

Our intention is to have in-person meetings going forward. Meetings will be held at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but technology for the hybrid style meeting may not be reliable.

**City of Stevens Point
Airport Commission
January 13, 2025 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. Engagement letter with Baker Tilly - *Joel Lemke*
5. Update on 5 year CIP projects from the Bureau of Aeronautics - *Joel Lemke*
6. Written/Verbal Report - *Jason Draheim*
7. Adjournment.

The next Airport Commission meeting will be Monday, February 10, 2025 immediately following the Board of Water & Sewerage Commission Meeting.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
November 12, 2024 - 12:45 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jenny Schmeiser, Eric Southworth, Chris Lefebvre, Shane Kohlen, Jason Draheim, Guy Stewart and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Anna Haines to approve the October 14, 2024 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the month of October 2024 as audited and read.

Ayes all. Nays none. Motion carried.

4. Discussion only regarding Airport petitions - *Joel Lemke & Jason Draheim*

Joel stated this is a repeat of last month. The information for more funding started to come out and in order to incorporate all the projects for the next five years that could all get done they needed to be added. The masterplan was added, along with tree clearing and hangar area expansion/site prep. This gives us access to 5.5 million dollars in spending with 2.5% local share for that dollar amount.

5. Written/Verbal Report - *Jason Draheim*

Jason stated they are concentrating on winter preparations.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Time: 12:49 P.M.

REPORT TO THE DECEMBER 9, 2024
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2024	\$ 209,533.11
Bank deposits recorded in November 2024	\$ 15,323.25
	\$ 224,856.36

CHECKS ISSUED IN NOVEMBER 2024

2929	City of Stevens Point	Workers Comp-October	333.10	
2930	Employee Resource Center	October EAP Fees	5.70	
2931	Abel Ruga	October Cleaning Services	175.00	
2932	Stevens Point Public Utilities	Verizon Ipad Charges	10.13	
2933	City of Stevens Point	October, retirement, insurance, fuel , phone, & Heartland Invoices	7,528.79	
2934	Multi Media Channels, LLC	Public Hearing Notice	146.85	
2935	Titan Aviation Fuels	Fuel purchase	30,940.19	
2936	Heartland Business Systems, LLC	Monthly Billing - November	78.01	
2937	NAPA	Supplies	87.54	
2938	Master Card	Cable, rug service & supplies	1,119.53	
	Payment Returned	Payment Returned	257.58	
	Deposit Adjusted	Deposit Adjusted	334.27	
EFT	Payroll	November 2024	8,419.39	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,913.35	
	WI Dept of Revenue	Fuel Tax	179.34	
	IRS & WI Dept of Revenue	Payroll Taxes	3,401.58	
	TOTAL EXPENSES LISTED		\$ 55,001.73	\$ 55,001.73
	BALANCE ON HAND NOVEMBER 30, 2024			\$ 169,854.63
		Balance on Hand		\$ 169,854.63
		Plus checks written after end of month		
		Plus uncleared checks		\$ 1,207.07
		Less checks previously written clearing this month		\$ (1,146.66)
	Ending Cash Balance matching Bank Statements			\$ 169,915.04

REPORT TO THE JANUARY 13, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of December 1, 2024	\$ 169,915.04
Bank deposits recorded in December 2024	\$ 8,685.26
	\$ 178,600.30

CHECKS ISSUED IN DECEMBER 2024

2939	Halron Lubricants Inc	AC Oil	569.75	
2940	Point Heating & Cooling	HVAC Service	288.00	
2941	QTpod	Fuel POS Terminal Maint	1,262.91	
2942	Walt's Petroleum Service Inc.	Fuel Farm Valve Replacement, Annual Fuel Filter Change & Meter Cal	12,282.41	
2943	Worzellas Point Supply LLC	Janitorial supplies	421.72	
2944	Employee Resource Center	November EAP Fees	5.70	
2945	H&S Protection Systems, Inc.	Annual Alarm Monitoring-Airport	545.52	
2946	Abel Ruga	November Cleaning Services	175.00	
2947	City of Stevens Point	Retirement, insurance & fuel	6,415.54	
2948	Stevens Point Public Utilities	Verizon Ipad Charges, Work done for Airport	637.29	
2949	City of Stevens Point	IT Invoices - Airport Portion	379.96	
2950	Spectrum Insurance Group	Liability Insurance Renewal	3,679.00	
2951	Mastercard	Internet & rugs	429.24	
2952	City of Stevens Point	Workers Comp Premiums-December	668.71	
2953	Heartland Business Systems, LLC	Monthly Billing-December	78.46	
2954	Stevens Point Public Utilities	Verizon Ipad Charges 12/24-1/23/25, Work done for Airport	722.71	
EFT	Payroll	December 2024	10,828.24	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	2,252.69	
	WI Dept of Revenue	Fuel Tax	57.24	
	IRS & WI Dept of Revenue	Payroll Taxes	3,405.93	
	TOTAL EXPENSES LISTED		\$ 45,177.40	\$ 45,177.40
	BALANCE ON HAND DECEMBER 31, 2024			\$ 133,422.90
		Balance on Hand		\$ 133,422.90
		Plus checks written after end of month		
		Plus uncleared checks		\$ 5,578.12
		Less checks previously written clearing this month		\$ (1,207.07)
	Ending Cash Balance matching Bank Statements			\$ 137,793.95

November 26, 2024

Joel Lemke, Public Utilities Director
City of Stevens Point
Department of Public Utilities and Transportation
P.O. Box 242
Stevens Point, WI 54481-0282

Dear Mr. Lemke:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the City of Stevens Point Department of Public Utilities and Transportation (Client, you, your).

Service and Related Report

We will audit the financial statements of the City of Stevens Point Department of Public Utilities and Transportation as of and for the years ended December 31, 2024, 2025, and 2026, and the related notes to the financial statements. Upon completion of our audit, we will provide the City of Stevens Point Department of Public Utilities and Transportation with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the City of Stevens Point Department of Public Utilities and Transportation, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Plant Schedules
- > Detailed Operating Income Statements
- > Rate of Return - Regulatory Basis
- > Reconciliation of Revenues and Expenses to WISDOT and Federal Recognized Revenues and Expenses - Transit
- > Computation of the Deficit Distribution Among the Subsidy Grantors - Transit

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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City of Stevens Point Department of Public Utilities and Transportation's financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City of Stevens Point Department of Public Utilities and Transportation's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > OPEB - related schedules
- > Pension - related schedules

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The objective also includes reporting on:

- > Internal control related to the financial statements and compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with Government Auditing Standards.
- > Internal control related to major federal programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) and the State Single Audit Guidelines. This will be reported for the City as a whole.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (i) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (ii) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations and the provisions of grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- > Identify and assess the risks of material misstatement of the financial statements and supplemental information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- > Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements and supplemental information that we have identified during the audit.
- > Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and supplemental information, including the disclosures, and whether the financial statements and supplemental information represent the underlying transactions and events in a manner that achieves fair presentation.
- > Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the City of Stevens Point Department of Public Utilities and Transportation and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards*.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the *State Single Audit Guidelines*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and major state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control over compliance issued pursuant to the Uniform Guidance and the *State Single Audit Guidelines*.

Also, if required by *Government Auditing Standards*, we will report known or likely fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse directly to parties outside of the City of Stevens Point Department of Public Utilities and Transportation.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Stevens Point Department of Public Utilities and Transportation's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the *State Single Audit Guidelines* require that we also plan and perform the audit to obtain reasonable assurance about whether you have complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Compliance Supplement and the *State Single Audit Guidelines* for the types of compliance requirements that could have a direct and material effect on each of the City of Stevens Point Department of Public Utilities and Transportation's major programs. The purpose of those procedures will be to express an opinion on your compliance with requirements applicable to each of your major programs in our report on compliance issued pursuant to the Uniform Guidance and the *State Single Audit Guidelines*.

We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

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Management's Responsibilities

Our audit will be conducted on the basis that the City of Stevens Point Department of Public Utilities and Transportation's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- > For the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
- > For the design, implementation, establishment, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error; and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met and;
- > For identifying all federal and state awards received and understanding and complying with the compliance requirements;
- > For the design, implementation, and maintenance of effective internal controls over compliance that provides reasonable assurance that the City of Stevens Point Department of Public Utilities and Transportation administers federal and state awards in compliance with the compliance requirements; and
- > To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the City of Stevens Point Department of Public Utilities and Transportation from whom we determine it necessary to obtain audit evidence.

You are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the *State Single Audit Guidelines*, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review before we begin fieldwork.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed above. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for preparation of the schedule of expenditures of federal and the awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the *State Single Audit Guidelines*. You agree to include our report on the schedule of expenditures of federal and the awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and the awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal and the awards no later than the date the schedule of expenditures of federal and the awards is issued with our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal and the awards in accordance with the Uniform Guidance and the *State Single Audit Guidelines*; (b) that you believe the schedule of expenditures of federal and the awards including its form and content, is fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*; (c) that the methods of measurement or presentation have not changed from those used in the prior year (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and the awards.

Management is responsible for (i) adjusting the financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the City of Stevens Point Department of Public Utilities and Transportation complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charge with governance written confirmation concerning representations made to us in connection with the audit.

Management is responsible for informing us on a timely basis of the name of any single investor in you that owns 20% or more of your equity at any point in time. Management is also responsible for informing us on a timely basis of any investments held by you which constitutes 20% or more of the equity/capital of the investee entity at any point in time.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the City of Stevens Point Department of Public Utilities and Transportation; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

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Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for either Baker Tilly US, LLP or Baker Tilly Advisory Group, LP to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we or Baker Tilly Advisory Group, LP will be providing are as follows:

- > Financial statement preparation, including SEFSA assistance
- > Adjusting journal entries
- > Utility rate consulting

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will not perform any management functions or make management decisions on your behalf with respect to any nonattest services provided.

In connection with our performance of any nonattest services, Baker Tilly US, LLP or Baker Tilly Advisory Group, LP agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services performed.
- > Evaluate the adequacy and results of the nonattest services performed.
- > Accept responsibility for the results of the nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the Public Service Commission Annual Report. See Addendum A attached, which is an integral part of this Engagement Letter.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

Joel Lemke, Public Utilities Director
City of Stevens Point, Department of Public Utilities and Transportation

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If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the City of Stevens Point Department of Public Utilities and Transportation must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly US, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly US, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

At the conclusion of our engagement, we will complete the appropriate auditor sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to complete the auditee sections and to submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior year audit findings, auditors' reports and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include within the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty (30) days after receipt of the auditors' reports or nine (9) months after the end of the audit period.

We will provide copies of our reports to the City of Stevens Point Department of Public Utilities and Transportation, however, management is responsible for distribution of the reports and the financial statements. Copies of our reports are to be made available for public inspection unless restricted by law or regulation or if they contain privileged and confidential information.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal or state agencies for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Baker Tilly personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records; so we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the City of Stevens Point Department of Public Utilities and Transportation's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the City of Stevens Point Department of Public Utilities and Transportation hereby authorizes us to do so.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. We previously sent you our most recent peer review report.

Timing and Fees

Our fee estimate is based on certain assumptions. Certain circumstances may arise during the course of our audit that could significantly affect the targeted completion date or our fee estimate, and additional fees may be necessary as a result. Such circumstances include but are not limited to the following:

- > Changes to the timing of the engagement initiated by the City of Stevens Point Department of Public Utilities and Transportation, which may require the reassignment of our personnel.
- > The City of Stevens Point Department of Public Utilities and Transportation's failure to provide all information requested by us (i) on the date requested, (ii) in the form acceptable to us, (iii) with no mathematical errors, and (iv) in agreement with the appropriate the City of Stevens Point Department of Public Utilities and Transportation records.
- > Significant delays in responding to inquiries made of the City of Stevens Point Department of Public Utilities and Transportation personnel, or significant changes in the City of Stevens Point Department of Public Utilities and Transportation accounting policies or practices, or in the City of Stevens Point Department of Public Utilities and Transportation's accounting personnel, their responsibilities, or their availability.
- > Significant delays or errors in the draft financial statements and necessary schedules prepared by the City of Stevens Point Department of Public Utilities and Transportation's personnel.
- > Implementation of new general ledger software or a new chart of accounts by the City of Stevens Point Department of Public Utilities and Transportation.
- > Significant changes in the City of Stevens Point Department of Public Utilities and Transportation's business operations, including business combinations, the creation of new entities, divisions, or subsidiaries within the City of Stevens Point Department of Public Utilities and Transportation, significant new employment or equity agreements, or significant subsequent events. Certain business transactions or changes in business operations or conditions, financial reporting, and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists.
- > New financing arrangements or modifications to existing financing arrangements, or significant new federal or state funding.
- > Significant deficiencies or material weaknesses in the design or operating effectiveness of the City of Stevens Point Department of Public Utilities and Transportation's internal control over financial reporting identified during the audit.
- > A significant level of proposed audit adjustments.
- > Issuance of additional accounting or auditing standards subsequent to or effective for the periods covered by this Engagement Letter.
- > Circumstances beyond our control.

For new business transactions or changes in business operations or conditions, financial reporting and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists. This includes matters such as business combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

Description	2024	2025	2026
Water	\$14,300	\$14,600	\$14,900
Wastewater	12,300	12,600	12,900
Stormwater	12,300	12,600	12,900
Transit	5,500	5,800	6,100
Airport	7,500	7,800	8,100
Fiber	2,500	2,800	3,100
Audit Subtotal	\$54,400	\$56,200	\$58,000
PSC Report	3,000	3,300	3,600
Single Audit*	15,000	16,000	17,000
TOTALS	\$72,400	\$75,500	\$78,600

*Single Audit pricing includes costs for one major federal and one major state program.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. Fees are payable upon presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until the account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. The City of Stevens Point Department of Public Utilities and Transportation will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the City of Stevens Point Department of Public Utilities and Transportation agrees to be responsible for all expenses of collection including related attorneys' fees.

To the extent applicable, Baker Tilly's fees are exclusive of any federal, national, regional, state, provincial or local taxes, including any VAT or other withholdings, imposed on this transaction, the fees, or on Client's use of the Services or possession of the Deliverable (individually or collectively, the Taxes). All applicable Taxes shall be paid by Client without deduction from any fees owed by Client to Baker Tilly. In the event Client fails to pay any Taxes when due, Client shall defend, indemnify, and hold harmless Baker Tilly, its officers, agents, employees and consultants from and against any and all fines, penalties, damages, costs (including, but not limited to, claims, liabilities or losses arising from or related to such failure by Client) and will pay any and all damages, as well as all costs, including, but not limited to, mediation and arbitration fees and expenses as well as attorneys' fees, associated with Client's breach of this section.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information.

Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the Services require Baker Tilly to receive personal data or personal information from Client, Baker Tilly may process, and engage subcontractors to assist with processing, any personal data or personal information, as those terms are defined in applicable privacy laws. Baker Tilly's processing shall be in accordance with the requirements of the applicable privacy laws relevant to the processing in providing Services hereunder, including Services performed to meet the business purposes of the Client, such as Baker Tilly's tax, advisory, and other consulting services. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor, as those terms are defined respectively under the CCPA/GDPR, in relation to Client personal data and personal information. As a Service Provider/Data Processor processing personal data or personal information on behalf of Client, Baker Tilly shall, unless otherwise permitted by applicable privacy law, (a) follow Client instructions; (b) not sell personal data or personal information collected from the Client or share the personal data or personal information for purposes of targeted advertising; (c) process personal data or personal information solely for purposes related to the Client's engagement and not for Baker Tilly's own commercial purposes; and (d) cooperate with and provide reasonable assistance to Client to ensure compliance with applicable privacy laws. Client is responsible for notifying Baker Tilly of any applicable privacy laws the personal data or personal information provided to Baker Tilly is subject to, and Client represents and warrants it has all necessary authority (including any legally required consent from individuals) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Client further understands Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will co-process Client data as necessary to perform the Services, pursuant to the alternative practice structure in place between the two entities. Baker Tilly Advisory Group, LP maintains custody of client files for both entities. By executing this Engagement Letter, you hereby consent to the transfer to Baker Tilly Advisory Group, LP of all your Client files, workpapers and work product. Baker Tilly Advisory Group, LP is bound by the same confidentiality obligations as Baker Tilly US, LLP. Baker Tilly is responsible for notifying Client if Baker Tilly becomes aware that it can no longer comply with any applicable privacy law and, upon such notice, shall permit Client to take reasonable and appropriate steps to remediate personal data or personal information processing. Client agrees that Baker Tilly has the right to utilize Client data to improve internal processes and procedures and to generate aggregated/de-identified data from the data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

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Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the City of Stevens Point Department of Public Utilities and Transportation, unless otherwise prohibited. In the event we are requested by the City of Stevens Point Department of Public Utilities and Transportation or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the City of Stevens Point Department of Public Utilities and Transportation, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the City of Stevens Point Department of Public Utilities and Transportation if disclosure of confidential information is necessary for peer review purposes.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the City of Stevens Point Department of Public Utilities and Transportation with any other services you may find necessary or desirable.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

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If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

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Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the City of Stevens Point Department of Public Utilities and Transportation will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the City of Stevens Point Department of Public Utilities and Transportation violates this nonsolicitation clause, the City of Stevens Point Department of Public Utilities and Transportation agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

Joel Lemke, Public Utilities Director
City of Stevens Point, Department of Public Utilities and Transportation

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Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP, trading as Baker Tilly, are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to City of Stevens Point Department of Public Utilities and Transportation by Baker Tilly ("Online Offering") constitute the entire agreement between the City of Stevens Point Department of Public Utilities and Transportation and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern City of Stevens Point Department of Public Utilities and Transportation's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the City of Stevens Point Department of Public Utilities and Transportation's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

Joel Lemke, Public Utilities Director
City of Stevens Point, Department of Public Utilities and Transportation

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We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Jodi Dobson, the professional on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Jodi Dobson is available at 608 240 2469, or at jodi.dobson@bakertilly.com.

Sincerely,

BAKER TILLY US, LLP



The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date

Report on the Firm's System of Quality Control

October 28, 2021

To the Partners of Baker Tilly US, LLP and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 1® and SOC 2® engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Baker Tilly US, LLP has received a peer review rating of *pass*.

Moss Adams LLP

ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the Public Service Commission Annual Report, including the balance sheets of the utility name, of the City of Stevens Point Department of Public Utilities and Transportation, as of December 31, 2024 and , and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2024. Upon completion of the Public Service Commission Annual Report, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the City of Stevens Point Department of Public Utilities and Transportation, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Public Service Commission Annual Report to you as a result of this engagement.

Our report on the Public Service Commission Annual Report of the City of Stevens Point Department of Public Utilities and Transportation is presently expected to read as follows:

Management is responsible for the balance sheets of the utility name, an enterprise fund of the City of Stevens Point Department of Public Utilities and Transportation, as of December 31, 2024 and , and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2024 included in the accompany prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards of Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements included in the prescribed form.

These financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the Public Service Commission of Wisconsin, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Public Service Commission of Wisconsin and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

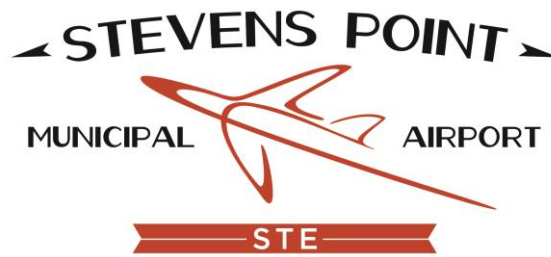
Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

Management's Responsibilities

The City of Stevens Point Department of Public Utilities and Transportation's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements included in the form prescribed by the Public Service Commission of Wisconsin, (ii) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
F: 715.345.8991

January 9, 2025

Commissioners,

Throughout 2024 airport staff have been working closely with the Bureau of Aeronautics to develop a CIP and 5 year development plan that best suits the airport's needs and requirements for safe and efficient operations moving forward.

As you are all aware, the Common Council passed two resolutions petitioning the Federal Aviation Administration for funds to cover our upcoming projects. The agency agreements have been formally accepted and we are set for another 5 year development period.

A unique aspect to this funding cycle is that we have a great deal of BIL funds interspersed with our other normal funding sources. A portion of these funds were set to expire next year, but due to the diligence of our staff, Commission and Common Council we were able to secure all of our BIL funding by swiftly passing the federal petitions late last year. Allowing the total programmed funding of \$5,765,789!

I have included a breakdown of the projects we should expect to see completed in the next 5 year cycle. One item of note is that the programming order of these projects may change slightly due to differentiating funding sources. I will keep the Commission apprised of those changes as they are finalized. The airport improvements that are slated in this plan are much needed and I commend the Commission and the Common Council for your swift action to secure the necessary funding and continued support of our airport.

These items will be worked in to the Capital Operations and Maintenance Plan presented next month so no action is needed, this is just an update for your information.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

ACIP 2025-2029 Stevens Point Municipal

REGIONAL GA
FFY2025

Updated 9/27/24 V1.0

LOC ID	Airport	P	C	T	Rating	Flag	Project Description	Year	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
Rehabilitate Runway 12/30 Design																
STE	Stevens Point Municipal	RE	RW	IM	81		Rehabilitate Runway 12/30 - Phase 1 (Design)	2025		\$180,000			\$180,000	\$10,000	\$10,000	\$200,000
STE	Stevens Point Municipal	RC	RW	LI	81		Reconstruct Runway 3/21 Lighting - Phase 1 (Design)	2025		\$54,000			\$54,000	\$3,000	\$3,000	\$60,000
STE	Stevens Point Municipal	RC	RW	SG	86		Replace Runway Signage - Phase 1 (Design)	2025		\$4,500			\$4,500	\$250	\$250	\$5,000
PROJECT SUBTOTALS									\$0	\$238,500	\$0	\$0	\$238,500	\$13,250	\$13,250	\$265,000
Reconstruct Taxiway A and B Lighting Design																
STE	Stevens Point Municipal	RC	TW	LI	76		Reconstruct Taxiway A Lighting - Phase 1 (Design)	2025		\$108,000			\$108,000	\$6,000	\$6,000	\$120,000
STE	Stevens Point Municipal	RC	TW	LI	76		Reconstruct Taxiway B Lighting - Phase 1 (Design)	2025		\$36,000			\$36,000	\$2,000	\$2,000	\$40,000
PROJECT SUBTOTALS									\$0	\$144,000	\$0	\$0	\$144,000	\$8,000	\$8,000	\$160,000
FFY TOTALS									\$0	\$382,500	\$0	\$0	\$382,500	\$21,250	\$21,250	\$425,000

FFY2026

LOC ID	Airport	P	C	T	Rating	Flag	Project Description	Year	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
Reconstruct Taxiway A and B Lighting																
STE	Stevens Point Municipal	RC	TW	LI	76		Reconstruct Taxiway A Lighting - Phase 2 (Construction)	2026		\$675,000			\$675,000	\$37,500	\$37,500	\$750,000
STE	Stevens Point Municipal	RC	TW	LI	76		Reconstruct Taxiway B Lighting - Phase 2 (Construction)	2026	\$300,000				\$300,000	\$7,895	\$7,895	\$315,789
PROJECT SUBTOTALS									\$300,000	\$675,000	\$0	\$0	\$975,000	\$45,395	\$45,395	\$1,065,789
FFY TOTALS									\$300,000	\$675,000	\$0	\$0	\$975,000	\$45,395	\$45,395	\$1,065,789

FFY2027

LOC ID	Airport	P	C	T	Rating	Flag	Project Description	Year	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
Develop New Airport Master Plan Phase 1																
STE	Stevens Point Municipal	PL	MA	NP	71		Develop New Airport Master Plan Phase 1 (Aerial Survey and Master Plan)	2027		\$409,500			\$409,500	\$22,750	\$22,750	\$455,000
PROJECT SUBTOTALS									\$0	\$409,500	\$0	\$0	\$409,500	\$22,750	\$22,750	\$455,000
Rehabilitate Runway 12/30																
STE	Stevens Point Municipal	RE	RW	IM	81		Rehabilitate Runway 12/30 - Phase 2 (Construction)	2027	\$132,000			\$1,668,000	\$1,800,000	\$100,000	\$100,000	\$2,000,000
STE	Stevens Point Municipal	RC	RW	LI	81		Reconstruct Runway 3/21 Lighting - Phase 2 (Construction)	2027				\$540,000	\$540,000	\$30,000	\$30,000	\$600,000
STE	Stevens Point Municipal	RC	RW	SG	86		Replace Runway Signage - Phase 2 (Construction)	2027	\$18,000				\$18,000	\$1,000	\$1,000	\$20,000
PROJECT SUBTOTALS									\$150,000	\$0	\$0	\$2,208,000	\$2,358,000	\$131,000	\$131,000	\$2,620,000
FFY TOTALS									\$150,000	\$409,500	\$0	\$2,208,000	\$2,767,500	\$153,750	\$153,750	\$3,075,000

FFY2028

LOC ID	Airport	P	C	T	Rating	Flag	Project Description	Year	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
Hangar Area Expansion Design																
STE	Stevens Point Municipal	ST	TL	CO	61		Construct Taxilane [Insert Identifier] - Phase 1 (Design)	2028	\$150,000	\$0	\$30,000	\$0	\$180,000	\$10,000	\$10,000	\$200,000
PROJECT SUBTOTALS									\$150,000	\$0	\$30,000	\$0	\$180,000	\$10,000	\$10,000	\$200,000
FFY TOTALS									\$150,000	\$0	\$30,000	\$0	\$180,000	\$10,000	\$10,000	\$200,000

FFY2029

LOC ID	Airport	P	C	T	Rating	Flag	Project Description	Year	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
Hangar Area Expansion																
STE	Stevens Point Municipal	ST	TL	CO	61		Construct Taxilane [Insert Identifier] - Phase 2 (Construction)	2028	\$150,000	\$0	\$750,000	\$0	\$900,000	\$50,000	\$50,000	\$1,000,000
PROJECT SUBTOTALS									\$150,000	\$0	\$750,000	\$0	\$900,000	\$50,000	\$50,000	\$1,000,000
FFY TOTALS									\$150,000	\$0	\$750,000	\$0	\$900,000	\$50,000	\$50,000	\$1,000,000

LEGEND

Discretionary
Entitlement Only
Apportionment
BIL
State Aid
Sponsor Only
FAA Owned Facility
Funding TBD

Total Program FFY2025-2029	Entitlement	BIL	Apportionment	Discretionary	Total AIP	State Match	Local Match	Total Cost
	\$750,000	\$1,467,000	\$780,000	\$2,208,000	\$5,205,000	\$280,395	\$280,395	\$5,765,789

November 2024

Airport Activity

- Coordinated with WI Bureau of Aeronautics on improvement plan. I will bring a finalized plan to Commission next month.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2023</u>	<u>AC Movement</u>	<u>Cumulative Movements</u>	<u>2024</u>	<u>AC Movement</u>	<u>Cumulative Movements</u>
January	224	224	January	245	245
February	272	496	February	318	563
March	255	751	March	300	863
April	271	1022	April	308	1171
May	370	1392	May	412	1583
June	494	1886	June	541	2124
July	598	2484	July	645	2769
August	614	3098	August	621	3390
September	499	3597	September	580	3970
October	512	4109	October	601	4571
November	478	4587	November	400	4971
December	385	4972	December		
Total	4972		Total	4971	
Average	414		Average	452	
High Mo.	614		High Mo.	645	
Low Mo.	224		Low Mo.	245	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>
January	464.59	614.5	January	388.79	1127.4
February	610.02	1549.7	February	1197.66	3966.6
March	1106.42	1378.7	March	1099.94	1910.9
April	1109.07	1175	April	1023.06	2688.87
May	1502.95	2270.1	May	1500.43	904.7
June	1982.39	5858.5	June	1314.71	3003
July	2866.78	5839.4	July	3255.38	3053.5
August	3625.1	5427.7	August	1882.43	3949
September	2533.39	2965.2	September	2330.78	2108.3
October	3239.17	2886.4	October	1446.08	1543.2
November	1534.69	1391.7	November	813.41	140.9
December	946.86	2753	December		
Total	21521.4	34109.9	Total	16252.7	24396.4
Average	1793.45	2842.492	Average	1477.52	2217.85
High Mo.	3625.1	5858.5	High Mo.	3255.38	3966.6
Low Mo.	464.59	614.5	Low Mo.	388.79	140.9

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 20 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter(VTM) licenses current..*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

<u>Month:</u> October	<u>Year:</u> 2024	(neg difference = fuel gained) (pos difference = fuel missing)			<u>Invoiced Gallons Received</u>
		<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	
<u>Prev. Month Jet-A Truck Quantity</u>		N/A	2226	N/A	
<u>Prev. Month Qty</u> (veeder-root)		9065	6625	17916	
<u>Purchases</u> (+)					
<u>Sold</u> (-)		813.41	140.9	954.31	
<u>Used</u> (-)		15	15	30	
<u>Total Qty</u> (=)		8236.59	8695.1	16931.69	
<u>Month End Jet-A Truck Quantity</u>		N/A	2226	N/A	
<u>Month End Qty</u> (-) (veeter-root)		8077	6386	16689	
<u>Difference</u> (=)		159.59	83.1	242.69	
<u>Tax exempt Gal.</u> (includes used gals)		<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u>		0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	88.95	72.14
This month end temp:	16.3	17.4
This month end meter:	8077	6386 (tanks only)
Prev month end inches:	100.14	74.43
Prev month end temp:	48.1	48.5
Prev month end meter:	9065	6625 (tanks only)
Price per gal:	5.25	5.2
Inventor gals:	8077	6386
Inventory Value:	<u>\$ 42,404.25</u>	<u>\$ 33,207.20</u>
Total Inventory Value:	<u>\$ 75,611.45</u>	

December 2024

Airport Activity

- Advertisement published for Airport Master Plan.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2024</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	224	224	January	245	245
February	272	496	February	318	563
March	255	751	March	300	863
April	271	1022	April	308	1171
May	370	1392	May	412	1583
June	494	1886	June	541	2124
July	598	2484	July	645	2769
August	614	3098	August	621	3390
September	499	3597	September	580	3970
October	512	4109	October	601	4571
November	478	4587	November	400	4971
December	385	4972	December	289	5260
Total	4972		Total	5260	
Average	414		Average	438	
High Mo.	614		High Mo.	645	
Low Mo.	224		Low Mo.	245	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2024</u>	<u>100LL</u>	<u>Jet-A</u>
January	464.59	614.5	January	388.79	1127.4
February	610.02	1549.7	February	1197.66	3966.6
March	1106.42	1378.7	March	1099.94	1910.9
April	1109.07	1175	April	1023.06	2688.87
May	1502.95	2270.1	May	1500.43	904.7
June	1982.39	5858.5	June	1314.71	3003
July	2866.78	5839.4	July	3255.38	3053.5
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September	2533.39	2965.2	September	2330.78	2108.3
October	3239.17	2886.4	October	1446.08	1543.2
November	1534.69	1391.7	November	813.41	140.9
December	946.86	2753	December	345.74	907.7
Total	21521.4	34109.9	Total	16598.4	25304.1
Average	1793.45	2842.492	Average	1383.2	2108.67
High Mo.	3625.1	5858.5	High Mo.	3255.38	3966.6
Low Mo.	464.59	614.5	Low Mo.	345.74	140.9

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 22 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter (VTM) licenses current..*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: December **Year:** 2024

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	2226	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8077	6386	16689	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	345.74	907.7	1253.44	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7726.26	7699.3	15425.56	
<u>Month End Jet-A Truck Quantity</u>				
<u>Month End Qty</u> (-) (veeter-root)	N/A	1607	N/A	
	7810	6147	15564	
<u>Difference</u> (=)	<u>-83.74</u>	<u>-54.7</u>	<u>-138.44</u>	
<u>Tax exempt Gal.</u> (includes used gals)				
	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>		
	0		0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	86.16	69.88
This month end temp:	30.7	31.2
This month end meter:	7810	6147 (tanks only)
Prev month end inches:		
	88.95	72.14
Prev month end temp:	16.3	17.4
Prev month end meter:	8077	6386 (tanks only)
Price per gal:		
	5.25	5.2
Inventor gals:	7810	6147
Inventory Value:		
	<u>\$ 41,002.50</u>	<u>\$ 31,964.40</u>
Total Inventory Value:		
	<u>\$ 72,966.90</u>	