVAUTO		UNIVERSAL JOINT KIT	01-450-000-53000	23.19
ADVAUTO		20 INSTINCT	01-450-000-53000	13.39
ADVAUTO		STARTER BUTTON	01-450-000-53000	9.79
ADVAUTO		BATTERY CABLE LUG	01-450-000-53000	5.48
ADVAUTO		3 BATTERIES	01-450-000-53000	261.27
ADVAUTO		LUBRICANT	01-450-000-52150	6.79

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ADVAUTO		ASTRO GRIP	01-450-000-52150	18.47
EH WULF	E.H. WOLF & SONS, INC.	142.1G 15W40 OIL & DELIVERY	01-450-000-53000	1,355.63
EH WULF		53.6 G 10W30 OIL @ 8.49 PER G	01-450-000-53000	455.06
ISTATE	I-STATE TRUCK CENTER	TRUCK LAMP ASSEMBLY	01-450-000-53000	82.14
ISTATE		SHIPPING	01-450-000-53000	10.23
TOTAL				7,423.33
TOTAL STREET MACHINERY				7,423.33
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE/NAPA	GARAGE DOOR OPENER BELT	01-460-000-55300	9.40
04575	DOOR COUNTY HARDWARE	NOZZLE	01-460-000-52700	19.18
06012	FASTENAL COMPANY	WELDING RODS	01-460-000-54999	41.51
08167	GANNETT WISCONSIN NEWSPAPERS	BID NOTICE-DPW VEHICLE	01-460-000-54999	20.73
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	110.41
19880		CITY GARAGE	01-460-000-56150	960.82
19880		CITY GARAGE	01-460-000-58650	97.52
22800	WALMART COMMUNITY	SAFETY SUPPLIES/BANDAIDS	01-460-000-52350	9.82
23709	WISCONSIN LIFT TRUCK CORP.	ANNL TRUCK MAINTENANCE	01-460-000-56250	116.28
23709		FILTER/OIL CHNGE	01-460-000-56250	196.20
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	1,307.18
AMER O D	AMERICAN OVERHEAD DOOR	DOOR REPAIRS/4 HRS LABOR	01-460-000-56250	340.00
AMER O D		SPARY LUBE	01-460-000-56250	8.00
AMER O D		1 COILED CORD	01-460-000-56250	51.00
USBANK	US BANK	TIME CLOCK/TIME CARDS	01-460-000-54999	226.76
USBANK		4 YR PROTECTION PLAN	01-460-000-54999	11.27
USBANK		ASSORTED GLOVES	01-460-000-52350	290.71
USBANK		TIME CARDS	01-460-000-54999	48.04
TOTAL				3,864.83
TOTAL CITY GARAGE				3,864.83
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	8.92
19880		1536 EGG HRBR RD TRFFC LITE	01-499-000-58000	21.35
19880		N 14TH AVE/EGG HRBR RD TRFFC	01-499-000-58000	27.61
19880		TRFFC WARNING LIGHTS	01-499-000-58000	5.50
19880		ORNAMENTAL STREET LIGHTS	01-499-000-58000	4,664.92
19880		OVERHEAD STREET LIGHTS	01-499-000-58000	6,839.50
19880		MADISON AVE TRFFC LGHTS	01-499-000-58000	131.12
19880		WALNUT & LANSING SIGN	01-499-000-58000	7.71
19880		OLD HWY RD SIGN	01-499-000-58000	8.54
CHRISTEN	CHARLES N. CHRISTENSEN	SAFETY CLOTHNG REIMB/CHRISTNSN	01-499-000-56800	17.08
TOTAL				11,732.25
TOTAL HIGHWAYS - GENERAL				11,732.25
PARK & RECREATION ADMIN				

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GENERAL FUND				
03133	CELLCOM WISCONSIN RSA 10	03/19 MIKE CELL SVC	01-500-000-58250	43.85
03133		03/19 CELL SVC	01-500-000-58250	7.55
03133		03/19 CELL SVC	01-500-000-58250	24.79
22800	WALMART COMMUNITY	ZIPLOC BAGS	01-500-000-52250	11.32
USBANK	US BANK	REGISTER INK CARTRIDGES	01-500-000-51950	71.47
USBANK		SALES TAX CREDIT	01-500-000-51950	-3.73
USBANK		ADD MACHINE INK CARTRIDGE	01-500-000-51950	8.49
TOTAL				163.74
TOTAL PARK & RECREATION ADMIN				163.74
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	PRE EMPLOY DRUG SCREE/SEASONAL	01-510-000-57100	603.00
04575	DOOR COUNTY HARDWARE	MOP STICK/SPONGE	01-510-000-51850	19.36
04575		SUMP PUMP	01-510-000-51850	189.99
04575		CREDIT RETURN-SUMP PUMP	01-510-000-51850	-189.99
04575		CARPET FRESH	01-510-000-51850	5.18
04575		FLEX COUPLING	01-510-000-51850	4.99
04575		KEY/HARDWARE	01-510-000-52700	9.79
04575		MATERIALS	01-510-000-54999	32.56
04575		ROLLER COVERS	01-510-000-52100	16.57
04575		ASSORTED MATERIALS	01-510-000-51350	103.35
04696	DOOR COUNTY TREASURER	03/19 FUEL 195.50G	01-510-000-51650	488.95
04696		03/19 DSL FUEL 14.39G	01-510-000-51650	41.43
04966	EAGLE MECHANICAL INC	GASKETS 3 @ 1.48	01-510-000-54999	4.44
04966		CLOSET SPUD	01-510-000-54999	14.00
19880	STURGEON BAY UTILITIES	MARTIN PARK PAVILLION	01-510-000-56150	8.24
19880		MARTIN PARK RESTROOM	01-510-000-58650	8.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	103.19
19880		MEM FLD WARMING HOUSE	01-510-000-58650	53.67
19880		GARLAND PARK	01-510-000-56150	8.24
19880		GARLAND PARK	01-510-000-58650	8.00
19880		SUNSET PARK CONSN CNTR	01-510-000-56150	236.96
19880		SUNSET PARK CONSN CNTR	01-510-000-58650	51.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	13.72
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	11.40
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		OTUMBA PARK	01-510-000-58650	8.00
19880		W SIDE WARMING HOUSE	01-510-000-56150	15.45
19880		W SIDE WARMING HOUSE	01-510-000-58650	8.00
19880		JAYCEE BALLFLD STAND	01-510-000-56150	8.24
19880		JAYCEE BALLFLD STAND	01-510-000-58650	11.40
19880		421 MICHIGAN FLAG LIGHT	01-510-000-56150	26.81
19880		MEM FLD PRK LOT	01-510-000-56150	13.72
19880		W SIDE BALLFLD LTS	01-510-000-58650	18.00
19880		MEM FLD COMPLEX	01-510-000-56150	247.14
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	27.00
19880		OTUMBA PRK WALKWAY	01-510-000-56150	12.25
19880		QUINCY ST BALLFLD	01-510-000-58650	27.00
19880		EAST SIDE DOCK	01-510-000-58650	43.83
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	14.01
19880		SIGN SHED	01-510-000-56150	11.47
19880		SIGN SHED	01-510-000-58650	8.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
19880		CHERRY BLOSSOM PARK	01-510-000-56150	8.24
19880		CHERRY BLOSSOM PARK	01-510-000-58650	11.40
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	187.89
USBANK	US BANK	LINEAR ACTUATOR/KUBOTA TRCTR	01-510-000-53000	32.95
USBANK		VERIDESK/DEGRAVE	01-510-000-54999	522.23
USBANK		6 BEARINGS @2.50/EUREKA	01-510-000-52100	15.00
USBANK		SHIPPING	01-510-000-52100	7.50
USBANK		50 PC FUSE KIT	01-510-000-54999	3.71
USBANK		DRILL DOCTOR WHEEL	01-510-000-54999	17.66
USBANK		DRILL DOC SHARPENER	01-510-000-54999	134.99
USBANK		FUSES	01-510-000-54999	10.75
USBANK		SHIPPING	01-510-000-54999	8.93
USBANK		TAX	01-510-000-54999	8.83
TOTAL				3,325.08
TOTAL PARKS AND PLAYGROUNDS				3,325.08
BALLFIELDS				
13049	MAY'S SPORT CENTER	TINE SET FOR BALLFLD DRAG	01-520-000-54999	389.98
TOTAL				389.98
TOTAL BALLFIELDS				389.98
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PRKING LOT	01-550-000-56150	162.63
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	8.24
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	8.00
19880		NEENAH AVE RESTROOMS	01-550-000-56150	21.91
19880		NEENAH AVE RESTROOMS	01-550-000-58650	18.00
23730	WPS	36 S NEENAH AVE-RESTROOM	01-550-000-56600	17.88
TOTAL				236.66
TOTAL MUNICIPAL DOCKS				236.66
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY	01-570-000-56150	13.52
19880		DC MUSEUM PKG LOT	01-570-000-56150	170.36
19880		JUNIPER ST WALKWAY LTS	01-570-000-56150	108.51
19880		JUNIPER ST PRKING LOT	01-570-000-56150	64.90
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	11.40
19880		KENTUCKY ST WTRFRNT	01-570-000-56150	108.96
19880		1ST AVE MARINA/RSTRM	01-570-000-56150	221.06
19880		1ST AVE MARINA/RSTRM	01-570-000-58650	52.91
19880		KENTUCKY ST CITY PRK RAMP	01-570-000-56150	223.47
19880		KENTUCKY ST DOCK	01-570-000-58650	11.40
19880		KENTUCKY ST CITY MARINA	01-570-000-58650	27.00
TOTAL				1,013.49

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL WATERFRONT PARKS & WALKWAYS				1,013.49
EMPLOYEE BENEFITS				
19730	STURGEON BAY VISITOR CENTER	\$25 GIFT CERT WELLNESS COMM	01-600-000-50550	25.00
EBC CORP	EMPLOYEE BENEFITS CORPORATION	03/19 FEES	01-600-000-50510	122.50
EBC CORP		04/19 FEES	01-600-000-50510	122.50
TOTAL				270.00
TOTAL EMPLOYEE BENEFITS				270.00
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2019 1ST QTR MAINT COSTS	01-700-000-56850	14,902.14
TOTAL				14,902.14
TOTAL PUBLIC FACILITIES				14,902.14
TOTAL GENERAL FUND				95,693.41
CAPITAL FUND				
PATROL				
LIABILITY				
ROGERAND	ROGER J.ANDERSON AND	05/19 INDUSTRL PRK LAND PURCH	10-000-000-23169	8,000.00
TOTAL LIABILITY				8,000.00
TOTAL PATROL				8,000.00
CITY CLERK-TREASURER				
EXPENSE				
EMMONS	EMMONS BUSINESS INTERIORS	4 OFFICE CHAIRS/CLERKS OFFICE	10-115-000-59030	1,627.43
TOTAL EXPENSE				1,627.43
TOTAL CITY CLERK-TREASURER				1,627.43
CITY HALL				
EXPENSE				
04966	EAGLE MECHANICAL INC	HEATING ELEMENT	10-160-000-59999	27.24
04966		ANTISIPHON BALLCOCK VALVE	10-160-000-59999	27.46
04966		LABOR	10-160-000-59999	134.63
04966		EXPENDABLE SUPPLIES	10-160-000-59999	3.00
TOTAL EXPENSE				192.33
TOTAL CITY HALL				192.33

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	HELMETS	10-250-000-59050	2,119.23
TOTAL EXPENSE				2,119.23
TOTAL FIRE DEPARTMENT				2,119.23
PARKS AND PLAYGROUNDS				
EXPENSE				
06580	FOTH AND VAN DYKE	SVCS THRU 01/19-BRADLEY LAKE	10-510-000-59025	12,339.85
06580		SVCS THRU 03/19-BRADLEY LAKE	10-510-000-59025	5,837.00
07765	GRAINGER INC	PROGRAMMABLE LOGIC RELAY	10-510-000-59075	322.03
LEE	LEE RECREATION, LLC	6 SWING SEATS	10-510-000-59025	3,770.00
USBANK	US BANK	220V LIGHT BULBS	10-510-000-59075	13.44
USBANK		FUSE BLOCK & SHIPPING	10-510-000-59075	10.25
USBANK		PUSH BOTTON SWITCHES	10-510-000-59075	9.45
USBANK		TERMINAL STRIP	10-510-000-59075	12.89
USBANK		SHIPPING	10-510-000-59075	5.99
TOTAL EXPENSE				22,320.90
TOTAL PARKS AND PLAYGROUNDS				22,320.90
TOTAL CAPITAL FUND				34,259.89
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	5.7.19 CONTRACT	21-000-000-55015	5,101.67
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV				5,101.67
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
SEH	SHORT ELLIOTT HENDERICKSON, INC	WTRFRONT PUBLC PARTICIPATION	28-340-000-58999	1,938.70
TOTAL TID #4 DISTRICT				1,938.70
T4 \$3.12 NOTES				
01761	ASSOCIATED TRUST COMPANY	TAX NOTE ANTIC NOTE 3/30/17	28-340-987-70002	475.00
TOTAL T4 \$3.12 NOTES				475.00
TOTAL TID #4 DISTRICT				2,413.70
TOTAL TID #4 DISTRICT				2,413.70

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	USED OIL PICKUP	60-000-000-52050	48.75
04696	DOOR COUNTY TREASURER	03/19 DSL FUEL 709.76G	60-000-000-51650	2,043.40
ADVANCED	ADVANCED DISPOSAL	03/19 183.42 TONS GARBAGE	60-000-000-58300	11,467.45
ADVANCED		01/19 BILLING CORRECTN GARBAGE	60-000-000-58300	45.66
ADVANCED		03/19 62.89 RECYCLING	60-000-000-58350	911.97
ADVANCED		01/19 BILLING CORRECTN RECYCLE	60-000-000-58350	5.83
ADVANCED		02/19 BILLING CORRECTN GARBAGE	60-000-000-58300	41.57
ADVANCED		02/19 BILLING CORRECTN RECYCLE	60-000-000-58350	4.85
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	HDY OIL 5GAL	60-000-000-52050	151.77
ADVAUTO		HYD FLUID	60-000-000-52050	459.99
JX ENT	JX ENTERPRISES, INC.	4" FILTER KIT 2 @ 53.99	60-000-000-53000	107.98
JX ENT		AIR FILTER 2 @ 114.99	60-000-000-53000	229.98
JX ENT		10 CASES OF STF @ 36.99	60-000-000-53000	369.90
TOTAL SOLID WASTE ENTERPRISE FUND				15,889.10
TOTAL SOLID WASTE ENTERPRISE FUND				15,889.10
TOTAL SOLID WASTE ENTERPRISE				15,889.10
TOTAL ALL FUNDS				153,357.77

MANUAL CHECKS

SUN LIFE INSURANCE 04/18/19 Check # 85054 05/19 Short/Long Term Disability 01-000-000-21545	\$2,086.94
SUPERIOR VISION INSURANCE 04/18/19 Check # 85055 05/19 Vision Insurance 01-000-000-21540	\$865.19
SOUTHERN DOOR SCHOOL DISTRICT 04/22/19 Check #85056 03/19 Mobile Home Tax Payment & Lottery 01-000-000-41300	\$529.34
STURGEON BAY SCHOOLS 04/22/19 Check #85057 03/19 Mobile Home Tax Payment & Lottery 01-000-000-41300	\$13,408.20
PITNEY BOWES 04/23/19 Check # 85058 04/19 Quarterly Postage Meter Rental 01-199-000-57250	\$117.00
SECURIAN FINANCIAL GROUP 04/24/19 Check 85059 05/19 life Insurance 01-600-000-50552	\$2,063.28
SHELL FLEET PLUS 04/25/19 Check # 85062 Statement Charges 01-215-000-51650	\$49.00
TOTAL MANUAL CHECKS	\$19,118.95

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SUMMARY OF FUNDS:

GENERAL FUND	95,693.41	114,812.36
CAPITAL FUND	34,259.89	
CABLE TV	5,101.67	
TID #4 DISTRICT	2,413.70	
SOLID WASTE ENTERPRISE	15,889.10	

TOTAL --- ALL FUNDS	153,357.77	172,476.72