

**REVIEW AND APPROVAL REQUESTED FOR:**

☒ Contract ☐ Amendment ☐ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 7/9/25Need Date: 7/23/25**PROCESSING DEPARTMENT**

Department: P&C  
Dept Contact: Matthew McKain  
Phone: x5974  
Dept. Signature: Matthew Potter  
Title: Sr. Administrative Analyst

Org Code: 3600010  
Funding Source: Road Fund  
PL String: \_\_\_\_\_  
Legistar #: TBD

**CONTRACT INFORMATION**CONTRACT #: 9721

CONTRACT AMENDMENT #: \_\_\_\_\_

Contracting Department: DOTContractor/Vendor Name: Cheryl ZaigerContract Term: 5 months Contract Value: \$30,700

*Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.*

**ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: \_\_\_\_\_

NUMBER (If Assigned): \_\_\_\_\_

**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

SLT Snow Rental House  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COUNSEL**

Approved ☒ Disapproved ☐ Date: 7/22/25  
Approved ☐ Disapproved ☐ Date: \_\_\_\_\_

By: Daniel Vandekoolwyk  
By: \_\_\_\_\_

**COMMENTS** Approved as to form.  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: \_\_\_\_\_

**RISK APPROVAL**

Approved ☐ Disapproved ☐ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved ☐ Disapproved ☐ Date: \_\_\_\_\_ By: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_